

**Office of the  
Internal Quality Assurance Cell**

**Pandu College, Pandu  
Guwahati-781012**



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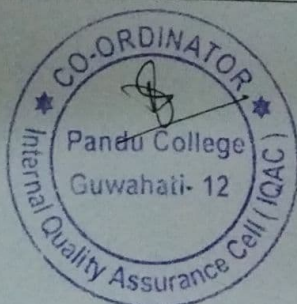
From: Dipjyoti Barman, Co-ordinator

**IQAC ACTION TAKEN REPORT 2021-22**

On the decisions of the IQAC meetings held on 08-10-2021, 25-10-2021, 15-11-2021, 20-12-2021, 15-02-2022 and 21-02-2022

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

| Sl. No. | Decision   | Action Taken  |
|---------|--|---|
| 1       | To conduct external Academic and Administrative Audit  | External Academic and Administrative Audit were conducted on 27 <sup>th</sup> and 28 <sup>th</sup> May, 2022.   |
| 2       | Signing MoU with other Institutions/Organizations for academic collaborative works                           | All together Eight (8) MoU were signed with various Institutions/Organizations. Many collaborative activities were taken up under these MoUs.                           |
| 3       | Formation of sub-committees Criteria wise and distribution of responsibilities among the members Matrix wise | Seven sub-committees were constituted with a member of IQAC as the in-charge. And responsibilities were distributed among the members Matrix wise                       |
| 4       | Opening of Certificate/Add-on courses  | Formalities for opening five Certificate/Add-on courses were completed.   |
| 5       | Increase of number of Digital Class Rooms  | One Digital Class Room was constructed and initiative for more class rooms with IT facilities were taken  |
| 6       | Formation of Students' Clubs   | Nine Students' Club were formed and various activities under these clubs were undertaken for overall development of the students  |
| 7       | Adopting a Nearby Village  | A village named Dhantola near Palabari Sub-division of Kamrup District was adopted by the college. Various activities were under taken for the residents of the village |



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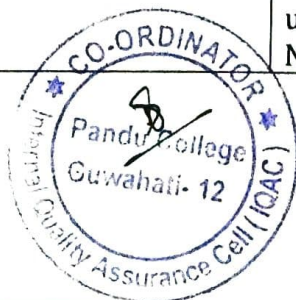
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From: *Dipjyoti Barman, Co-ordinator*

**On the decisions of the IQAC meeting held on 08-03-2022, 09-03-2022, 10-03-2022, 11-03-2022, 12-03-2022, 14-03-2022, 23-03-2022 and 24-05-2022**

To implement the decisions of the above mentioned meeting of the IQAC, the following actions were taken:

| Sl. No. | Decision  | Action Taken   |
|---------|---|--|
| 1       | Establishment of Institution Innovation Council (IIC) in the college      | Institution Innovation Council (IIC) was established in the college as per the norms of Innovation, Cell, Ministry of Education, GOI. Various activities were taken up as per Academic Calendar of the Cell. |
| 2       | Meetings with sub-committees of various criteria                          | Meetings with all the sub-committees formed were conducted and various resolutions were adopted for holistic development of the college  |
| 3       | Conducting Students' Satisfaction Survey                                  | Students' Satisfaction Survey was conducted through online mode. The report of the survey was displayed in the college website   |
| 4       | Adopting a uniform Teaching Plan for all faculty members                  | A uniform Teaching Plan was designed by the Department of Education and the same has been followed by the faculty members for academic activities of the departments   |
| 5       | Publication of IQAC Bulletin  | A Three Monthly bulletin has been started publishing by IQAC reflecting all curricular and co-curricular activities of the college   |
| 6       | Financial assistance to Research Projects under taken by Faculty Members. | Financial assistance of Rs 50000 (Fifty Thousand) has been initiated for selected Research Projects under taken by the faculty members   |
| 7       | Increase of number of outreach programs                                   | A number of outreach programs were under taken in nearby localities by NSS, NCC and Community Club of the college  |



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From: Dipjyoti Barman, Co-ordinator

| Sl. No. | Decision   | Action Taken   |
|---------|--|--|
| 8       | Installation of Digital Display Board                    | A Digital Display Board was installed in the college campus for displaying all important Notices and Information for the students as well as faculty members |
| 9       | Up gradation of Library Reading Room                     | Under Process  |
| 10      | Conducting Green, Energy and Environmental Audit         | Various organizations were contacted for the same. The process has been started and it will be completed within December 2022                                |
| 11      | Providing pure drinking water facilities for students    | A number of RO-UV water filter have been installed in different places of the college for the students   |
| 12      | UP gradation of the Day Care Center                      | The Day Care Center of the college has been renovated  |
| 13      | Organizing Workshop for Non-Teaching staff               | A workshop on Documentation and Accounting Software has been organized for the non-teaching staff of the college   |
| 14      | Preparation of Academic Calendar for the session 2022-23 | The Academic Calendar for the session 2022-23 has been prepared by the Academic Aouncil of the college   |
| 15      | Establishment of Language Lab                            | Under Process  |
| 16      | Establishment of Pre-Examination Training Center         | Under Process  |

