



Internal Quality Assurance Cell

Bahona College

P.O: Bahona, Jorhat- 785101 (Assam)
Affiliated to Dibrugarh University

Email : iqacbahonacollege@gmail.com
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ACTION TAKEN REPORT

IQAC, BAHONA COLLEGE

REPORT PREPARED ON: 27TH DECEMBER, 2019

Decision Taken date	Decision	Action Taken Report
12.09.19	To make Teachers Exchange Program a regular activity.	Few Departments have taken steps for regular Teacher Exchange programme
12.09.19	Reviewing the present mentor mentee allotment and to examine the possibilities of a centralizer allotment system.	It has been found that centralize mentoring will affect the quality adversely and therefore no need to modify the existing system.
12.09.19	To place proposal at principal's desk for more solar energy points.	Proposal placed by IQAC coordinator.
12.09.19	Counseling by departments on students feedback mechanism.	Departments will take initiatives for counseling of students on feedback
12.09.19	To organize one on campus and one off campus health camp.	Healthcare cell will organize such camps from next semester.
12.09.19	Development of atleast 10 e-content as TLM	Faculties are working on it. Few faculties have developed YouTube class contents. Website will be used as e-content repository.
12.09.19	Criteria wise SSR preparation.	Criteria committees started basic preparations of SSR.
12.09.19	Alumni Registration at the time of sixth sem result	Will be done from the current session-end period.
12.09.19	Department level alumni meet	Departments are planning alumni meet in slack season.
12.09.19	Academic and Administrative Audit by outside agency	Will request DU for Academic audit in May-June.
12.09.19	To organize seminars by departments.	Departments will send proposal for funding in next financial year.
12.09.19	Students code of conduct to be place in students' diary.	Will be done from next session onwards
12.09.19	Developing a Permanent class routine and to include it in the diary.	There will be a class routine page in students' diary.

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12.09.19	To keep students progress record by the departments	Departments have started record keeping of students progression
12.09.19	Reframing the vision and mission	A committee has been formed and they are reviewing the vision and mission. The revised vision and mission will be place for GB approval.
12.09.19	To take 'Know Your College' initiative.	Teachers are orienting students inside and outside the classrooms as part of Know Your College initiatives.
12.09.19	To buy apparatus for PWD and to keep in the custody of Healthcare Cell.	Requisition placed and will be purchased soon.

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24.10.2019	Selection of students for Educational Tour	Students are selected and tour will be to West Bengal in February-March.
24.10.2019	Teachers Diary- To record no student also in the diary, A page for class routine also.	Teachers are keeping record of no student classes. A page for routine will be included from the diary issues for next session.
24.10.2019	Academic Audit	Departments and criteria committees are preparing reports for Academic Audits.
24.10.2019	Submission of progress report within 15 days to IQAC by Cells and Committees	Progress reports are submitted by the cells.
24.10.2019	Submission of written suggestion for vision and mission.	No suggestion received so far.
24.10.2019	To organize Parent Teachers meet both at departmental and college level and to form a new PT association.	Departmental Parent Teachers Meets are under process. College level PTM will be by April, 2020
24.10.2019	Finalizing a weekday and time for weekly morning assembly.	Decided that Moring Assembly will be on Thursday every week.

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