



# Internal Quality Assurance Cell

## Bahona College

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

Email : iqacbahonacollege@gmail.com  
iqac@bahonacollege.edu.in

### ACTION TAKEN REPORT

### IQAC, BAHONA COLLEGE

REPORT PREPARED ON: 31ST DECEMBER, 2021.

Decision Taken date	Decision	Action Taken Report
28.11.2020	To convert the strength to opportunity, weakness to challenges.	Several initiatives taken for converting the strength to opportunity, weakness to challenges.
28.11.2020	Department to prepare evaluative report and upload in Google drive regularly	Departments have prepared the reports and uploaded the relevant documents in Google Drive and shared with IQAC.
28.11.2020	Faculty to prepare and update the individual Profile and in the Google drive regularly	Faculty Profile updated and uploaded in Google Drive
28.11.2020	Formation of Data Collection and Data Uploading Team	Two Committees formulated.
28.11.2020	To form a team for Receiving the Peer Team and Orienting Students	A Team is formed led by Dr. Shantana Saikia.
28.11.2020	Dr. Pankaj Bora has been assigned the responsibility to add some features in college website.	A Page in the Website developed for NAAC SSR and another for document uploading.
28.11.2020	To develop a plan for utilizing the Vidyarthi Vabhan.	Discussed in the next meeting
28.11.2020	To make the Alumni Association more active. Responsibility assigned to Ajit Kr. Borah.	Alumni contribution increased.
28.11.2020	To appoint a new convener of Employees Development Cell, IQAC	Discussed in the next meeting

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04.01.2021	Decided to submit IIQA only after completing 70% of SSR.	IIQA will be submitted only after completing 70% of the SSR work
04.01.2021	NAAC Peer Team Receiving Committee will orient students for NAAC assessment and SSS	NAAC Peer Team Receiving Committee members are orienting students on SSS.
04.01.2021	Involvement of students in NAAC Assessment Arrangement Committee	Student Union members are engaged in collecting data from students
04.01.2021	Inclusion of Dr. Indrani Borthakur in NAAC Peer Team receiving Committee	Dr. Indrani Borthakur is appointed as member of the NAAC Peer Team receiving Committee.
04.01.2021	To appoint a new convener of Employees Development Cell, IQAC	Diganta Pd Gogoi has been appointed as the new convener of Employees Development Cell.
04.01.2021	To develop a plan for utilizing the Vidyarthi Vabhan.	Utilized the space by starting a Digital Center and Community Retail Store.
15.05.2021	Decided to formulate a policy for Teaching, Learning and Evaluation.	Appointed a committee for formulating the policy.
04.01.2021	Statue in Memory of in memory of Lt. Rajendra Nath Dutta	Proposal and verbal communication with the family of Lt. Rajendra Nath Dutta is on.
04.01.2021	Inclusion of Social Service Secretary as member of Community Extension Cell.	Social Service Secretary of BCSU appointed as a member of Community Extension Cell.

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15.05.2021	AQAR approved	AQAR uploaded in the NAAC Website
15.05.2021	Draft Action plan accepted	Activities conducted as per Action Plan
15.05.2021	Vision and Mission reframed and to place for GB Approval	GB Approved the reframed Vision and Mission.
15.05.2021	Feedback Report- Actions proposed	Actions taken based on Feedback Reports
15.05.2021	Decided to formulate a Plastic Ban Policy.	A committee is formed to formulate the Plastic Ban Policy.
15.05.2021	Decided to formulate a Policy for PwD.	A committee is formed to formulate the PwD policy.
15.05.2021	Decided to formulate a Policy for Maintenance of Physical, Academic and Support Facilities.	A committee is formed to formulate the policy.
15.05.2021	Decided to formulate a Policy cum Handbook on Scholarship.	A committee is formed to formulate the policy.
15.05.2021	Decided to formulate a Policy for a Research and Extension.	A committee is formed to formulate the policy.
15.05.2021	College Activities should be in linked with NAAC –SSR and AQAR.	Activities linked with NAAC SSR, AQAR are conducted.

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Decision Taken date	Decision	Action Taken Report
24.09.2021	Submission of SSR by December	Will be submitted in March- April
24.09.2021	Appointment of New Persons for uploading Data of Assamese, English and Political Science Department.	Appointed Dr. Namita Saikia is appointed for Assamese department, Amarjyoti Devnath for English department and Dr. Sanjay Mili for Political Science deptt.
24.09.2021	Renovation of Classrooms and Washrooms deteriorated during Covid Lockdown.	Windows, desk bench repaired.
24.09.2021	Developing a common format for uploading data	Done
24.09.2021	Renovation of Library	Digital Library facility updated
24.09.2021	Deputation of one Grade IV employee for Arts departments	Jagat Ch. Nath has been deputed for the Arts departments
24.09.2021	Appointment of new convener of Research and consultancy cell and Budget and Resource Management Cell.	Dr. Rajbongshi has been appointed as new convener of Research and Consultancy Cell and Dr. Rafiul Amin Laskar and Dr. Kasturi Goswami has been appointed as member of Budget and Resource Management Cell.
24.09.2021	Adoption of new policies	1) Plastic Ban Policy 2) Policy for Maintaining and Utilizing Physical, Academic and Support Facilities 3) Divyangjan Policy Document
24.09.2021	Decision to formulate new policy	1) Grievance Redressal Policy 2) Research and Extension Policy 3) Handbook on Scholarship

  
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06.11.2021	Orientation on NAAC RAF	Doubts cleared.
08.11.2021	Orientation on NAAC RAF Training of Students for SSS	Done
12.11.2021	To declare college Tobacco free/Tamul Free.	Students are informed about IQAC decision on Tamul Free Campus in th Morning Assembly.
12.11.2021	To develop YouTube Class Material by Teachers	Teachers have developed YouTube Videos as teaching materials
12.11.2021	Upload Teaching Learning Material by teachers in the website	Teachers have developed TLMs and uploaded selected few in the website.
12.11.2021	E-content Repository	Under process
12.11.2021	Book Donation	Will organize a book donation day in 2022
12.11.2021	Regular Parent Teacher Meeting	Under process
12.11.2021	Covid Data Relief scheme	Will introduce if imposed lockdown
12.11.2021	Introduction of New Add On courses	Under process
12.11.2021	Reinitiating Morning Assembly	Resumed morning assembly
12.11.2021	Vehicle Pass as green initiative	Done
12.11.2021	Resuming students and teachers diary practice	Done
12.11.2021	Recording of students seminar, GD for developing e-content	Under process
12.11.2021	Adoption of new policy documents	1) Grievance Redressal Policy 2) Research and Extension Policy 3) Handbook on Scholarship

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Decision Taken date	Decisions	Action Taken Report
16.11.2021	Decision on extending current session till 31 <sup>st</sup> Dec, 2021 for SSR	SSR preparation started considering the extension.
16.11.2021	Feedback Report approved	Uploaded in the website
16.11.2021	Decision for more field visits with all the departments.	Under process.
16.11.2021	Lesson plan format updated	Will be implemented from next semester
25.11.2021	Decided a common format for updating in SSR	Report preparation undergoing in a common format.
25.11.2021	To develop a common academic calendar	Will be implemented from next academic session
09.12.2021	To upload completed works in IQAC Drive	Under Process.

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