



OFFICE OF THE PRINCIPAL

এছ. বি. দেওৰা মহাবিদ্যালয়
S.B. DEORAH COLLEGE

(Accredited with 'B' Grade by NAAC)

ULUBARI, GUWAHATI-781007

Ph.: 0361-2523172

E-mail : sbdeorahcollege@gmail.com, info@sbdeorahcollege.org.in

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Date : 12/9/2023

Minutes of IQAC Meeting with Action Taken Report (1st June 2022-31st May 2023)

Altogether eight meetings have been held during the period 2022-23. Some important agenda such as extension activities, gender equality, organising workshops and seminars, signing of MoUs have been discussed, resolved and actions taken accordingly.

• **Meeting held on 11-08-2022**


Resolutions:

- To prepare a list of activities which can be carried out in the month of August 2022.
- To make changes in course outcomes and programme outcomes wherever required and its dissemination among the students.
- To constitute new subcommittees criteria wise to initiate work on AQAR for 2021-22 session and 3rd cycle of SSR.
- To collect self-appraisal report and evaluative reports from departments for 2021-22 session.

Compliance Report:

- A list of activities to be done for the month of August were prepared.
- Changes in course outcomes were submitted to IQAC by various departments.
- New sub-committees for AQAR of 2021-22 session and 3rd cycle of SSR were constituted.
- Self-appraisal report and evaluative reports from the departments were collected by IQAC.


Coordinator, IQAC
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Date :

• Meeting held on 17-08-2022

Resolutions: In the meeting it was decided that the following activities will be carried out in the month of August 2022.

- Programme on Soft skills (public speaking, digital literacy, etc.) and language skills
- Career counselling programme for competitive examinations
- Orientation programme on anti-ragging
- Health check-up for teaching, non-teaching staff and students
- Public financial management system training for teaching and non-teaching staff
- Digital accounting workshop for non-teaching staff
- Faculty development programme
- Celebration of world photography day
- Celebration of national sports day
- MoUs will be signed with various colleges and activities under MoUs will be carried out.
- Teachers will be sensitized to apply for membership in various professional bodies and the membership fee will be contributed by college.
- Activity related to diversity will be carried out by Equal Opportunity Cell.

Further, following measures were suggested by IQAC for the benefit of the students:

- Students will be encouraged to do internship related activities which will be facilitated by college in collaboration with other institutions.
- Programme outcomes and course outcomes will be discussed with students and departments will evaluate attainment of PO and CO regularly through various mechanisms.
- Improving the internet bandwidth for the college.
- Increasing the number of computers available to students.
- Exploring the possibility of ISO certification of college.

Compliance report:

- Some of the representative programmes conducted on soft skills include a) Orientation programme on Soft Skills "Digital Literacy: Basic Presentation Skills" was organized by Skill Development Cell on 26/08/2022. b) Orientation programme on Soft Skills "Professional Writing" was organized by Skill development cell on 27/08/2022. c) Orientation programme on Soft Skills "Public Speaking Skills for Beginners" was organized by skill development cell on 31/08/2022.


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Date :

- Meeting held on 14-09-2022


Resolutions:

- Programme specific outcomes and course outcomes need to be updated by respective departments and evaluation should be done periodically through class tests, departmental meetings etc.
- The number of add-on courses and skill courses should be increased.
- The academic calendar for the year 2022-23 should be finalized.
- The practise of showing answer scripts of sessional exam in the classroom should be continued and its record should be maintained in case of any grievances by students.
- The marks obtained by students in the exam can be made available online as well.
- Orientation programme on bloom taxonomy should be carried out.

Compliance Report:

- The Programme specific outcomes and course outcomes are updated by respective departments and evaluation of course outcomes are done through various means including class tests, departmental meetings. In addition, a new method for evaluation of course outcomes is adopted by the departments on suggestion of IQAC.
- IQAC collected the list of certificate courses which can be offered by various departments.
- The academic calendar for 2022-23 is finalized with 185 number of days as class days.
- Greater transparency was incorporated in the evaluation of internal assessment as the evaluated answer scripts are shown to the students in the classroom and grievances are resolved in time-bound manner.


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- ii) A workshop on Preparation for Civil services Examination was organized by Career Guidance and Counselling Cell of S. B. Deorah College from 24/08/2022 to 26/08/2022.
- iii) Orientation programme on anti-ragging was conducted by anti-ragging cell on 25th August 2022.
- i) Eye check-up for students, teaching and non-teaching staff was held on 22nd August 2022. Free Oral Health Check-up and Treatment was held 20th March 2023 on the occasion of world oral health day.
- ii) Orientation programme on "Public Financial Management System" was conducted on 30th August 2022.
- iii) (a) Faculty Development programme on Learning Attributes in Higher Education was conducted on 24th August, 2022 and (b) Faculty Development programme on digital learning was conducted in association with ICT academy from 12th-15th May 2023.
- iv) World Photography Day and National sports day were celebrated with active participation of teachers and students.
- v) MoUs with several colleges such Arya Vidyapeeth College, KRB Girls' College K.C. Das Commerce College, Handique Girls' College, Kanya Mahavidyalaya were signed and faculty exchange programme were conducted. In addition, MoU with NGOs such as Ashadeep- A Mental Health Society, Earthful Foundation were signed and several activities were conducted.
- vi) Some newly recruited teachers have already acquired membership of specialized professional bodies and on the pursuance of its objective, IQAC of S. B. Deorah College has been successful in achieving membership of professional bodies by all faculty members. Some of the professional bodies include Assam Science Society, Kamrupa Anusandhana Samiti etc.
- vii) Equal opportunity Cell conducted a programme "Reflection of Diversity" on 30th August 2022. In addition, "World day for cultural diversity for dialogue and development" was celebrated by IQAC in association with Equal Opportunity Cell.


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Date :

- Meeting held on 9-11-2022

Resolutions/Minutes:

- Following the meeting of IQAC held on 17 August 2022, a meeting was held to take account of execution of resolution of the previous meetings. It is found that departments have done suitable modifications according to their need to the course outcome and programme outcomes.
- Departments have organized orientation programme for the student for explaining the Programme and course outcomes.
- The Internal Assessment grievance form is prepared and approved for circulating amongst the departments.
- The canteen facility should be improved following the feedback received from students and faculties.

Compliance Report:

- Students were made aware of the Internal Assessment grievance form and were asked to submit to the head of the departments in case of any grievances.
- The college infrastructure is undergoing enhancements, including plans for a new canteen facility.


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Date :

- Meeting held on 25-02-2023.

Resolutions:

- Departments will be advised to start certificate courses from the 1st week of March onwards.
- Students will be sensitized to opt for Swayam/NPTEL courses of their own choice.
- Institution's Innovation Council will conduct programmes and field-trips for students related to IIC activity.
- The revised format of teaching plan as prepared by the IQAC will be continued by the departments.
- The new-format of mentor-mentee form prepared by IQAC will be continued.
- Orientation programme on NEP-2020 will be organized.
- MoUs with various institutions will be signed and activities will be carried out under those MOUs.
- Orientation programme for accessing e-resources available in library will be conducted for students and teachers.
- The IT infrastructure of the college will be further strengthened.
- Additional computers for students will be procured.
- Departments will continue and formalize the classes to be taken for JAM/PG-CUET entrance and other competitive exams.
- Faculty development programme will be organized in association with reputed agency.
- Departments and cells will engage alumni in various activities such as special classes/lectures, donation of books to library, voluntary services etc.
- The process of ISO certification will be initiated.
- E-waste collection drive in the college will be conducted and the collected waste will be donated for recycling.

Compliance Report:

- A total of 17 certificate courses were carried out by various departments as an initiative of IQAC.
- The faculties of many departments demonstrated the various courses available on Swayam/NPTEL portal to the students.
- The departments are continuing the revised format of teaching plan and mentor-mentee forms.


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- iv) An orientation programme on NEP-2020 was organised by IQAC on 11th March 2023, where Prof. Bhagirathi Panda was the resource person.
- v) A number of MoU's with several colleges and institutions were signed and various departments conducted activities under the ambit of MoUs.
- vi) An orientation programme on open educational resources was conducted on 28th May 2023.
- vii) A faculty development programme on digital learning was organised in association with ICT academy.
- viii) 24 additional computers were bought for academic purpose.
- ix) The IT infrastructure of the college is strengthened with additional optical fibre-based internet connection provided by AMTRON, a Govt. of Assam Undertaking.
- x) ISO 9001: 2015 certification was granted to the college for providing the education of graduation level for the streams of arts, science and commerce.
- xi) E-waste collection drive was conducted on 29th April 2023, in association with "Earthful Foundation".


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Date :

• Meeting held on 01-03-2023


Resolution:

- To augment the enrollment of student in certificate courses by elucidating the significance of these programs.
- Departments are tasked with maintaining meticulous records of departmental meetings and documentation related to curriculum execution and assessment, encompassing logbooks, seminars/workshops, certificate courses, assignments, and class tests.
- A system for recording cross-cutting issues integrated into the course curriculum. conveyed through course delivery and supplementary activities/practical sessions conducted by departments, is to be established.

Compliance Report:

- A total of 17 certificate courses were conducted with a commendable level of student participation.
- Departments were consistently maintaining comprehensive records of curriculum and evaluation-related activities.
- Departments have initiated the practice of documenting cross-cutting issues in their logbooks where relevant, as well as incorporating them into their teaching plans.


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- Meeting held on 11-05-2023

Resolutions:

- The employee feedback form, prepared by IQAC, received approval.
- Progress toward ISO-certification was deliberated.
- Plans were made to enhance the library with standard reference books and materials pertinent to the new curriculum of NEP-2020.

Compliance:

- The alumni were handed the employee feedback form, and feedback from employers was gathered.
- The college was awarded ISO 9001:2015 certification for offering undergraduate education in arts, science, and commerce.
- A variety of standard textbooks and reference materials were procured to ensure an ample supply of study materials for students.


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