



INTERNAL QUALITY ASSURANCE CELL BATADRABA SRI SRI SANKARDEV COLLEGE

BATADRABA : NAGAON : ASSAM

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Ref. No. _____

Date :

Action Taken Report

2015- 2016

Formation of IQAC

- IQAC formed in a general meeting convened by the principal.
- Different cells formed
- Conveners of the cells selected
- Roles of each cell discussed

Organizing workshop on Role of Teacher and Higher Education

- Organized the workshop on 16th Feb, 2016
- Resource person : Dr Snnjib Kr Borkakoty, Associate Professor, ADP College

2016- 2017

Conducting Freshman Social with Students Union Body

- Conducted
- Followed the budget as resolved in the meeting under supervision of the in-charge teachers.

Conducting Fateha Dowaz Daham

- Conducted inviting guest
- The student Union Body has taken the active role.


Principal I/c cum Chairman
Internal Quality Assurance Cell
Batadraba S.S.S. College


Co-ordinator
Internal Quality Assurance Cell
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NAAC criterions discussion

- Discussed and distributed the manual to each convener
- Distributed Log Book to each teacher.

Students Mobile Phone Use in the premises

- Students mobile use in the campus is prohibited

2017-2018

Academic environment

- Students took regular classes
- Irregular students were counseled.

Steering committee formation

- Steering Committee Formed in a general staff meet

AISHE coordinator selection

- New coordinator selected

2018- 2019

Silver Jubilee Celebration committee

- Committee formed in a general meet

Formation of Alumni Association

- Alumni Association formed in a general meeting
- Student Representative Selected in IQAC

Organizing CBCS Implementation workshop

- Organized Workshop
- Date : 19/6/2019
- Resource Person: Dr. Chintamoni Sarmah

NAAC sensitization Workshop organizing

- Workshop organized
- Resource Person: Dr Afzalur Rahman

Admission Committee Formation

- Formed

Green Initiatives in the college premises


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- Beautification cell is formed
- Taken Green Initiatives by students' Union

Student Representative In cells

- Students selected in different cells

2019-2020

Organizing Students Induction Programme

- Conducted

Freshers' Social organizing

- Organised by Students' union Body under supervision of in-charge teacher.

Organizing FDP

- FDP organized
- `Date: 12th March to 14th March
- Resourc Person : Sunil Bora from ICT Academy

Routine Preparation by committee

- Prepared on time

2020-21

Conducting Online Programmes

- Online classes were taken through various virtual platforms such as Google Meet, Whatsapp etc.
- Online Essay competition was organized on the occasion of Independence Day
- Online webinar organized:
 - Date: 12 July, 2020
 - Topic: Awareness Programme on use of online E Resources
 - No. of Participant: 106
- Resource Person: Dr sanjay Kr Singh, Professor, Department of Library and Information science, Gauhati University. And Dr. Birender Paul, Librarian, Kaliabor College.
- Organized in collaboration with Assam College Librarians Association

Reconstitution of IQAC

- IQAC reconstituted as the earlier cell completed 5 years

Academic Council Reconstitution


- Reconstituted the Academic Council

Action Plan Preparation

- IQAC Action Plan Prepared by coordinator

Academic Calendar Preparation:


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- Academic Calendar Prepared.

NSS formation

- Formed NSS for the College

Procurement of Computer for administrative purpose

- Purchased 3 computers for administrative purpose

Progression of Cells

- Activities by different cells are on progress.

Celebration of Women's Day

- Organized by Women cell of the College
- Conducted program in adopted Village on Health and hygiene

Infrastructure Development

- Proposal sent to GB and it is continuing.

Book publication:

- One book namely ALOK was published by publication cell.

2021-2022

Workshop / program organizing by department.

- Workshops and various programmes conducted by the departments
- ICSSR sponsored Seminar was organized
- Date: 27th and 28th June
- Organized in Association with Dept of English and Economics.

Silver Jubilee celebration

- The Silver Jubilee was celebrated with a colorful manner on 10th and 11th July. All the teachers, employees, community members and alumni participated with a large number and it made a mark for the institution.

Formation of SSR preparation team.


- SSR preparation team formed.


Computer skilled Person engagement.

- Engaged one computer skilled person for Helping in SSR Preparation.

Conducting Enrollment Drive:

- Enrollment drive was initiated in feeder schools. All faculty members including principal took part in it.


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