

Action Taken Report of the IQAC Meeting,

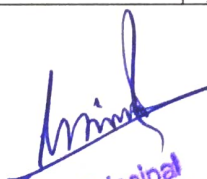
Dated: 02 August 2025

Venue: Principal's Board Room

Time: 2:00 p.m.

The following actions were taken in the IQAC meeting:

Sl. No	Agenda item	Action Taken
1	Preparation and inalization of the first Autonomous Academic Session	The proposed academic activities and institutional preparations for the first Autonomous Academic Session were reviewed. Departments and concerned committees were advised to complete the necessary academic, administrative and documentation-related preparations within the stipulated time.
2	Setting up of Autonomous Examination Framework	The meeting discussed the requirements for conducting examinations under the Autonomous system. Necessary steps were initiated for framing examination-related rules, evaluation procedures, question-paper setting, moderation, confidentiality, result preparation and other examination mechanisms in accordance with the applicable autonomous regulations.
3	Administration and Infrastructure Readiness	The administrative and infrastructural preparedness of the College was reviewed. Concerned officials/cells were directed to ensure the readiness of classrooms, laboratories, examination facilities, ICT infrastructure, records and other essential facilities before commencement of the academic session.
4		It was decided to strengthen student-centric activities such as induction/orientation programmes, mentoring, career guidance, co-curricular and extracurricular activities, grievance redressal and other student support services. Departments and concerned cells were requested to prepare suitable programmes for the new academic session.
5	Promotion of Research, Innovation and Extension Activities	Departments were encouraged to promote research-oriented activities, seminars, workshops, student research initiatives, innovation and extension programmes. Faculty members were advised to undertake research projects, publications and collaborative activities, while extension activities were to be strengthened through NSS, NCC, Extension Cell and adopted villages.
6	NAAC Statutory Compliance under Autonomous Framework	The meeting reviewed the requirements relating to NAAC and quality-assurance documentation in the context of the College's Autonomous status. IQAC was entrusted with coordinating the collection, verification and systematic documentation of relevant data and reports from departments, cells and committees for future accreditation and quality-assurance purposes


Principal
Chaiduar College
Gohpur, Biswanath
Assam-784168


IQAC Coordinator
Chaiduar College(Autonomous)
P.O.:Gohpur, Dist: Biswanath
Assam-784168

Action Taken Report of the IQAC Meeting,

Dated: 17 November 2025

Venue: Principal's Board Room

Time: 2:00 p.m.

The following actions were taken in the IQAC meeting:

Sl. No	Agenda item	Action Taken
1	Discussion on finalisation of AAA	The proposed Academic and Administrative Audit (AAA) were discussed and the necessary preparations were reviewed. The audit schedule, areas of assessment and responsibilities of the concerned departments/cells were finalized. Departments and administrative sections were advised to keep the required records and supporting documents ready for the audit.
2	Online Submission of NIRF	The status of data collection and preparation for the NIRF online submission was reviewed. The concerned officials/cells were directed to verify the required institutional data and supporting documents and ensure timely online submission within the prescribed deadline. Necessary coordination was undertaken for accurate compilation and uploading of the data.
3	ISO Certification	The meeting discussed the process of obtaining/renewing ISO certification for the institution. The requirements and necessary documentation were reviewed. The concerned authority/cell was advised to initiate the required process and coordinate with the appropriate agency for completion of the certification process.




IQAC Coordinator
Chalduar College (Autonomous)
P.O.: Gohpur, Dist: Biswanath,
Assam-784168

Action Taken Report of the IQAC Meeting,

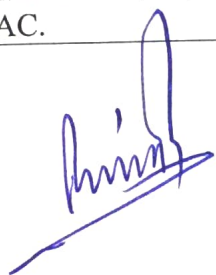
Dated: 17 February 2026

Venue: Principal's Board Room

Time: 2:00 p.m.

The following actions were taken in the IQAC meeting:

Sl. No	Agenda item	Action Taken
1	Presentation and Review of Action Taken Report	The Action Taken Report of the previous meeting was presented and reviewed. The progress of previously approved activities was assessed, and concerned stakeholders were advised to complete the pending tasks within the stipulated time.
2	Status of Completion of AAA	The status of the Academic and Administrative Audit (AAA) was reviewed. The concerned departments/sections were instructed to complete the remaining documentation and ensure the availability of necessary records and supporting evidence for the audit process.
3	NAAC Preparation and Criteria-wise Data Compilation	The preparedness for the NAAC assessment process was reviewed criterion-wise. Departments, cells and committees were directed to compile, verify and systematically maintain the required data and documentary evidence under the respective NAAC criteria. IQAC will coordinate and monitor the overall documentation process.
4	Progress of NIRF Ranking Submission	The progress of NIRF Ranking submission was reviewed. The concerned team was directed to verify the institutional data, supporting documents and other required information and ensure timely completion of the online submission process.
5	Progress of ISO Certification Process	The progress of the ISO Certification process was reviewed. Necessary follow-up actions were initiated, and the concerned personnel were advised to complete the required documentation and compliance-related activities for obtaining the certification.
6	Green Audit and Energy Audit Reports	The status of the Green Audit and Energy Audit reports was discussed. Necessary follow-up was initiated for completion/documentation of the audit reports and for implementation of recommendations relating to environmental sustainability, energy conservation and efficient use of institutional resources.
7	Roadmap and Action Plan for Strengthening Autonomous Status	A roadmap and action plan was discussed for further strengthening the College's Autonomous status . Emphasis was placed on strengthening academic autonomy, examination and evaluation systems, curriculum development, research, innovation, student support services and institutional quality mechanisms.
8	Suggestions, Resolutions and Concluding Remarks	Members offered suggestions for improving the overall quality and effectiveness of institutional activities. The resolutions arising from the discussions were recorded for implementation. The meeting concluded with a commitment to continuous quality improvement and effective monitoring by IQAC.




IQAC Coordinator
Chalduar College (Autonomous)
P.O.: Gohpur, Dist: Biswanath,
Assam-784168

**Action Taken Report of the IQAC Meeting,
Dated: 20 February 2026**

Venue: Principal's Board Room

Time: 2:30 p.m.

The following actions were taken in the IQAC meeting:

Sl. No	Agenda item	Action Taken
1	Review of the Teaching-Learning Process for the Current Session	The teaching-learning process of the current academic session was reviewed. Departments were advised to ensure timely completion of the syllabus, regular conduct of classes, effective use of ICT-enabled teaching methods and continuous monitoring of students' academic progress.
2	Discussion on Course Progress and ICT-enabled Teaching	The progress of different courses was reviewed. Faculty members were encouraged to make greater use of ICT-enabled tools, digital learning resources, smart classrooms and other appropriate teaching-learning technologies to enhance classroom engagement and learning outcomes.
3	Review of Student Feedback and Corrective Measures	Student feedback regarding teaching-learning and other academic activities was reviewed. The suggestions and concerns received through the feedback mechanism were considered, and departments were advised to take appropriate corrective and improvement measures wherever necessary.
4	Action Plan for Strengthening Teaching Quality and Learning Outcomes	An action plan was proposed to further improve teaching quality and learning outcomes. Emphasis was placed on learner-centric teaching, regular assessment, remedial/support classes, mentoring, use of innovative teaching methods and continuous academic monitoring.




IQAC Coordinator
Chaldhar College(Autonomous)
P.O.:Gohpur, Dist: Biswanath
Assam-784168