

DIGBOI COLLEGE

DIGBOI 786171, ASSAM

Phone: 03751264416, e-mail: digboicollege@yahoo.com

Action Taken Report

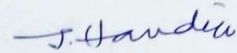
Date of IQAC meeting: 20.10.2017

Sl. No.	Resolution of IQAC meeting	Actions taken
1	Conduction of Academic and Administrative Audit (AAA)	The College fraternity decided to conduct the Academic and Administrative Audit (AAA) by external evaluator in the next year. The faculty members of the college were sensitized for the same.
2	Students feedback	The academic and administrative feedback from the students were obtained and analysed. The Principal of the College was entrusted the responsibility to take necessary steps to improve the poor parameters received from the students.
3	Submission of AQAR	The coordinator of IQAC took necessary steps for preparation of AQAR 2016-17 and to submit the same to NAAC on time.



Dr. Dip Saikia
Principal & Chairperson, IQAC
Digboi College, Digboi

Principal
Digboi College, Digboi



Dr. Jayanta Handique
Coordinator, IQAC
Digboi College, Digboi

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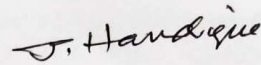
Date of IQAC meeting: 21.12.2017

Sl. No.	Resolution of IQAC meeting	Actions taken
1	Submission of AQAR	a) The sub-committees of IQAC completed their reports and submitted to the IQAC Core committee and the Core committee was entrusted the responsibility to complete the submission process on time.
2	Incorporation of newly appointed teachers	The newly appointed faculty members of the college were incorporated in various committees and sub-committees of the College.



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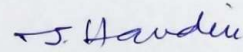
Date of IQAC meeting: 05.01.2018

Sl. No.	Resolution of IQAC meeting	Actions taken
1	Constituting the new committee of IQAC as per NAAC guidelines	The following new committee of IQAC was formed as per NAAC guidelines – a) Chairperson: Dr. Dip Saikia, Principal b) Coordinator: Dr. Jayanta Handique c) Members: Dr. A.C. Dutta, Dr. P. Bharali & P. Gogoi d) Sr. Administrative Officer: Mr. C.C. Baruah and Mr. P. K. Saikia e) Members from Management: President, G.B. of Digboi College f) Nominee from local community: Mr. H. N. Sarma g) Nominee from student: General Secretary, DCSU h) Nominee from alumni: Secretary, Alumni Association i) Nominee from employer: To be applied to the D.H.E. j) Nominee from industrialist: Mr. J. Borgohain, IOCL, Digboi k) Nominee from stakeholder: Guardian nominee to G.B.
2	Introducing Yoga and Self-defense course	The College had made necessary arrangements for introduction of Yoga and Self-defense classes.



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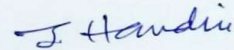
Date of IQAC meeting: 29.06.2018

Sl. No.	Resolution of IQAC meeting	Actions taken
1	Conduction of Academic and Administrative Audit (AAA)	The College decided to conduct the Academic and Administrative Audit (AAA) by external evaluator within November, 2018.
2	Submission of AQAR	The Coordinator of IQAC and subcommittees made their efforts to prepare the AQAR for the session 2017-18.
3	Creating WhatsApp group	The College fraternity had created a WhatsApp group for prompt delivery of message among the faculty members.



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