

ACTION TAKEN REPORT OF THE IQAC MEETING HELD ON 31st May 2019

Sl. No.	RESOLUTION	REMARKS
1.	The Director informed the members that the Editorial Board for Annual Report is preparing the Annual Report for 2018-19, and final draft of report will be prepared before the commencement of Summer Vacation.	Action taken
2.	The Director informed about the preparation of NAAC Accreditation for 2020. He submitted time schedule for one year. (a) May 2019: Uploading of Academic Audit to University website. (b) June 2019: Receipt of Academic Audit reports from Departments/ Institutes. (c) July 2019: Receipt of Administrative Audit reports from different administrative branches. (d) July-August 2019: Scrutiny and compilation of Academic and Administrative Audit reports. (e) July-August 2019: Preparation of AQAR 2018-19 in new format. (f) September-October 2019: Invitation of experts for Academic and Administrative Audit and its finalization. (g) November-December 2019: (i) Preparation of Self Study Report (SSR). (ii) To collect students feedback as per NAAC format. (h) January-February 2020: Submission of SSR to NAAC (i) March-April 2020: Preparation for NAAC visit (j) May 2020: Expected visit of NAAC team. (Action to be taken by Director IQAC and Members of IQAC)	Under process
3.	The members also discussed about the need for sensitization and preparedness of the stakeholders for the proposed NAAC visit. In this regard it was decided that a mock Student Satisfaction Survey would be conducted in the month of November/December 2019 to prepare the students for NAAC Student Satisfaction Survey. Further, to take feedback from Alumni, Teaching and Non-teaching staff, it was decided that feedback would be taken in specific format. The Director, IQAC assigned the responsibility of preparing feedback format to the following members	Under process
4.	The Director informed the members that a draft format for annual self-appraisal report (APAR) for teaching staff has already been prepared and submitted to the authority for necessary approval.	Action Taken
5.	The Director also informed the members regarding the scrutiny of the application for CAS promotion. It was decided it will be done at departmental level and Prof. Sumpam Tangjang has already been appointed as IQAC nominee. The members opined that the process should be initiated soon.	Under process
6.	The Director also requested Mr. Firos. A, Dr. Sunil Nandi and Dr. Sambhu Prasad to assist Prof. Sumpam Tangjang in the preparation of AQAR, which is expected to be ready by August 2019.	Under process


