

**OFFICE OF THE IQAC: DARRANG COLLEGE**  
**TEZPUR: 784001**

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**Action taken report on 29<sup>TH</sup> November, 2021**

1. As resolved in the meeting the process of Academic and Administrative Audit was started and awareness programme was done to involve the faculties.

**Action taken plan on 21<sup>st</sup> December, 2021.**

1. As resolved in the meeting IQAC started working on the preparation of AQAR 2020-2021.
2. As decided in the meeting GU Annual Report 2021 was submitted.

**Action taken plan on 3<sup>rd</sup>, February, 2022**

1. Extension activities were organised as planned in the meeting. The NCC and NSS unit of the College carried out awareness campaign on different issues.
2. Student's and faculties were inspired and encouraged to undertake research activities and innovative practices by organising a meeting.

**Action taken plan on 7<sup>th</sup>, June, 2022**

1. Feedback form was to be uploaded online to take the feedback of the students. Accordingly the responsibility was given to Dr SwetaMahanta, Dr DilipSaikia and Dr Anmika Das to prepare a feedback form. They prepared a student feedback format and uploaded on the College Website.
2. Notice was served to the Departments to carry on mentor mentee practice.

**Action taken plan on 22<sup>nd</sup> June, 2022**

1. The meeting held on 22<sup>nd</sup> June, 2022 decided to introduce certificate course. Accordingly HoD meeting was convened and Departments were entrusted with the responsibility of making the syllabus for the said courses. Already five departments have submitted the syllabus and four add on course are coming up.
2. Induction program and orientation program for the fresh students were planned and accordingly it was done.
3. Career counselling for the six semester students was planned and accordingly done.
4. Code of conduct was to be introduced in a new manner and it is under the process.
5. Mentor mentee system was to be continued and the fresh form for the system was introduced.
6. Planning for the workshop to be held on 14<sup>th</sup> June, 2022 was done and accordingly it was carried out.