



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 28th February, 2022 and action taken Report

SI No.	Resolutions	Action Taken Report
01	Be it resolved that an IQAC Cell is formed and with the convener and members.	Mr. Subhash Sinha is selected as IQAC Co-ordinator & Mr. Maynul Hoque is Selected as Assistant Co-ordinator
02	The members of the IQAC cordially requested the coordinator to march forward so that the college can be accredited by NAAC.	Accordingly IQAC is working tirelessly for the preparation IQA & the SSR

Co-ordinator

IQAC,

Swami Vivekananda College,

**Co-Ordinator
IQAC**

**Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam**



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 2nd May, 2022 and action taken Report

Sl No.	Resolutions	Action Taken Report
01	It is decided that all faculty members and non-teaching staff will work together for a smooth preparation of NAAC assessment and Accreditation process.	Accordingly all the incumbents are co-ordinating for the smooth preparation of NAAC assessment and Accreditation process.
02	The house has resolved that all the Cells of the college are to be more active and work hard for the needful.	The Cells under the aegis of IQAC are actively working in their respective arena.
03	Students' mentoring system is already in place and it is resolved that for the new academic session, new mentor-mentee list may be prepared for smooth functioning.	Mentor-Mentee system has already been started from the new academic session
04	It is also resolved that we should subscribe N-list data, E-books and E-journal subscriptions, and new subscriptions are to be made as necessary.	Accordingly the College Library has subscribed N-list data, different E-books and E-journal subscriptions.

Co-ordinator

IQAC,

Swami Vivekananda College,

Co-Ordinator

IQAC

**Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam**



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 24th October , 2022 and action taken Report

SI No.	Resolutions	Action Taken Report
01	Mentoring of students are going on smoothly. Teachers concerned are advised to monitor and take care of their students to achieve excellence.	Accordingly all the Mentors are executing their desired task.
02	The house also approved the subscription of more relevant journals, magazines and newspapers.	Accordingly the College Library has subscribed few more E-journal, Magazines and newspapers subscriptions.
03	More faculty exchange programme conducted.	Accordingly MOU signed with Nilambazar College & R.K Nagar College
04	The alumni meet to be held in November, 2022 and to take steps for the registration of the association under Society Registration Act, 1860	Accordingly the meet was held and office bearers of the association are authorised to take steps for its registration.

Co-ordinator

IQAC,

Swami Vivekananda College,

**Co-Ordinator
IQAC**

**Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam**



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 6th January, 2023 and action taken Report

SI No.	Resolutions	Action Taken Report
01	Review of the progress of preparedness for NAAC accreditation.	The IQAC is working for the same.
02	Preparation of relevant documents.	IQAC has formed four teams to initiate documentary and other related preparation as per SOP prepared by NAAC
03	Review of action plan	It is found that the action plan is being followed as per decision.
04	Observance of Saraswati Puja, Foundation and Rabindra Jayanti.	As per decision, the occasions were observed with cooperation from all stakeholders.

Co-ordinator

IQAC,

Swami Vivekananda College,

Co-Ordinator
IQAC

Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 10th Feb, 2023 and action taken Report

SI No.	Resolutions	Action Taken Report
01	Organizing a parent-teacher meet in the month of August, 2023	A parent-teacher meet has been organised on and parents promised all sorts of cooperation from their end for the academic improvement of the college.
02	To take feedback from the students, parents, teachers, alumni and employers	Accordingly the college conducted feedback collection drive from all stakeholders.

Co-ordinator
IQAC,
Swami Vivekananda College,

Co-Ordinator
IQAC
Swami Vivekananda College
Chandkhira, Dist. Karimganj, Assam



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 19th June, 2023 and action taken Report

SI No.	Resolutions	Action Taken Report
01	Preparation of IIQA and SSR submission	Necessary steps have been taken and target date for submission of IIQA is fixed as 14 th August, 2023
02	Installation of smart classroom	A smart classroom is installed as per decision.
03	Purchase and installation of a sound system in the college auditorium.	A good quality sound system is purchased and installed in the college auditorium.

Co-ordinator

IQAC,

Swami Vivekananda College,

Co-Ordinator
IQAC

Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 8th July, 2023 and action taken Report

Sl No.	Resolutions	Action Taken Report
01	Review of the decisions of the previous meeting	Follow up action was taken as per decisions,
02	Convenors of different Criterion are asked to submit criterion-wise documents.	Accordingly, the convenors submitted documents for IIQA

Co-ordinator

IQAC,

Swami Vivekananda College,

**Co-Ordinator
IQAC**

**Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam**



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 16th September, 2023 and action taken Report

Sl No.	Resolutions	Action Taken Report
01	Fixation of the date of submission of IIQA	Date of submission of IIQA is fixed as 19 th September.
02	Getting ready for the submission of SSR	The convenors are asked to get ready with their respective assignments for submission of SSR as and when the IIQA is accepted.

Co-ordinator

IQAC,

Swami Vivekananda College,

Co-Ordinator

IQAC

**Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam**



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 20th February, 2024 and action taken Report

Sl No.	Resolutions	Action Taken Report
01	Fixing the date of submission of SSR on 22 nd February, 2024	Accordingly, SSR is submitted on 22 nd February, 2024
02	To get ready for DVV clarification, if required.	All the staff-members got prepared for the same.

Co-ordinator

IQAC,

Swami Vivekananda College,

Co-Ordinator
IQAC

Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam



Internal Quality Assurance Cell (IQAC)
Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 15th March, 2024 and action taken Report

SI No.	Resolutions	Action Taken Report
01	To meet up queries in DVV process that started from 14 th March, 2024	Accordingly, the members started preparing the reply of the queries.

Co-ordinator
IQAC,
Swami Vivekananda College,

Co-Ord.
IQAC
Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam



Internal Quality Assurance Cell (IQAC)

Swami Vivekananda College, Chandkhira

Minutes of the meeting held on 8th May, 2024 and action taken Report

SI No.	Resolutions	Action Taken Report
01	To reply the queries in the DVV process raised on 8 th May, 2024 to be completed within 15 days.	Accordingly, the members started preparing the reply of the queries with a target to submit within the stipulated time.

**Co-ordinator
IQAC,**

Swami Vivekananda College,

**Co-Ordinator
IQAC**

**Swami Vivekananda College
Chandkhira, Dist-Karimganj, Assam**