



INTERNAL QUALITY ASSURANCE CELL

MELAMORA COLLEGE

Melamora, Golaghat, Assam – 785702


Website: www.melamoracollege.com

Email – melamoracollege1987@gmail.com

ACTION TAKEN REPORT

SESSION 2017-18

DATE	DECISION	ACTION TAKEN
02-08-2017	To conduct all academic and administrative activities timely.	All academic and administrative activities were conducted timely.
02-08-2017	To organize a plantation programme.	A Plantation Programme with cooperation of local women society was successfully organized on 03-06-2017.
02-08-2017	Decided to celebrate Independence Day and organize programmes on Quiz and Marathon race.	71 st Independence Day was celebrated. Marathon race, Quiz and patriotic song competition among the students were conducted on 15-08-2017.
02-08-2017	Decided to observe teachers day on 5 th September.	Teachers Day was observed with the student's union on 05-09-2017.
02-08-2017	Decision taken on the observation of death anniversary of the founder and yoga programme organization.	Death Anniversary of Founder of the Melamora College was organized and a Yoga Training Programme was successfully conducted on 21-07-2017.
02-08-2017	Decision was taken to send students to Kochbihar.	A team comprising of college students was sent to Kochbihar for educational tour on 20-12-2017.


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ACTION TAKEN REPORT

SESSION-2018-19

DATE	DECISION	ACTION TAKEN
13-09-2018	To conduct all academic and administrative activities timely.	All academic and administrative activities were conducted timely.
13-09-2018	Decided to observe International Yoga Day.	International Yoga Day was observed on 21-06-2018.
13-09-2018	Decided to conduct convocation.	Convocation of graduated students was conducted on 13-08-2018.
13-09-2018	Decided to celebrate Independence Day.	72 nd Independence Day was celebrated and a Marathon Race was successfully organized on 15-08-2018.
13-09-2018	Decided to celebrate teacher's day.	Teacher's Day was celebrated on 5 th September.
13-09-2018	Decided to send team for educational tour.	A team comprising of college students on merit basis was send to Rajasthan for educational tour on 21-12-2018.
13-09-2018	1. Decided to organize a swachh Bharat Abhijan.	Organized a swachh Bharat Abhijan programme on 15-09-2018


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ACTION TAKEN REPORT

SESSION-2019-20

DATE	DECISION	ACTION TAKEN
17-09-2019	To conduct all academic and administrative activities timely.	All academic and administrative activities were conducted timely.
17-09-2019	Decision taken to organize a debate completion.	An Inter District Debate Competition was successfully organized on 21-07-2019.
17-09-2019	Decided to celebrate teacher's day.	Teacher Day was celebrated and Inaugurated two Wall Magazines and Best Teacher & Best Employee Award were given on 05-09-2019.
17-09-2019	Decided to organize programme on mental health.	A One Day Training Programme on Mental Health and Hygiene was organized on 21-08-2019.
17-09-2019	Decided to take initiative for plastic free campaign.	A Plastic Free Campaign was conducted on 01-10-2019.
17-09-2019	Decided to celebrate Gandhi Jayanti.	Gandhi Jayanti was celebrated on 02-10-2019.
17-09-2019	Decision for educational tour.	A team comprising of college students was sent to educational tour to Calcutta
17-09-2019	Decision to organize convocation and career counselling.	Convocation organized on 31-08-2019 and career counselling on 28-09-2019
17-09-2019	Send for field tour of Assamese Department	Sent a team of Assamese Department Kalioni, Karbi Anglong District, Assam


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ACTION TAKEN REPORT

SESSION-2020-21

DATE	DECISION	ACTION TAKEN
16-02-2020	Decision taken on the conduct of all academic activities through online due to Covid 19 pandemic situation.	All academic activities were conducted through online. Classes were taken by using E-resources and online platforms like Whatsapp, Google meet to meet the needs of the students. Internal assessments were conducted and results were declared. End semester examinations were conducted in both online and offline mode following the circular of the Government and affiliating University.
16-02-2020	Decision to organize a webinar on ICT Use	A Webinar was organized on 20-08-2020 on online E-resources and ICT based teaching-learning tools
16-02-2020	Decision to organize a National webinar	A National level webinar was organized on Asomiya Bhasar Dhwanitatt aru Ussaranar Sudhata on 01-09-2020
16-02-2020	An essay and speech competition to be organized.	An essay competition on 05-12-2020

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ACTION TAKEN REPORT


SESSION- 2021-22

DATE	DECISION	ACTION TAKEN
27-01-2021	To conduct all academic and administrative activities timely.	All academic and administrative activities were conducted timely.
27-01-2021	Decided to organize a Tobacco Free Awareness programme.	A Tobacco Free Awareness Programme was organized on 29-01-2021
10-03-2021	To observe International Women's Day	International Women's Day was observed on 15-03-2021
09-08-2021	To Celebration of Library Day	Celebrated Library Day on 12-08-2021
09-08-2021	To organize a Covid-19 Vaccination Camp	Covid-19 Vaccination Camp was organized on 10-09-2021.
02-12-2021	To organize a seminar on Importance of Library in Educational Institution.	A seminar on Importance of Library in Educational Institution was organized by College Library on 06-12-2021.
02-12-2021	To organize workshop and seminar on the occasion of Human Rights Day.	Workshop on the occasion of Human Rights Day was organized by Political Science Department 10-12-2021
02-12-2021	Poster Competition on "Save Girl Child" to be held.	Poster Competition on "Save Girl Child" on 15-12-2021 was organized.
16-12-2021	To Inaugurate the Hand Written Magazine.	Inauguration of Hand Written Magazine by College Library on 16-12-2021 was held.
16-12-2021	IQAC to be reconstructed as per	IQAC was reconstructed as per



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	NAAC latest guideline.	NAAC latest guideline on 16/12/2021. Necessary guidance has been provided for NAAC Assessment and Accreditation process.
17-12-2021	To organize a Workshop on Buddhism in Indian society.	Workshop on Buddhism in Indian society was organized by Philosophy Department on 18-12-2021.
17-12-2021	To organize a seminar on Rural Development	A seminar on Rural Development was organized by the Economics Department on 20-12-2021.
17-12-2021	To organize a Workshop on Status of women in Indian society	A Workshop on Status of women in Indian society was organized by Sociology Dept. on 20/12/2021
17-12-2021	To organize a Workshop on National Education Policy 2020.	A Workshop on National Education Policy 2020 was organized by History Department on 21-12-2021.
17-12-2021	To organize a workshop on Importance of English Communication.	A workshop on Importance of English Communication was organized by English Department on 21-12-2021.
17-12-2021	To arrange a Street Drama on public lynching.	A Street Drama on public lynching was displayed by Assamese Department on 22-12-2021.
17-12-2021	To organize a Vaccination Camp of Japanese Encephalitis.	A Vaccination Camp of Japanese Encephalitis was arranged on 23-12-2021.
17-12-2021	To organize a Seminar on Ethnic folk Culture and Drama.	A Seminar on Ethnic folk Culture and Drama of Assamese Literature was conducted by Assamese Dept. on 24-12-2021.
17-12-2021	To send the teams for field tour of all the Departments.	Send the teams for field tours all the departments.
17-12-2021	To organize the Freshmen Social .	The Freshmen Social was organized on 03-01-2022.
17-12-2021	To prepare SSR for 1 st cycle of Accreditation.	Necessary guidance has been provided for the preparation of the SSR.
17-12-2021	To manage the college website.	The college website has been managed by uploading relevant data.


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17-12-2021	To prepare departmental profiles and faculty profiles.	Departmental and faculty profiles have been prepared and uploaded in college website.
17-12-2021	To provide ICT, Hostel, Canteen and Boy's common room facilities.	Projector, WiFi, Soul 3.0 has been installed. Boy's common room, canteen have been constructed.
02-01-2022	To conduct College Week.	College Week from 04-01-2022 to 12/01/2022 was completed.
02-01-2022	To organize the Alumni Meet	Alumni Meet was organized on 10-01-2022.
02-01-2022	To organize a Cleanliness Programme.	A Cleanliness Programme on the occasion of 73 rd Republic Day was successfully organized on 26-01-2022.
02-01-2022	To arrange the Saraswati puja.	Saraswati puja on 05-02-2022
02-01-2022	To formulate policies.	Policies formulated on research, Green campus, gender equity, divyagnjan, scholarship, e-governance, fund mobilization, student mentoring, student grievance, prevention of sexual harassment, code of conduct and adopted by the management.
04-03-2022	A Workshop on Re-Design of Assessment and Accreditation Framework to be conducted.	A Workshop on Re Design of Assessment and Accreditation Framework of NAAC Process on 05-03-2022 Was successfully conducted with Joya Gogoi College, Golaghat.
04-03-2022	A Health Awareness Program on the occasion of International Women's Day to be organized.	A Health Awareness Program on the occasion of International Women's Day on 08-03-2022 was organized.
04-03-2022	To organize a Women Invitational Football Competition in collaboration with Dooria Tea.	A Women Invitational Football Competition in collaboration with Dooria Tea State on 13-3-2022 was organized.
04-03-2022	An e-magazine "WISDOM" to be inaugurated.	An e-magazine "WISDOM" was inaugurated on 14-03-2022.
04-03-2022	A One Week Capacity	A One Week Capacity


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	Building Programme on basics of computer to be conducted.	Building Programme on basics of computer was conducted from 14-3-22 to 21-3-2022.
04-03-2022	A Speech Competition on the occasion of World Water Day to be organized.	A Speech Competition on the occasion of World Water Day on 22-3-2022
04-03-2022	A Workshop on journalism for Career Building to be organized.	A Workshop on journalism for Career Building on 23-03-2022 was organized.
04-03-2022	To be held a Yoga Training Programme.	A Yoga Training Programme on 23-03-2022 was organized.
04-03-2022	A Street Drama on Assam Public Service Right Act to be displayed.	A Street Drama on Assam Public Service Right Act with SAHARI NGO, Assam on 26-03-2022 was displayed.
04-03-2022	A One Day of Spring on the occasion of World Poetry Day to organized.	A One Day of Spring on the occasion of World Poetry Day was organized by Assamese Department on 30-03-2022.
01-04-2022	A Legal Awareness Program on Law Related to Women to be organized.	A Legal Awareness Program on Law Related to Women on 02-04-2022 was conducted.
01-04-2022	Bihu Workshop to be organized.	A Bihu Workshop from 5-4-2022 to 11-4-2022 was successfully organized.
01-04-2022	A Health Check-up and Awareness Program to be organized.	A Health Check-up and Awareness Program on the occasion of World Health Day on 07-04-2022 was organized.
01-04-2022	To be organized Swatch Bharat Abhiyan.	Swatch Bharat Abhiyan on 08-04-2022 was organized.
01-04-2022	To organize the Bohagi Mela on 09-04-2022.	Bohagi Mela was organized on 09-04-2022.
01-04-2022	An awareness Program on Mother role on the occasion of International Mothers May to be held.	An awareness Program on Mother role on the occasion of International Mothers Day on 09-05-2022 was organized.
01-04-2022	A Life Skill Development Programme on to be held.	A Life Skill Development Programme on 09-05-2022 was held.
01-04-2022	To be Observed World Environment Day.	Observed the World Environment Day on 05-06-2022.
01-04-2022	To Celebrate Bishnu Rabha Divas on 20-06-2022.	Celebrated Bishnu Rabha Divas on 20-06-2022.


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01-04-2022	To be observe International Yoga Day & death Anniversary of the College founder and Inauguration of E Magazine on 21-06-2022	Observed International Yoga Day & death Anniversary of the College founder and Inauguration of E Magazine on 21-06-2022
01-04-2022	Prize distribution	Prize distribution of annual college week organized on 09-06-2022
01-04-2022	Decided to organize Eye check-up camp	Organized an eye check-up camp on 12-06-2022
01-04-2022	To organize a bi-cycle rally	A BI-cycle rally was organize on 03-06-2022.
09-08-2022	To organize Har Ghar Tiranga Rally on 13-08-2022	Har Ghar Tiranga Rally was organized on 13-08-2022.
09-08-2022	To be celebrated the National Unity Day on 31-10-2022	National Unity Day on 31-10-2022 was celebrated.
09-08-2022	To conduct Academic Audit.	Conducted Academic audit on 02-11-2022.
09-08-2022	To conduct Green Audit.	Green audit report was prepared.
09-08-2022	To organize an art competition.	Organized an art competition jointly with Zonal ACTA, Golaghat on 21-10-2022.pp
16-12-2022	To organize a Workshop on NAAC Assessment and Accreditation Process on 17-12-2022	A Workshop on NAAC Assessment and Accreditation Process on 17-12-2022 was organized.
16-12-2022	To submit IIQA	Submitted IIQA for 1 st cycle of NAAC Assessment on 21/12/2022 successfully. It was approved.
16-12-2022	To submit SSR timely	Prepared for submission.



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