

IQAC Meeting and Action Taken Report (2017-2018)

Sl.No	Date of Meeting	Subject	Action Taken
1.	23.08.2017	To speed up the compilation work of data for the AQAR 2016-17 and submit the same to IQAC Coordinator by 15 th Sept 2017 Internal Academic Audit to be carried out by IQAC coordinator	AQAR 2016-17 was prepared and submitted to the Chairperson, IQAC
2.	01.12.2017	AQAR 2016-17 to be placed before the College Management Committee Upload the AQAR in college website and submit the same to NAAC the following week	AQAR uploaded in the college website and submitted to NAAC on 6.12.2017
3.	20.02.2018	To conduct DST funded 15 days long Faculty Development Program for the science teachers of different colleges in collaboration with Sikkim Consultancy (SICON) from 27.03.2018 to 02.04.2018	The DST funded 15 days long Faculty Development Program for the science teachers of different colleges was successfully organized in the college, 25 college teachers participated
4.	17.05.2018	A thorough discussion was made on the current status on the various criteria of NAAC to improve the NAAC score. Formation of sub-committees under each member of IQAC for overseeing the above mentioned criteria	The IQAC members were expanded by adding 7 more faculty members to expedite the reassessment process
5.	26.06.2018	Discussion on methodology of collection and compilation of information in the individual, departmental and institutional level	Work initiated for the reassessment of NAAC.

IQAC Meeting and Action Taken Report (2018-2019)

Sl.No	Date of Meeting	Subject	Action Taken
1.	20. 07. 2018	<p>Data collection from the sub-committees fixed on 17.08.2018</p> <p>Principal to apprise HRDD to fill up the vacant teaching posts and complete the ongoing construction works at the earliest.</p> <p>IQAC to request Principal to increase funds for seminars, research and workshops in the college.</p>	<p>Construction for Girls Hostel, Differently-Abled Washroom resumed by HRDD</p> <p>The Principal initiated works on 'Drinking Water Facility'</p>
2.	31.07.2018	<p>Administrators like Principal, DDO, DEAN, IQAC Coordinators and HoDs to keep documentary evidences of their data chronologically. IQAC to provide folders for the same</p> <p>To conduct One-Day Workshop for all teachers regarding documentation for NAAC-SSSR on 03.08.2018</p> <p>To request Principal to fund Skill Development Program through Career Guidance Cell.</p>	<p>One-Day Workshop on qualitative and quantitative data documentation for NAAC- SSSR was held on 03.08.2018</p> <p>Filling up of vacant position for 26 teaching and 07 non-teaching staff in humanities and commerce department initiated</p> <p>Soft Skill Development program 'Moving Ahead' was organised by Career Guidance Cell 28.09.2018 – 30.10.2018</p>

3.	12.08.2018	<p>The ongoing work for data collection has been reviewed</p> <p>IQAC with SICON to organise One Month long Entrepreneurship Development Program for PG students of science department from 15.08.2018</p> <p>To encourage NSS unit of the college to organise Blood Donation camp / Safai Abhiyan program</p> <p>To encourage all the committees in the college to accelerate their activities</p>	<p>One Month long Entrepreneurship Development Program for PG students of science department was conducted from 15.08.2018 to 15.09.2018</p> <p>Blood donation camp held from 19.09.2018 – 20.09.2018 by NSS unit in collaboration with STNM hospital, Gangtok</p> <p>Mock Drill on Disaster Preparedness Held on 09.09.2018 by NSS Unit.</p>
4.	31.11.2018	<p>Reassessment of college by NAAC suspended and the college to carry forward with 2016 NAAC score</p> <p>Completion of AQAR 2017-18 by the end of February 2019</p> <p>To conduct Internal Academic Audit from 06.12.2018</p>	<p>Compilation of AQAR data remains pending,</p> <p>Academic Audit successfully completed</p> <p>Science Day was celebrated from 28.02.2019</p>
5.	28.03.2019	<p>The project for ‘ Rain Water Harvesting Tank’ has been initiated by the Principal</p> <p>New IQAC Coordinator be selected since the term for the present coordinator has been completed</p> <p>To organise student festival by the end of the semester</p>	<p>Annual College Fest was organised from 03.06.2019 to 08.06.2019.</p> <p>Construction for ‘ Rain Water Harvesting Tank ’ initiated</p>

6.	12.06.2019	Expedition of data compilation for criteria IV and V AQAR 2017-2018 to be completed by 25.06.2019	AQAR compilation completed
----	------------	--	----------------------------

IQAC Meeting and Action Taken Report (2019-2020)

Sl.No	Date of Meeting	Subject	Action Taken
1.	18.07.2019	Internal Academic Audit for the Odd Session to be initiated HoDs to be intimated for collection of relevant documents for AQAR All departments to be provided with folders and stationeries to expedite the process Queries and grievances to be discussed with the coordinator to avoid confusion in future	Stationeries distributed to the departments. Documentation of AQAR initiated by the departments.
2.	19.08.2019	Data from the Account Section under the prescribed format provided by in the AQAR To collect information from the Principal's office regarding funds and workshop. Collection of documents from Hostel Warden Initiation of Students' Satisfaction Survey(SSS) format	Data from the offices collected, few files pending from Account Section SSSR format under progress

3.	15.10.2019	<p>Involvement of community in college activities to be encouraged</p> <p>Organization of various community programs in college ground/premise</p> <p>Encourage NSS cell to organise community outreach program</p> <p>To mobilise Student Representative Council (SRC) to organise community awareness program in nearby areas</p>	<p>SSR format completed and reviewed by the coordinator</p> <p>Active participation received from NSS and SRC</p>
4.	18.03.2020	New member of the IQAC to be selected after meeting with the college General Body (GBM)	GBM was held on 19.03.2020 and new members of IQAC were inducted.
5.	20.03.2020	<p>Office orders handed to the new members.</p> <p>New members assigned with their respective criteria</p> <p>Future trajectories of the activities of the IQAC were mapped</p> <p>SSR to be carried out.</p>	<p>New member initiated the collection of data</p> <p>SSR first cycle completed</p>
6.	28.05.2020	First cycle of SSR report was prepared and reviewed.	Departmental AQAR collected via online channels

7.	15.06.2020	<p>To open PG courses in Chemistry, Botany and Zoology</p> <p>To implement structured feedback system from different stakeholders of the college</p> <p>To implement a system to facilitate smooth online classes, examination and evaluation</p> <p>To conduct programs on Women and Child Welfare, Financial Literacy.</p> <p>To hold Annual College fest in online mode</p> <p>To renovate existing structures</p> <p>To procure more books and journals for library</p> <p>To create institutional email ID</p>	<p>PG courses for science department initiated</p> <p>A week long Annual College fest was held online</p>
----	------------	---	---

IQAC Meeting and Action Taken Report (2020-2021)

Sl.No	Date of Meeting	Subject	Action Taken
-------	-----------------	---------	--------------

1.	06. 08. 2020	<p>Information regarding AQAR to be maintained by HoDs of all departments in hard and soft copy format.</p> <p>To complete the pending work by the IQAC members</p> <p>To conduct the Students' Satisfaction Survey (SSS)</p>	SSSR completed and forwarded to the coordinator
2.	27.04.2021	<p>Correction of College name in website from NBBDC to NBBGC</p> <p>Web contents to be updated and SIBIM to be consulted for ownership of the domain</p> <p>Hard copies to be collected and sorted in the IQAC main office files</p> <p>AQAR 17-18 to be uploaded</p>	<p>SSSR report review completed and final report printed</p> <p>Files in main IQAC office updated with relevant documents</p>

3.	03.05.2021	<p>Finalization of institutional phone number, email ID, signature of the coordinators for completion of AQAR</p> <p>The completed AQARS to be uploaded chronologically in the college website under IQAC page.</p> <p>Preparation of academic calendar in soft copy.</p> <p>Documents for funding organizations to be retrieved from Account Section</p> <p>AQAR 17-18 was forwarded to College Management Committee.</p>	<p>Finalization of details for institutional contact and signatures of the coordinators resolved.</p> <p>Soft copy of academic calendar completed and uploaded in college website</p> <p>AQARs uploaded in the college website</p>
4.	29.06.2021	<p>All possible restructuring of website to be completed</p> <p>Proper classification of information to be done in the website</p> <p>All audits pertaining to college to be uploaded</p> <p>Need for coordination between College Website Committee and SIBIN group was highlighted</p>	<p>GBM was held on 19.03.2020 and new members of IQAC were inducted.</p> <p>Restructuring of college website initiated</p>
5.	06.07.2021	<p>SIBIN group representative</p> <p>Explained the possible ways in which the college website can be updated</p>	<p>Website restructuring complete and onus of making any further uploads handed to the convener of the Website Committee</p>

6.	01.09.2021	AQAR and other documents to be uploaded in the college website.	AQAR 2019-2020 scrutinized and uploaded in the NAAC portal. Documents relating to Green Audit uploaded in college website
7.	06.09.2021	<p>Data template to be provided to all the HoDs by the criteria convenors</p> <p>Meeting with the HoDs to be called for discussing the process of data collection, organisation of workshops, seminar and conferences.</p> <p>General Computer Education Course to be conducted for the Non-teaching staff.</p> <p>Yoga course to be conducted by IQAC in collaboration with the department of Physical Education in the coming academic year.</p>	Meeting with the HoDs held on 07.09.2020 where the house was appraised on the new data templates and revival of departmental wall magazines. The possibility of introduction of one best practice was explored.
8.	28.09.2021	<p>Familiarization of the IQAC coordinators and members with the new AQAR format to be done</p> <p>Missing documents in the committee database need to updated</p> <p>New reports submitted by the various committees to be enclosed with geo-tagged photographs.</p> <p>College committees to be asked to approach IQAC members prior to conducting programs</p> <p>Filling of AQAR 2020-2021 to be expedited. All soft copies of documents to be uploaded in the dropbox for easy access</p>	<p>The collection of fresh reports were sorted in the IQAC main office folders</p> <p>Dropbox was created for IQAC gmail account</p> <p>On 17. 12. 2021 the final AQAR 2020-2021 was placed before the College Management Committee. It was duly approved for submission to NAAC</p>