

Action Plan for the year, 2018-19
IQAC, Panigaon OPD College

An Executive Meeting of IQAC, Panigaon OPD College has been convened today dated 14-09-2018 on the Plan of Action to be taken by IQAC, Panigaon OPD College for the year 2018-19 and to discuss about the academic matters of the college at 1.30 p.m. at the IQAC Room, Panigaon OPD College under the Chairmanship of Dr. Suresh Dutta, Principal Cum Chairperson, IQAC, Panigaon OPD College.

1. The meeting decides to appeal to the principal to issue necessary direction to the departments to use ICT facility in teaching. The meeting further suggested that at least two ICT classes per week from each department should be ensured with effect from 1st March, 2019.
2. The meeting decides to appeal to the Vice-Principal and the Coordinator IQAC to make an enquiry about the possibility to get idea about the Google Classrooms.
3. The meeting decides to entrust the responsibility of evaluation to the Vice-Principal and also to request him to make evaluation more effective as per the need of the hour.
4. The meeting decides to request the Member Secretary of CBCS to convene a workshop to discuss thoroughly about the new CBCS system which is to be introduced from the next academic session. Further, the meeting decides to appeal the SWAYAM Coordinator to make a presentation about the SWAYAM Courses in the said workshop.
5. The meeting decides to appeal to the college authority to ensure presentation and sharing of ideas from the teachers who have recently attended the different short term courses on ICT at North Lakhimpur.
6. The meeting decides to request Dr. S. Kalita, Dr. R. Saikia, Mr. G.K. Borah and Mrs. Runjun Saikia to prepare and submit seminar/workshop proposals to the concerning sponsoring authorities.
7. The Vice-Principal and Dr. Sonaram Kalita are to be requested to prepare the academic calendar for the year 2018-19.
8. The meeting decides to request Dr. R. Saikia and Dr. S. Kalita to determine the Best Practices of IQAC of the college for the current session.
9. The meeting decides to organize plantation programme of the college campus in collaboration with NSS Unit,
10. The IQAC meeting decides to take initiative to entrust the responsibility to conduct the plantation free admission students to Mr. Biren Gogoi and Mr. Anunay Kumar.

11. The meeting appeals all the faculty members to counsel the students in their academic, health and mental problems.
12. The meeting decides to appeal to the coordinators of the NSS Unit, Legal Literacy Club, Woman Cell, Career Counseling Cell etc. to organize extension activities in their respective fields.
13. The meeting decides to recommend the proposals of promotion of Mr. Biren Gogoi, Mrs. Sahida Begum and Mrs. Rina Gogoi and send them to the G.B. for necessary action.
14. Take initiative to introduce computer diploma course.
15. Take initiative to organize Yoga/Naturopathy / Meditation Programme.
16. Take initiative to organize a talk on Spirituality /Non-violence / Voter's Awareness Programme among the students.
17. Decide to organize Extension Activities by NSS and Legal Literacy Club.

Chairperson
IQAC

Coordinator
IQAC

Panigaon OPD College