

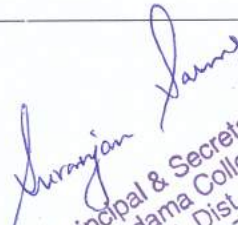
Action Taken Report

Session 2019 – 20 (July 1, 2019 – June 30, 2020)

Sl No.	Plan of Action	Achievements
1	Preparation of Roster Register	The College prepared the Roster Register for the categories viz., (i) Assistant Professors/ Associate Professors; (ii) Senior Assistant/ UDA; (iii) Junior Assistant/ Library Assistant; and (iv) Grade IV/ Laboratory bearer. The Roster Register was approved from the Director of Higher Education, Government of Assam.
2	Initiative to fill up vacant posts of Assistant Professors	Following the Roster Register, the vacant posts of the Assistant Professors were reserved for UR (PwD), ST(H), OBC/MOBC and for ST(P) categories. The selection was done observing proper guideline forwarded by the DHE, Assam. The candidates who topped in the merit list of the Selection procedure were recruited to the posts of Assistant Professors for the departments of the college.
3	Service Continuation of Contractual teachers	The Government of Assam through its letter [No. DHE/CE/Misc./06/2019/12 dated 27/02/2019] with the subject 'Prohibition for engagement of teaching and non-teaching staff in provincialised colleges of Assam without any sanctioned post', directed the Governing Bodies of the colleges not to appoint non-sanctioned/ contractual teachers in the college any more. The Governing Body of Damdama College also decided to comply with the relevant order of the DHE in regard to appointment of contractual staff and resolved to release the contractual teachers from their service
4	Faculty Development Program	A one-week Faculty Development Program on 'Use of ICT Tools for classroom Teaching' organized by the Electronic & ICT Academy, IIT, Guwahati in association with Mantra Associates was held at Damdama College from 14 – 19 October, 2019, which was participated with a total of 29 faculties from different colleges.

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5	Competence Building Initiatives	Competence Building drive especially for training of non-teaching staff for office documentation program was organized in August, 2019
6	Science Laboratory	Damdama College is listed within 50 colleges of Assam where the state government planned to open science stream for greater benefit of the rural sector students and already Rs. 10.00 Lakh to each college was allotted for development of a Science Laboratory in the college. The Damdama College also utilized the rupees for the purpose of development of a science laboratory in the college.
7	Up-gradation of Playfield	The Directorate of Sports & Youth Welfare under its Mega Mission Society (MMS) Project under 'Chief Minister Samagra Gramya Unnayan Yojana' sanctioned a grant of Rs. 20.00 lakh for up-gradation of Playfield of Damdama College on / /2019. The Playground will be developed properly as per guideline of the Project.
8	Girls' Common Room	An amount of Rs. 1.00 Lakh was earmarked for development of Girls' Common Room with proper electrification, beautification and sanitation facilities. Toilet and Bathrooms were periodically cleaned.
9	Students' Excursion	Students' excursion was introduced as part of the teaching learning process.
10	Book Reading Movement	"Let's Read Books" A lecture program by Dr. Jogesh Kakati, Principal, Pandu College for the students was held on the 9 th August, 2019
11	Office Automation	To promote the idea of a 'paperless office' in light of central government's 'Digital India' funds were earmarked for computer software for handling student's admission data and data's related to examination etc.

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12	Organization of Webinar	A Webinar on 'National Digital Library of India, User's Awareness' was organized by the IQAC Damdama College on the 14 th of June, 2020 and conducted by NDLI – North East Regional Centre, IIT Guwahati.
13	Formation of Book Club	To cultivate the habit of reading among the students IQAC formed a Book Club and successfully held its open discussion 'Dalichar Mell' where students and faculties alike actively participated and discussed about any book of fiction/ non-fiction those they recently read.
14	Financial Audit of the college Funds	Steps for auditing the accounts of funds for last ten years were taken. Already Local Audit Fund, Government of Assam started checking of the accounts of the fund of the college.
15	Academic Audit	Steps were taken for academic audit of the departments of the college with experienced Professors of the affiliating University [i.e., G.U.].
16	Green Audit	Steps were taken for completing green audit of the college campus and its surrounding area by Assistant Professor of the Department of Economics of our college
17	Soft Skill and personality Enrichment Workshops and Programme	Mr. Anjan Choudhury, Director, Indian Skills Academy, Guwahati was invited to deliver a lecture session particularly for the students on the topic 'Employment Enhancement Technique'. Around 40 students participated and benefited from the program. Damdama College got selected and participated in the 'Yuva Arohan Pilot Project 2020', under the Government of Assam. The project aims at developing and instilling entrepreneur mindset among the participant students. The course was completed and 39 students were benefited.


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