Office of the Co-ordinator

Internal Quality Assurance Cell (IQAC)

PANDU, GUWAHATI-781012

E-mail: iqac.pc2024@gmail.com Website: www.panducollege.ac.in

Ref..... Date:.....

The Internal Quality Assurance Cell (IQAC), Pandu College, has adopted several resolutions in its meetings, and the following section outlines the actions taken by IQAC in accordance with those resolutions.

Sl No	Meeting Date	Resolution	Action Taken
1	09-08-25	Resolution 1: It was resolved that the IQAC will collect structured feedback from students, teachers, alumni, and parents on the following broad areas: • Curriculum and academic programmes • Teaching–learning processes • Infrastructure and learning resources • Student support and services	Online Student Feedback: Online feedback from students was collected in May 2026. Dr. Anup Das coordinated the activity with the assistance of Dr. . Ankujyoti Talukdar. The responses received were compiled and properly documented.
2	09-08-25	Resolution 3: Best Department Selection for the Year 2024–25 The IQAC proposed a systematic process for selecting the "Best Department" for the academic year 2024–25 based on pre-defined criteria.	Best Department Selection: The IQAC adopted a systematic process for selecting the "Best Department" for the academic year 2024–25 based on predefined criteria. A structured proforma containing various activities and assessment parameters was provided to all departments for completion and submission to the IQAC along with relevant supporting documents. After receiving the submissions, the IQAC verified the information and supporting documents and evaluated each department according to the prescribed criteria. The department securing the highest overall score was selected as the "Best Department." The Best Department Award, along with a certificate, was

Ref..... Date:.....

			presented on 5th September 2025 on the occasion of the Foundation Day of the College.
3	09-08-25	Resolution 4: Selection of Best Non-Teaching Staff (Grade III and Grade IV) It was resolved to prepare a Google Form and circulate it among the faculty members and the Principal to collect nominations / preferences for the "Best Non-Teaching Staff" from Grade III and Grade IV.	It was resolved to prepare a Google Form containing various parameters related to the performance of individual employees and circulate it among the faculty members and the Principal to collect their nominations/preferences for the "Best Non-Teaching Staff" from Grade III and Grade IV categories. Based on the responses received, the employees securing the highest preferences in their respective categories were selected for the award. The selected employees were felicitated presented with a certificate and a memento on 5th September 2025, on the occasion of the Foundation Day of the College.
4	26-09-2025	**Agenda 2: Workshops for Competitive Examinations** The IQAC discussed the increasing need for systematic mentoring and guidance for students preparing for national and state-level competitive examinations. Members emphasized conducting orientation and capacity-building workshops with expert resource persons.	Five-Day Workshop on Competitive Examinations: The IQAC, Pandu College, successfully organised a Five-Day Workshop titled "Roadmap to Success: Guidance for APSC, ADRE, TET & State Recruitment Exams" from 24th March 2026 to 28th March 2026. The workshop was organised to provide guidance and support to students preparing for various competitive examinations, including APSC, ADRE, TET, and other government recruitment examination.
5	14-10-25	Resolution 3: Interactive Session with Ms. Hima Das It was resolved to invite Ms. Hima Das, renowned athlete, for an interactive session with students on 17th October 2025. The programme will focus on motivating students towards sports participation, discipline, perseverance, and overall physical well-	Interactive Session with Ms. Hima Das: Ms. Hima Das, renowned athlete, visited Pandu College on 17th October 2025 and interacted with the students. During the session, she motivated the students to actively participate in sports and highlighted the importance of discipline,

Ref..... Date:.....

		being.	perseverance, dedication, and physical well-being in achieving success.
6	Date: 01-11-2025	Resolution 2: Workshop on CAS Promotion It was resolved to organize a Workshop on CAS Promotion for faculty members and librarians to familiarize them with the prevailing rules, eligibility criteria, documentation requirements, and quality benchmarks prescribed by regulatory bodies.	Workshop on CAS Promotion: The IQAC successfully organised a workshop on "Maintenance of Quality Mandate in the Matter of CAS Promotion of Faculty Members and Librarians" on 22nd December 2025. Dr. Anup Das served as the resource person. The workshop aimed to familiarize faculty members and librarians with the prevailing rules, eligibility criteria, documentation requirements, and quality benchmarks related to promotion under the Career Advancement Scheme (CAS).
7	06-02026	Agenda 2: Bootcamp on Cyber Security and Cloud Computing The members discussed the importance of developing students' awareness and skills in emerging areas of information technology. It was proposed to organize awareness program on Cyber Security and cloud computing.	IQAC, Pandu College, in association with the Department of Computer Science and Application, Pandu College, and NIELIT, Guwahati, successfully organised a Bootcamp on Cyber Security and Cloud Computing 19th March 2026.
8	06-02026	Resolution: It was resolved to conduct the Student Satisfaction Survey during the academic session, analyse the responses and use the findings for quality enhancement and institutional improvement.	Student Satisfaction Survey: The Student Satisfaction Survey (SSS) was successfully conducted in March 2026. The responses received from the students were collected and analysed, and the findings were documented for quality enhancement and institutional improvement.
9	24-04-26	Agenda 1: Faculty Development Programme on "Curriculum Design and Pedagogical Innovation" The members discussed the need to organise a Faculty Development	Faculty Development Programme on "Curriculum Design and Pedagogical Innovation": The IQAC, Pandu College, successfully organised a Faculty Development Programme on "Curriculum Design and Pedagogical Innovation" from 13th May 2026 to

Ref..... Date:.....

		Programme to enhance teachers' understanding of curriculum design, learner-centred teaching approaches and innovative pedagogical practices	18th May 2026 for the faculty members of Pandu College. The programme aimed to enhance teachers' understanding of curriculum design, learner-centred teaching approaches, and innovative pedagogical practices.
10	24-04-26	Agenda 2: Talk on "Values, Rights, Duties and Responsibilities of Citizens" The meeting discussed the importance of creating awareness among non-teaching regarding constitutional values, rights, duties and responsibilities of citizens. It was proposed to organise a talk on the topic	A talk on "Values, Rights, Duties and Responsibilities of Citizens": The IQAC, Pandu College, in association with the Department of Economics, successfully organised a talk on "Values, Rights, Duties and Responsibilities of Citizens" on 20th May 2026. The programme aimed to promote civic awareness, responsible citizenship, and constitutional values among students.
11	01-06-26	Agenda 1: Verification of Documents for Academic and Administrative Audit (AAA) The members discussed the need for systematic verification of documents maintained by all Departments, Clubs, Cells, NSS and NCC in preparation for the forthcoming Academic and Administrative Audit (AAA). The objective of the verification would be to identify gaps, inconsistencies or areas requiring modification before the audit.	The IQAC verified the documents of all Departments, Clubs, Cells, and NCC, NSS from 18th June 2026 to 27th June 2026 in preparation for the Academic and Administrative Audit (AAA). During the verification process, the documents and supporting records were reviewed, and necessary suggestions were provided wherever modifications or improvements were required.

CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati

Principal
PANDU COLLEGE
Guwahati-12

CO-ORDINATOR
Internal Quality Assurance Cell
Pandu College, Pandu, Guwahati