



**Internal Quality Assurance Cell  
Nanda Nath Saikia College  
Titabar-785630, Jorhat, Assam**

Ref no. ....

Date: 15-11-2022

**ACTION TAKEN REPORT  
IQAC, N.N. SAIKIA COLLEGE, TITABAR**

<b>Decision Taken Date</b>	<b>Decision taken</b>	<b>Action Taken</b>
20/09/2022	Add on course syllabus submission to Dibrugarh University for approval	Submitted to Academic Register, Dibrugarh University for approval.
20/09/2022	Academic activities under MoU	Department of Political Science organized Inter-College student Seminar of Political Science on 3 <sup>rd</sup> November, 2022 where participants from eleven colleges from district took part.
20/09/2022	Feedback collection and analysis.	Online feedbacks were collected from Students, Parents, Employees and Alumni and analysed.
20/09/2022	Regarding collection of departmental information for preparing Academic and Administrative Audit.	Academic Audit format was prepared and distributed among the departments for preparing final report on Academic Audit.
20/09/2022	Discussion for processing the Green & Environment Audit and Energy Audit.	Audit reports have been prepared and submitted to auditing agency
24/05/2022	Draft preparation of SSR.	Each Assistant co-ordinators finished their allotted part of the draft of SSR.
24/05/2022	Preparation of format for academic audit	Format for academic audit has been prepared with the advice of expert from the government nominee.
24/05/2022	Observation of World Environment Day	On 5 <sup>th</sup> June, 2022 World Environment Day was observed in the college premises and Padmashree Jadab

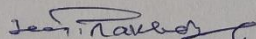


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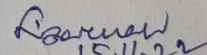
Date:

		Payeng, the Forest Man of India delivered an insightful lecture on ecology and environment conservation.
01/02/2022	Implementation of E-governance of the institution and digitalization of Library.	Administration has taken steps to implement e-governance to run the institution. Library has been partially digitalized.
01/02/2022	Some rectification of already submitted AQAR 2020-21 is required.	The members of IQAC have done the needful for rectification the AQAR 2020-2021.
01/02/2022	The co-ordinator of IQAC also raised some plan of action for the smooth functioning of the upcoming ICHR sponsored National Seminar organised by the Department of History, N. N. Saikia College, Titabar.	On 30 <sup>th</sup> & 31 <sup>st</sup> March, 2022, ICHR sponsored National seminar was successfully organised under the initiatives of IQAC and the Department of History.
01/02/2022	It is decided that each department of the college will prepare a Departmental Bulletin.	Each department of the institution prepared a departmental Bulletin.

  
Coordinator

IQAC,  
N.N.Saikia College, Titabar

**Coordinator, IQAC**  
**N.M. Saikia College, Titabar**

  
15.11.22

Chairperson  
Principal  
IQAC, N.N.Saikia College

N.N.Saikia College, Titabar