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

Ref no. …… *Date:* 03-03-2019

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

Decision Taken Date	Decision taken	Action Taken
30/11/2018	Regarding Students feedback	Student Feedback was taken and analysed.
30/11/2018	Regarding approval and submission of AQAR 2017-18	AQAR for the year2017-18 was submitted.
30/08/2018	Regarding AQAR 2017-18	AQAR for the year2017-18 was approved.
30/08/2018	Regarding the Academic Audit	Academic Audit was conducted.
30/08/2018	Proposal for *Swachhata* campus	IQAC, NCC& NSS unit of the college conducted several programmes under the banner of *Swachhata Abhiyan* within the college campus as well as various localities of Titabar.
30/08/2018	Maintenance of teacher's diary	Teacher's diaries were maintained al the departments of the college.
09/04/2018	Regarding submission of AQAR 2016-17	AQAR for the year 2016-2017 was submitted.
09/04/2018	Evaluation of student, feedback form	Feedback forms were evaluated and suggestions were placed before the Principal by the Feedback committee.
09/04/2018	Academic and Administrative Audit	Steps were taken to conduct Academic and Administrative audit.

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09/04/2018	Environmental Audit	Process for conducting Environmental Audit was taken.
09/04/2018	Regarding introduction of Mentoring system	Mentoring system was introduced in the department to improve the quality of teaching learning experience of the students.
09/04/2018	Regarding the Self-appraisal system format for teachers	Teachers submitted their self Appraisal format to the IQAC.
09/04/2018	Regarding the Student profile by department	Students profile was maintained by the departments.
09/04/2018	Multiple choice questions and use of OMR sheets in internal examination	Due to technical problems MCQ and OMR sheets system could not be implemented.
09/04/2018	Regarding the maintenance of teachers' diary	Teachers Diary has been maintained.
09/04/2018	Rejuvenation of different committees	Different sub-committees under IQAC were activated and urged to keep the records of the activities properly.
09/04/2018	Registration of alumni association	Alumni Association was registered.
09/04/2018	Alumni Employees get together	An Alumni employees get together was organised in the in 2018.
26/02/2018	Regarding preparation for National Science Day Celebration	. The committee also discussed about the procedure for selection of 1st, 2nd, and 3rd exhibits and to invite Mr. Budhin Dutta, HoD, Department of History, Vice Principal Mrs. Bharati Devi and Principal Dr. Litool Baruah as a judge for the said exhibition. On 28th

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		February, 2018 National Sciene Day is celebrated in the college premises.
30/01/2018	Helpline number at important points	A display board with Helpline numbers was installed in the college campus.
30/01/2018	Regarding college road map	The college road map was installed at the entry point of the college.
30/01/2018	Regarding publication of "*Edunews*".	A news bulletin named *Edunews* was published by the IQAC, N.N. Saikia College to register the activities of the departments of the institute.
30/01/2018	Regarding the celebration of Science Day	Science Day was celebrated in the college premise.
30/01/2018	Parents-Teacher Meeting	Parent –teacher meetings were held on 9th March, 2018 departments wise to discuss about the progress of the students.
30/01/2018	Regarding the establishment of Medical First Aid Centre	A separate room well equipped with Medical First-Aid kit, bed, wheel chair, stretcher etc. were installed.
30/01/2018	Regarding the proposed Workshop on "Office Management"	Workshop on "Competence Building for Non Teaching Staff "was held on 26th March, 2018.
10/01/2018	Charge handover to newly selected IQAC coordinator	In presence of the letter/notice issued by the Principal & Chairman (IQAC) dated 14th November 2017, Dr. Devaprotim Hazarika handed over the charge of IQAC coordinator to Dr. Nazim Forid Islam, Associate Professor, Department of Botany, on this day of January 10th , 2018,

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10/01/2018	Regarding delay in submission of AQAR 2016-17	It was resolved that necessary steps to be taken by the new co-ordinators to complete AQAR immediately.
10/01/2018	It was decided that student's feedback for 2018 be taken and members present suggested expediting the same.	Student's feedback was taken for the year 2017-2018 and the entire process was completed in the month of April, 2018.
10/01/2018	It was decided by the IQAC members to suggest website committee to update the college website based on recent activities.	The college website was updated.
10/01/2018	It was decided that the existing software of IQAC computers be replaced by Microsoft windows.	The software of the IQAC computers was replaced by user friendly Microsoft windows.

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

3.3.19
Chairperson
IQAC,
N.N.Saikia College, Titabar
Principal
N.N. Saikia College
Titabar