



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

Ref no.

Date: 04-02-2020

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

Decision Taken Date	Decision taken	Action Taken
22/11/2019	Regarding forthcoming workshop on "Copyright and Plagiarism" scheduled to be held on 3	The workshop on "Copyright and Plagiarism" was successfully held on 30 th of November 2019, jointly organized by the IQAC and Chakreswar Saikia Library.
21/10/2019	Regarding CAS promotion and API verification of Dr. Snigdha Rani Rabha, Assistant Professor, Department of Assamese	Verified and submitted the CAS proforma of Dr. Snigdha Rani Rabha to DHE, Assam
20/09/2019	The Co-ordinator highlighted on the documents to be uploaded on the college website before submission of AQAR 2018-2019 through online modes.	Uploaded the necessary documents
20/09/2019	Regarding the updating of the institutional website with an upgrade version.	The college website has been updated to a new modified version.
28/06/2019	Regarding renovation of sports room	Sports room has been renovated
28/06/2019	Regarding installation of incinerator for sanitary napkins	Incinerator has been installed in the Girls' Hostel
11/05/2019	Regarding Promotion (CAS) and API verification of Dhrubajit Borah and Hemendra Thengal.	The coordinator of IQAC in the presence of Chairperson highlighted that due to nonsubmission of some supporting documents for API verification, for promotion of Mr. Dhrubojit Borah, Assistant Professor,

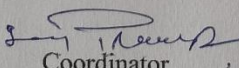


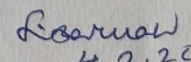
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		Department of Chemistry and Mr. Hemendra, Assistant Professor, Department of Political Science, the files were returned to the Principal. The said verification will be done by IQAC only after submission and correction of the commented documents, in the near future.
30/03/2019	Student feedback evaluation	Analysed the students feedback forms
30/03/2019	Inclusion of additional members in IQAC	Additional members have been included
30/03/2019	Constitution of IQAC sub committee	Different IQAC sub-committee has been constituted.
30/03/2019	Regarding academic and administrative audit	Academic audit have been conducted by inviting state govt. nominated resource persons
30/03/2019	The members of the IQAC and nature club, highlighted about the plantation programme going to be scheduled on 5 th June 2019.	Massive plantation drive was organized.


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


4.2.20
Chairperson
IQAC,
N.N.Saikia College, Titabar
Principal
N.N.Saikia College
Titabar