



OFFICE OF THE CONVENOR

Internal Quality Assurance Cell (I.Q.A.C.)

# JHANJI HEMNATH SARMA COLLEGE

Established - 2004

JHANJI - 785683

Dist. - Sivasagar (Assam)



Website - [www.jhanjihnscollege.edu.in](http://www.jhanjihnscollege.edu.in)

e-mail - [jhnscollege@gmail.com](mailto:jhnscollege@gmail.com)

Ph. - 03772-228046

## ACTION TAKEN REPORT

### THE SESSION 2018-19

DATE	DECISION TAKEN	ACTION TAKEN REPORT
30/08/2018	To inform the conveners of IQAC Cells and sub-committees of the college to submit the reports of activities for AQAR preparation by 10 <sup>th</sup> September, 2018.	Necessary action has been taken for the said matter.
30/08/2018	The expenditure statement of the International Seminar held on 30 <sup>th</sup> April and 1 <sup>st</sup> May, 2018 found to be showing deficit with an amount of Rs. 60,201/- (Rupees Sixty Thousand Two Hundred One).	The deficit was managed from the college fund.
30/08/2018	To organize a State Level Student Seminar.	A State level student seminar was organized on 15 <sup>th</sup> September 2018.
30/08/2018	To prepare and apply for a NAAC sponsored National Seminar within the month of February, 2019.	NAAC sponsored National Seminar was successfully applied.

  
Principal  
Jhanji H.N.S. College



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DATE	DECISION TAKEN	ACTION TAKEN REPORT
31/10/2018	To organize NAAC sponsored National Seminar on "Academic and Administrative Audit of Higher Education Institutions".	NAAC sponsored National Seminar on "Academic and Administrative Audit of Higher Education Institutions" was organized on 5 <sup>th</sup> and 6 <sup>th</sup> February, 2019.
31/10/2018	To maintain documentary evidences, registers and proceedings of different programmes and activities organise by different cells and sub-committees of the college.	Necessary action has been taken for the said matter.
31/10/2018	To take classes with the help of ICT facilities by each department at least two in a week by keeping proper records of those classes.	Necessary action has been taken.
01/11/2018	To invite Dr Jogen Ch. Kalita, Gauhati University and Dr Sarat Kakoty, Dibrugarh University as Inaugurator and Key Note Speaker in the Inaugural Ceremony of the NAAC Sponsored National Seminar.	Both the resource person was invited and joined the seminar.

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01/11/2018	To form the Organizing Committee.	An organizing committee was formed.
09/01/2019	To invite Dr Kiran Hazarika, UGC Member and Principal, Tengakhat College, Dr Bimal Borah, Principal, J. B. College, Jorhat as Resource Person of the Seminar	The invitation was sent successfully.
09/01/2019	To invite all the Principal Members of Assam College Principals Council for participation on the second day of the National Seminar.	The invitation was successfully send and maximum of them joined the seminar.
09/01/2019	To form few sub-committees for preparation, registration and smooth conduct of the NAAC Sponsored National Seminar.	The required sub-committees were formed.
09/01/2019	To confirm the participation of teaching and administrative staff and stakeholders of the college.	Necessary action has been taken.
22/04/2019	To take a unique decision in connection to selection of Skill Enhancement Course available under the UG Programme (CBCS mode) for the greater benefit of students.	Skill Enhancement Course were successfully opted by the students.

  
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22/04/2019	To purchase text books of CBCS UG Programme by college Library as prescribe by Affiliating University in consultation with all the faculty members of the college.	The necessary books of CBCS UG Programme available in the market were purchased.
22/04/2019	To keep the necessary records and maintain registers in each department for remedial classes and students mentoring process.	Necessary action has been taken.
22/04/2019	To organize departmental Alumni Meet of all departments by inviting latest four outgoing batches as per earlier notification of IQAC office.	All the departments were informed and steps were taken to organize the same.

(Dr Manjit Gogoi)  
Chairperson

**Principal**  
**Jhanji H.N.S. College**

(Mr Bidyadhar Baruah)  
Coordinator

**Co-ordinator**  
**I.Q.A.C., J.H.N.S. College**