



OFFICE OF THE CONVENOR
Internal Quality Assurance Cell (I.Q.A.C.)
JHANJI HEMNATH SARMA COLLEGE

Established - 2004

JHANJI - 785683

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Minutes of the Meeting and Action Taken Report

Session: 2016-17

Date of the Meeting: 19th September, 2016

Members Present:

1. Dr Manjit Gogoi, Principal/ Chairperson
2. Mr Bidyadhar Baruah, IQAC Coordinator
3. Mr Bireswar Neog, Vice Principal
4. Mrs Mamoni Borgohain, Ex-Officio Member
5. Dr Birinchi Kr Borah, Teacher Representative
6. Mr Rajiv Gogoi, Teacher Representative
7. Mrs Santana Dutta, Teacher Representative
8. Mr Akashjyoti Saikia, Teacher Representative
9. Mrs Navanita Bora, Teacher Representative
10. Mrs Minati Gogoi, Teacher Representative

Agenda: Review on Sessional Examination and Internal Assessment of Students & Departmental Profile Submission

The House Opined:

1. To take special care for the students' who secure poor/ low marks in internal examinations/ assessments by each department.
2. To organise class seminars and group discussions in each subject to enhance the knowledge of students.
3. To inform all the HoDs of each department in order to submit departmental report for preparation of AQAR 2016-17.


(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