

### The Minutes of IQAC Meeting and Action taken report

The Minutes of IQAC Meeting held on 01-08-2019:

A meeting was held in the month of August before the start of the Session to discuss the upcoming academic session.

1. In this meeting Log book, Time Table, format for teaching plan etc were approved and it was decided to instruct all the departments to maintain proper records of academic and curricular matters in Log books and follow proper teaching plans.
2. All departments HOD's were instructed to conduct monthly meetings to take stock of course covered and progress of syllabus in every month.
3. Attendance of students will be calculation on monthly basis by each department and any student who has less attendance will be sported to the Principal and follow up to be done with concerned guardians.

Action Taken Report:

1. Log books were issued to all the departments and all the faculties were instructed to maintain daily log of classes and other activities.
2. Time Tables were distributed to the departments. Departments were instructed to allot classes to respective teachers and submit the class routine with allotted classes to the Vice- Principal.
3. Department HOD's were directed to keep records of curriculum planning and teaching plans of each teacher and to check the progress as per plan.
4. Each department was instructed to maintain attendance record and report any anomalies in attendance of students.

The Minutes of IQAC Meeting held on Date: 23-09-2019:

1. A meeting of the screening committee for the post of Assistant Professor

Action Taken Report

1. The meeting of the screening committee for screening of the application form for the post of Assistant professor in the departments Anthropology, History and political Science has been conducted. The applications with documents of the applied candidates are taken for screening and finalised for forwarding the same to the Principal of J.N.College, Boko for interview.

The Minutes of IQAC Meeting held on Date: 30-10-2019

1. Development of digital Library.
  2. Present Status of office automation.
  3. Commencement of first sessional examination
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1. Development of digital Library: Thorough discussion with the Librarian regarding development of digital library the committee resolved that if the customisation is not working properly then necessary steps will be taken immediately to develop the digital library.
  2. Present Status of Office automation: Resolved that the office automation process which is presently not in progress in the proper manner, so the committee was advised to take the necessary initiatives for office automation.. Whatever may be the short comings of automation process will be booked into and speeding up with urgency.
  3. Resolved that the 1<sup>st</sup> sessional examination will be started in the middle part of September and asked the examination committee to conduct the examination smoothly.

Action Taken Report:

1. The process of library up gradation with latest technology was initiated with software installation and technical support from S.S. Technologies. Customisation process was also initiated.
2. Office customisation software which had been installed previously were assessed by Dr. D. Sarma and Dr. R. Baishya and shortcomings were identified. Technical experts were brought in from S.S Technologies to assess the software in use and to make the office automation process more efficient.
3. The examination routine has been prepared and notified.

The Minutes of IQAC Meeting held on Date: 25-11-2019:

2. A meeting of the screening committee.

Action Taken Report

2. The meeting of the screening committee for screening of the application form for the post of permanent principal in J.N College, Boko has been conducted. The applications with documents of the applied candidates are taken for screening and finalised for forwarding the same to the Gauhati University for interview.

The Minutes of IQAC Meeting held on Date: 20-12-2019:

A meeting was held on 20-12-2019 in which the following were discussed.

1. Discussion on sending of AQAR of 2018-19 to NAAC
2. Action taken was discussed regarding AQAR of 2018-19.
3. To discuss about the submission of IIQA and preparation of SSR for NAAC visit
4. To discuss about the formation of sub committees for different criterion of SSR

Action Taken Report:

1. The committee verified the prepared AQAR for 2018-19 and asked to submit the same on or before 31-12-2019.
2. The committee discussed to fulfil all the action planes taken in the last AQAR of 2018-19.
3. As per discussion for submission of IIQA and preparation of SSR the committee advised to form different sub-committees of various criterions.
4. The various Sub- Committees of different criterions with a convenors followed by some members were formed.

The Minutes of IQAC Meeting held on Date: 24-02-2019:

1. IQAC meeting was held with the HOD's of the respective science departments, namely Physics Chemistry, Botany, Zoology and Mathematics regarding the DBT star college Scheme and its present status of implementation.

Action Taken Report:

As per discussion on the implementation of DBT star college scheme following steps are taken:

- (i) To organise some student centric programmes under DBT star college scheme.
- (ii) To organise out reached programme
- (iii) To organise a national/International seminar/workshop/ Hans on training.

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