

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

### **The Minutes of IQAC Meeting held on 01-08-2018:**

A meeting was held on 1st August i.e., at the beginning of the new academic session to discuss on different academic as well as administrative issues for smooth conduction of the session. In the meeting following resolutions/ decisions have been taken:

1. Annual Work Plan: The meeting prepared an Annual work Plan for both in Academic as well as Infrastructural Development of the college and same has been Handed over to the Principal for necessary approval and time frame execution.
2. Record Keeping: 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.
3. Course Progress: All departments HOD's were instructed to conduct monthly meetings to take stock of course covered and progress of syllabus in every month.
4. Student Attendance: Attendance of students will be calculated on monthly basis by each department and any student who has less attendance will be reported to the Principal and follow up to be done with concerned guardians.

### **Action Taken Report:**

1. The Principal in consultation with the Governing Body approved the annual plan and initiative has been taken for phase wise execution of the same.
2. Log books were issued to all the departments and all the faculties were instructed to maintain daily log of classes and other activities.
3. 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.
4. 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.
5. Each department was instructed to maintain attendance record and report any anomalies in attendance of students.



**Signature of Coordinator, IQAC**  
**J.N.College, Boko, Assam**



**Signature of Chairperson, IQAC**  
**J.N.College, Boko, Assam**

## The Minutes of IQAC Meeting and Action taken report

### The Minutes of IQAC Meeting held on Date: 08-11-2018

Following resolutions/ decisions have been taken the meeting:

#### Resolutions:

1. Development of digital Library.: Resolved that process of customisation would be handled by SS Technology as per the inputs provided by the Librarian keeping in view the latest requirement and specifications of digital Library.
2. Office automation: Resolved that the office automation process which is presently not progressing in the proper manner would be assessed by a team comprising of Dr. D Sarma and Dr. R. Baishya. Whatever may be the short comings of automation process will be looked into and speeded up with urgency.
3. Up gradation and Redesigning of College Website: Resolved that the college website would be updated and redesigned from the previous [WWW.jncollegeboko.com](http://WWW.jncollegeboko.com) to [WWW.jncollegeboko.ac.in](http://WWW.jncollegeboko.ac.in).
4. Online Feedback: Resolved that the online feedback collection will be implemented at the end of the semester i.e. in the month of December and link would be uploaded in college website soon.

#### 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 website of the college was updated and redesigned. The new website of the college was renamed as [www.jncollegeboko.ac.in](http://www.jncollegeboko.ac.in) and the entire website was revamped and made up-to-date.
4. System has been installed in the college website for students and guardians and class wise orientation have been given to the students regarding filling up of the feedback form and its importance.



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### **The Minutes of IQAC Meeting held on Date: 12-12-2018:**

Digitalization of the Library: A meeting was held in association with the owner of SS Technologies Mr. S. Pathak along with his technical team to discuss on the single agenda i.e. digitalization of the library.

### **Action Taken Report**

1. Digital library and customisation process had already been installed with technical support from S.S Technologies. Technical team comprising of Mr. S. Pathak and his technical staff organised an orientation programme for the familiarisation of digital library software and customisation. The program was held in the presence of the Principal, IQAC Members and the Librarian.



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### **The Minutes of IQAC Meeting held on Date: 18-12-2018:**

A meeting was held on 18-12-2018 in which the following were discussed.

1. The redesigning and up gradation of college website which was handled by Dr. D. Sarma was presented before the IQAC and discussion took place upon this matter.
2. Discussion on sending of AQAR of 2016-17 to NAAC
3. Discussion on Action taken regarding AQAR of 2015-16.
4. Examination reforms: Resolved that MCQ tests will be held and Examination Committee will design the MCQ answer scripts and supply to the respective Departments .Tests will be conducted by the respective departments as per schedule given the academic Calendar.

### **Action Taken Report:**

1. The updated website was presented before the IQAC by Dr. D. Sarma
2. The preparation of AQAR for the session 2016-17 was discussed.
3. The preparation of AQAR for the session 2015-16 was discussed.
4. Following the discussion of IQAC, the examination committee headed by Mr. M. Das had developed a format of MCQ Test papers to be circulated to all the departments. The Uniform MCQ test answer booklets would be supplied to all departments and periodically test would be held by this Department respectively.



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## The Minutes of IQAC Meeting and Action taken report

### The Minutes of IQAC Meeting held on Date: 25-02-2019:

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.
2. Decided to organise a National Seminar by the Coordinating Departments under DBT Star College Scheme in collaboration with Advanced Level Biotech Hub. Collaborating agency and Institutions of the seminar were also discussed in this meeting.

### Action Taken Report:

Decided to hold a National seminar on "Science, Society and Sustainable Development-SSS 19" on 3rd and 4th May, 2019. Different committees were formed for smooth conduct of national seminar. Themes and sub-themes were listed, resource persons were proposed and there were discussions regarding registration amount. Consent letter have been sent to various agencies, NGOs for the purpose collaboration and financial as well as technical support.



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

### **The Minutes of IQAC Meeting held on Date: 11-04-2019:**

1. An IQAC meeting was held with the president of the Governing Body.
2. Discussed regarding the submission of AQAR 2018-19 and submission of SSR (self-study Report) to NAAC within June,2019

### **Action Taken Report:**

The preparation of the AQAR 2018-19 and the process of submission of Self Study Report (SSS) is under progress so that the same can be submitted within scheduled time.



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

### **The Minutes of IQAC Meeting held on Date: 27-04-2019**

IQAC meeting was held with all the HODs of various departments of the College to discuss on different issues related to the upcoming National seminar to be held on 3rd and 4th May, 2019 in the college.

#### **Action Taken Report:**

As per the decision taken in the meeting a general meeting was held amongst all the teachers of the college and various issues relating to National Seminar were discussed. In the same meeting various sub committees of the seminars were formed for successful completion of the seminar.



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