



জৱাহৰলাল নেহৰু মহাবিদ্যালয়

JAWAHARLAL NEHRU COLLEGE

Boko-Kamrup-Assam

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INTERNAL QUALITY ASSURANCE CELL

MINUTES OF MEETINGS & ACTION TAKEN REPORT

Minutes of IQAC The minutes of IQAC Joint meeting with staff held on 23/12/2022

- (1) Review of SSR compilation process
- (2) Discussion of departmental SSR preparation
- (3) Discussion on DVV

Action Taken

- (1) SSR was completed on time and duly submitted
- (2) Departmental SSR preparation was completed and mock presentations were forwarded
- (3) DVV preparation was in force for on time submission

Minutes of IQAC The minutes of IQAC Joint meeting with staff held on 28/02/2023

- (1) An Overview: NAAC preparation
- (2) Departmental Feedback and IQAC analysis
- (3) Designated duties across 7 criteria
- (4) Discussion on Adopted Village
- (5) Discussion on
 - (a) Pre-Sessional Examination
 - (b) Lesson Plan/ Teaching Plan/ Course Outcome
 - (c) Departmental Mock Presentation
 - (d) Research Grant

Action Taken

- (1) NAAC preparation and action in this respect was reviewed and necessary steps adopted for fulfilling targeted goal
- (2) Departmental feedback received and analysed
- (3) The designated duties are invigorated for a successful goal-oriented performance

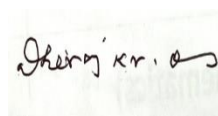
- (4) Updated information on three adopted villages were shared with dispensation of duties to NSS and other cells for fulfilling time bound activities for benefit of the villagers.
- (5) Pre-sessional Examination records updated across all departments
- (6) Lesson Plan, Teaching Plan across departments are updated. Course outcomes across departments are uploaded on departmental web page.
- (7) Departmental Mock Presentation for spearing NAAC readiness started in different phases
- (8) Research Grant reviewed progress of the recipient.

Minutes of IQAC Joint meeting with staff held on 19/04/2023

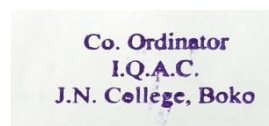
- (1) Discussion on completed NAAC assessment
- (2) Review of areas of improvement and further action plan

Action Taken

- (1) The 7 criteria review on performance sought and discussed thoroughly.
- (2) The different areas requiring upliftment and further plan of action for the next accreditation were discussed.



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