

Minutes of IQAC Meetings, 2016-2017
Tingkhong College
P.O. Tingkhong
Dist: Dibrugarh, Assam
Pin: 786612

Meeting No. 1 (General Meeting Convened by the Principal)

Date- 06/08/2016

(Saturday)

This general meeting was convened by the principal who is chairperson of IQAC, Tingkhong College. The meeting is attended by all the teachers, non-teaching staff, library staff as well as various other stakeholders like students' union body, Alumni member, College management and the local public. She welcomes all the members and entrust them with different responsibilities related to IQAC. She then places the agenda of the meeting before the house.

Agenda Items

Item No. 1:

The principal discusses about the various roles that needs to be assigned to the teaching faculty of the college.

Item No.2: The coordinator of the IQAC cell is appointed

Item No. 3: The principal reminds everyone that the teaching as well as the non-teaching staff are entrusted with various responsibilities and it is their duty to ensure the smooth functioning of different duties.

Discussion:

The discussion centers around the new committees that is formed for the smooth functioning of the IQAC. Mr. Mridul Borgohain is assigned as the coordinator of the IQAC cell. He is entrusted with the responsibility of preparing the AQAR. The teaching and the non-teaching staff is entrusted with different responsibilities for the smooth conduct of IQAC and the institution.

Resolutions:

1. Resolved that the new IQAC of the college be formed.
2. The coordinator of IQAC cell is appointed.
3. Resolved that the teachers and non-teaching staff are entrusted with various duties and responsibilities.

Meeting 2.

Date: 28/10/2016

Friday

The coordinator of IQAC states that this meeting is chaired by Dr. Jyotimala Gohain, Principal cum Chairperson, IQAC is convened to discuss the following agenda.

Agenda Items

Item No.1:

The co-ordinator of IQAC presented a proposal for organizing a Career Counselling Programme.

Item No.2:

Discussion on academic matters like conduct of sessional exams, evaluations, internal marks etc.

Item No.3:

Conduct of discussion regarding construction of Girls Hostel.

Discussion:

The co-ordinator of IQAC Mr. Mridul Borgohain puts forward a proposal for conducting a Career Counselling Programme. The members unanimously agree to this particular proposal and dates for the counselling programme as well as the resource members have been decided accordingly. The meeting also centered around different academic matters i.e. conduct of sessional exam, IA marks allotment procedure and so on. The members of the meeting further examined the quality of work as well as work progress of the construction of Girls Hostel that is going on.

Resolutions:

1. Resolved that the Career Counselling Programme will be organized on 21/11/2016.
2. Resolved that the students will be awarded internal marks on the basis of their attendance, group discussions, sessional examinations and seminar presentation as done previously. Further, the process accordingly IA marks should be transparent.
3. The work progress of the construction of the Girls Hostel is examined by the members of the meeting.

Meeting No.3
Date-29/12/2016
Thursday

The purpose of this meeting is delivered by Sri Mridul Borgohain, IQAC coordinator. He states the agenda of the meeting as enlisted below. The meeting is chaired by Dr Jyotimala Gohain, Principal, Tingkhong College.

Item No.2

Discussion on academic matters like conduct of sessional exams, evaluations, internal marks etc.

Item No.3

Conduct of Discussion regarding construction of Girls' Hostel.

Discussion:-

The co-ordinator of the IQAC Sri Mridul Borgohain put forward a proposal for conducting a Career Counselling Programme. The members unanimously agree to this particular proposal and dates for the counselling programme as well as the resource members have been decided accordingly. The meeting also centered around different academic matters like conduct of sessional exams, I A marks allotment procedure and so on. The members of the meeting further examined the quality of work as well as work progress of the construction of the Girls' Hostel that is going on.

Resolutions: -

1. Resolved that the Career Counselling Programme will be organized on 21/11/2016
2. Resolved that the students will be awarded internal marks on the basis of their attendance, group discussions, sessional examinations and seminar presentations as done previously. Further, the process of awarding IA marks should be transparent.
3. The work progress of the construction of the Girls' Hostel is examined by the members of the meeting.

Meeting No.3

Date- 29/12/2016

Thursday

The purpose of this meeting is delivered by Mridul Borgohain, IQAC coordinator. He states the agenda of the meeting as enlisted below. The meeting is chaired by Dr. Jyotimala Gohain, Principal, Tingkhong College.

Item No.1

Preparation of upcoming Annual College Week.

Item No.2

Appointment of in charges for the upcoming Youth Festival to be held by Dibrugarh University.

Item No.3

Discussing the budget and other relevant topics related to educational tours that are conducted annually.

Resolutions:

- 1) Resolved the dates for and other budgetary matters related to the Annual College Week.
- 2) Resolved that two teachers will be appointed as student in charge who would accompany the students for Inter College Youth Festival.
- 3) Resolved that each department would undertake an educational tour. Budget and other related matters have also been discussed.

Meeting No. 4:

Date- 25/02/2017

Saturday

The purpose of this meeting chaired by Dr. Jyotimala Gohain is delivered by Mridul Borgohain, coordinator, IQAC. The agenda of the meeting is as follows:

Item No. 1

Installation of CCTV cameras.

Item No. 2

Discussion regarding Gunotsav.

Item No. 3

Book donation by the Alumni Association.

Discussions:

The meeting centered around significant infrastructural development like installation of CCTV cameras. The selected faculty members for the first phase of Gunotsav have been instructed to prepare themselves. Further, the members acknowledge the Alumni Association who have donated books for the students.

Resolutions:

- 1) Resolved that ten CCTV cameras will be installed in the college classrooms, seminar hall and in other major spots in the College.
- 2) Resolved that the faculty members selected for the first phase of Gunotsav be partially relieved off their duties and provide all necessary training facilities required.
- 3) The Alumni Association is thanked for their noble gesture of donating books for the help of the students.

Meeting No. 5

Date: 29/04/2017

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal-cum-Chairperson, IQAC and the objective of the meeting is put forward by Sri Mridul Borgohain, Coordinator, IQAC. The agenda of the meeting is as follows.

Agenda:

Item No. 1

Requirement of bench desk.

Item No.2

Infrastructural developments with the aid of RUSA and other government funds.

Item No.3

Computerization of administration and library.

Resolutions:

- 1) Resolved that thirty pairs of bench desk will be ordered to be made.
- 2) Resolved that RUSA funds amounting to Rs 36 Lakhs will be utilized on different necessary renovation work of classroom, link road, college gate etc.
- 3) Resolved that computerization and library will be completed as soon as possible.

Minutes of IQAC Meetings, 2017-18

Meeting No. 1

Date: 5/08/2017

Saturday

This meeting is chaired by Dr. Jyotimala Gohain, Principal and Mridul Borgohain, Coordinator, IQAC delivers the purpose. The meeting is declared to discuss the following agenda items.

Agenda Items:

Item No. 2:

Construction of College Boundary.

Item No.2:

Preparation of AQAR for 2016-17.

Item No. 3:

Analysis of the feedback received from students.

Item No.4:

Establishment Day of the College.

Discussion:

The members of the meeting discussed regarding the construction of College boundary. The College boundary is an essential infrastructural component for the safety and protection of college members. Further, the IQAC coordinator appeals all the members of respective committee to provide inputs of the given criteria to help in the preparation of the AQAR of the given year. The Principal also initiates discussions regarding the feedback received from the students. Another important discussion has been initiated regarding the celebration of the Establishment Day of the College.

Resolutions:

- 1) Resolved that the construction of the college boundary would be hastened to provide maximum security to the college premise.
- 2) Resolved that AQAR for 2016-17 would be prepared without any further delay.
- 3) A plan of action and schedule has been prepared and roles assigned to all the members.
- 4) Every department is ordered to analyse the feedback received.
- 5) Resolved that the Establishment Day of the College would be celebrated with zest. A budget and schedule of for the same is prepared.

Meeting No. 2:

Date: 28/10/2017

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal, Tingkhong College. The agenda of the meeting is presented in the form of items enlisted below:

Item No.1:

Purchase of gymnasium and sports equipment.

Item No.2:

Addition of books in the library.

Item No.3:

Increase in infrastructural elements like Indoor Stadium, Girls hostel.

Discussion:

The members of the meeting held important discussions regarding purchase of gymnasium and sports equipment. The meeting centers around different important infrastructural elements like Girls' Hostel, Indoor Stadium and addition of books in the library.

Resolutions:

- 1) Resolved that gymnasium and sports equipment will be purchased with the aid of RUSA funds.
- 2) Resolved that the construction of Girls' Hostel in the first phase is nearing completion.
- 3) Resolved that the Indoor stadium will be started with zest and zeal.

Meeting No. 3:

Date: 30/12/2017

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal-cum-Chairperson, IQAC.

Item No.1:

Presentation of the AQAR for 2016-17.

Item No.2:

Discussion regarding annual educational trips and expenditure to be incurred.

Discussion:

Mr. Mridul Borgohain, coordinator of IQAC, presents the AQAR for the session 2016-17. He seeks suggestions regarding any changes that needs to be made. Along with it, the members also discuss about the annual education trips and expenditure that is to be incurred for the trips.

Resolutions:

- 1) The AQAR 2016-17 has been accepted by all the members of the meeting.
- 2) Resolved that in continuance of the tradition of the earlier years, the departmental heads will arrange for educational trips and prepare required budget and other itineraries.

Meeting No. 4:

Date: 24/02/2018

Saturday

The meeting chaired by Principal Dr. Jyotimala Gohain is held with the intent of discussing the following agenda items:

Item No.1:

Preparation of class routine for the next session.

Item No.2:

Discussion regarding the maintenance of ICT tools.

Discussion:

The meeting centered around mostly on topics related to preparation of the class routine for the next session and the issues pertaining to the maintenance of ICT tools.

Resolutions:

- 1) The coordinator, Vice Principal along with the Academic Committee is to start the preparation of timetable for the smooth functioning of the classes in the next session.
- 2) Resolved that the ICT tools be maintained and all the expenses incurred would be met accordingly.

Meeting No.5:

Date: 28/04/2018

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal, Tingkhong College and Mr. Mridul Borgohain, coordinator of IQAC states the following agenda:

Agenda Items:

Item No.1:

Preparation of the College for introducing CBCS.

Item No.2:

Orientation of teaching staff for this new CBCS syllabus.

Item No.3:

RUSA Grants.

Resolutions:

- 1) Resolved that the teaching faculties will be provided orientation to equip them with required knowledge for the Choice Based Credit System.
- 2) The members express their satisfaction for receiving the grant from RUSA. The members express their gratitude towards the Principal whose able leadership has helped in the timely execution of all the financial formalities required to acquire such a grant.

Minutes of IQAC Meetings, 2018-19

Meeting No. 1:

Date: 04/08/2018

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal, Tingkhong College.

Agenda Items:

Item No.1:

Prohibition of plastic within the campus.

Item No.2:

Plantation of trees in the college campus.

Item No.3:

Installation of an effective garbage management system.

Discussion:

The meeting is held mainly to discuss the promotion of an eco-friendly environment in the college campus. In order to do that a series of resolutions are taken.

Resolutions:

- 1) Resolved that Tingkhong College campus would be made plastic free.
- 2) A plantation drive would be launched to create a greener environment.
- 3) Resolved that garbage bins at regular intervals will be installed for proper management system.

Meeting No.2:

Date: 27/10/2018

Saturday

The meeting chaired by Principal Dr. Jyotimala Gohain is held with the aim to discuss the following agenda items.

Agenda Items:

Item No.1:

Discussion regarding the Research output of faculty members.

Item No.2:

The Library Management System.

Item No.3:

Cleanliness drive to be organized within the college campus.

Discussion:

The meeting started off with the discussions regarding the research output of the faculty members. It is discussed that the teaching faculty should improve their research output. The Library Management System is also reviewed. Keeping in mind a cleanliness of the college campus a cleanliness drive should be launched comprising of students and teachers.

Resolutions:

- 1) Resolved that the research component needs improvement.
- 2) Resolved that the Library Management System needs upgradation and proper management.
- 3) Resolved that a cleanliness drive would be organized to clean up and properly maintain the campus.

Meeting No.3:

Date: 29/12/2018

Saturday

The meeting chaired by Dr. Jyotimala Gohain, Principal, Tingkhong College is held to discuss the following agenda items.

Agenda Items:

Item No.1:

Presentation on the CBCS.

Item No.2:

Formation of College CBCS Board of Studies.

Item No.3:

Celebration of Annual College Week.

Discussions:

The members of the college brace themselves to introduce the new CBCS system that is supposed to replace the old syllabus. Hence, a presentation was made by the IQAC coordinator on CBCS and the ways in which we can cope up with it effectively. Further, the matters of a CBCS Board of Studies and Annual College Week are also discussed.

Resolutions:

- 1) Resolved that a CBCS committee needs to be made on the basis of the presentation made.
- 2) The CBCS Board of Studies has been constituted as following:
 - a) Vice-Principal- Chairperson
 - b) Coordinator of IQAC- Member Secretary
 - c) All HoDs- Members
- 3) The schedule of the Annual College Week is resolved to be made at the earliest and celebrated with zest.

Meeting No. 4:

Date: 23/02/2019

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal, Tingkhong College. The Agenda of the meeting is enlisted below:

Agenda:

Item No. 1:

Organizing an orientation programme.

Item No. 2:

Organizing a personal counseling programme.

Item No.3:

Evaluation of the infrastructural development done in the college campus.

Discussions:

The meeting centers on an important criteria of career orientation and personal counseling.

Further, the infrastructural additions that have been made and needs to be made are reviewed.

Resolutions:

- 1) Resolved that an Orientation Programme on Civil Services Examinations will be organized by Career Guidance Cell on 07/03/2019.
- 2) Resolved that a programme on personal counseling will be organized.
- 3) Resolved that with the aid of the funds provided by various State and Central Govt. agencies various infrastructural components like girls' hostel, common room, toilet as well as classrooms will be constructed as well as existing ones will be improved.

Meeting No. 5:

Date: 27/04/2019

Saturday

The meeting is chaired by Dr Jyotimala Gohain is held with the intent of discussing the sole agenda point as mentioned below.

Agenda

Item No. 1:

The excursion grant provided by DHE, State Government.

Discussions:

An amount of Rs 1,00,000 was sanctioned under the Head of the Excursion Grant on 26/04/2019. The meeting discusses the manner in which a proper budget will be presented to the authorities and in-charges will be assigned.

Resolutions:

- 1) Resolved that the excursion grant would be utilized for the overall development of the students by providing them exposure to new places of interest that would widen their horizons.
- 2) Resolved that a proper budget will be prepared for the trip by the allotted in- charges that will be assigned accordingly.

Meeting No. 6:

Date: 12/06/2019

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal-cum-Chairperson, IQAC.

The coordinator reads the agenda items as enlisted below.

Agenda:

Item No. 1:

Celebration of International Yoga Day.

Item No. 2:

RUSA fund worth Rs 45,00,000 provided on 11/06/2019.

Discussions:

The coordinator of IQAC, Mridul Borgohain informs the members that the College administration has decided to celebrate the International Yoga Day. Further, he also opened the discussion about the RUSA fund that the college have received on 11/06/2019.

Resolutions:

- 1) Resolved that all the members of the College family will participate in the International Yoga Day on 21st June, 2019.
- 2) Expression of a note of gratitude was for the grant of 45 lakhs to the College to carry forward the projects that have been going on.
- 3) Brainstorming different areas that need investment.

Minutes of IQAC Meetings, 2019-20

Meeting No. 1:

Date: 03/08/2019

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal-cum-Chairperson, IQAC.

Agenda Items:

Item No. 1:

Discussion on National Seminar.

Item No.2:

Discussion regarding the progress of the affairs related to the Science stream of the College.

Item No.3:

Constitution of Code of Conduct Monitoring Committee.

Item No.4:

Preparation of a List of Code of Conduct for teachers as well as students.

Resolutions:

- 1) The proposal regarding the theme of the National Seminar sent to ICSSR has been reviewed. The Convenor of the seminar Dr. Diganta Kumar Gogoi shared briefly the progress of the seminar.
- 2) The members of the meeting also reviewed the progress of the official works related to the science stream and its initiation in the college.
- 3) The Code of Conduct Monitoring Committee has been formed as follows:
 - a) Principal- Chairperson.
 - b) IQAC Coordinator- Convenor.
 - c) HoDs of all the Departments- Members.
- 4) Resolved that the aforesaid Committee will make a list of Code of Conduct and ensure its maintenance within the College campus.

Meeting No.2:

Date: 24/10/2019

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal-cum-Chairperson, IQAC. The agenda items of the meeting are as follows:

Agenda Items:

Item No. 1:

Discussion on Ek Bharat Shrestha Bharat Scheme.

Item No.2:

External Audit to be performed by Sheshadri Globally Educational Competency Techniques.

Discussions:

The Discussion centers around the scheme of Ek Bharat Shrestha Bharat whereby a grant of Rs 1 Lakh is awarded to the College. Further, the coordinator informs the members of the college that an External Audit would be undertaken. This audit will be conducted by Sheshadri Globally Educational Competency Techniques.

Resolutions:

- 1) Resolved that the financial grant of Rs 1 Lakh will be utilized in accordance of the spirit of the scheme Ek Bharat Shrestha Bharat to enhance interaction and promote mutual understanding between students of different backgrounds.
- 2) Resolved that the External Audit would be conducted as soon as possible.
- 3) Resolved that different teaching faculty will be given different responsibility for the audit to be conducted efficiently.

Meeting No. 3:

Date: 18/01/2020

Saturday

The meeting is chaired by Dr. Jyotimala Gohain. The IQAC coordinator reads out the following agenda items:

Agenda Items:

Item No. 1: RUSA grants.

Item No. 2: Preparation of calendar activities for the current year.

Item No. 3: EAT Module Training Programme.

Item No.4: Organizing departmental picnics.

Discussion:

The IQAC coordinator wishes everyone a prosperous new year. He then proceeds to discuss the above mentioned agenda items. Discussions are made regarding the utilization of the Rs 5 Lakhs funded by RUSA. Besides, the responsibility of the preparation of calendar activities for the year is vested upon the academic council. Apart from this, the coordinator also discussed about the EAT Module Training Program to be held on 31st Jan, 2020. Further, the topic of departmental picnics to be organized.

Resolutions:

- 1) Resolved that departmental picnics will be organized and the budget and other related necessities will be looked after by the respective HoDs.
- 2) Resolved that the academic council will prepare the calendar activities for the coming year.
- 3) Resolved that faculty members will attend the workshop for EAT Module training programme on 31st Jan, 2020.
- 4) Resolved that the departmental picnics will be organized.

Meeting No. 4:

Date: 14/03/2020

Saturday

The meeting is chaired by Dr. Jyotimala Gohain, Principal-cum-Chairperson, IQAC. The agenda of the meeting is as follows:

Agenda Items:

Item No. 1:

GDA grant funded by UGC.

Item No.2:

New Certificate courses: introduction and implementation.

Resolutions:

- 1) Resolved that the GDA fund of 6 Lakhs 80 Thousand rupees will be utilized efficiently.
- 2) Resolved that all the departments would take urgent steps necessary to introduce and implement new certificate courses