



INTERNAL QUALITY ASSURANCE CELL TINGKHONG COLLEGE

P.O - TINGKHONG - 786612, DIST - DIBRUGARH (ASSAM)

ACCREDITED BY NAAC WITH 'B' GRADE (2nd cycle)

M.No. 9864459929,
9957262503

Ref No.

Date

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.

Mridul Borgehain
(Coordinator, IQAC
Tingkhong College
Tingkhong



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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.

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Coordinator, IQAC
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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.

Mridal Borgohain
Coordinator, IQAC
Tingkhong College
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Date

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.

Jyotimala Gohain
Coordinator, IQAC
Tingkhong College
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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.

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Coordinator, IQAC
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Date

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.

Mridul Borgohain
(Coordinator, IQAC
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Ref No.

Date 04/08/2018

Meeting No. 1

Date: 04/08/2018

Members Present

1. Dr Jyotimala Gohain : Principal-cum Chairperson: *Jyotimala Gohain*
2. Sri Mridul Borgohain: Coordinator *Mridul Borgohain*
- 3 Sri Hareswar Gogoi : Teacher Representative *Hareswar Gogoi*
4. Dr. Jatindra Nath Konwar : Teacher Representative *Jatindra Nath Konwar*
5. Mrs Deepanjali Borah: Teacher Representative
6. Mrs Minoti Hazarika: Teacher Representative *Minoti Hazarika*
7. Dr. Diganta Kumar Gogoi: Teacher Representative *Diganta Kumar Gogoi*
8. Sri Naakul Phukan: Teacher Representative *Naakul Phukan*
9. Sri Luhit Buragohain: Teacher Representative *Luhit Buragohain*
- 10 Sri Bhaskar Neog: Teacher Representative *Bhaskar Neog*
11. Dr. Binita Morang: Teacher Representative *Binita Morang*
12. Sri Jojneswar Gogoi: Representative, College management (Governing Body) *Jojneswar Gogoi*
13. Sri Sadananda Changmai: Representative, College Administration *Sadananda Changmai*
14. Sri Jibeswar Mohan: Representative, Local Society/ Trust *Jibeswar Mohan*
15. General Secretary: Students Representative: *Shuhitig*
16. Sri Ashok Gogoi : . Alumni Representative *Ashok Gogoi*
17. Sri Dhiren Phukan : Representative, Employer/ Industrialists/ Stakeholders *Dhiren Phukan*



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Ref No.

Date ..27/10/2018

Meeting No. 2

Date: 27/10/2018

Members Present

1. Dr Jyotimala Gohain : Principal-cum Chairperson: *Jyotimala Gohain*
2. Sri Mridul Borgohain: Coordinator *Mridul Borgohain*
3. Sri Hareswar Gogoi : Teacher Representative *Hareswar Gogoi*
4. Dr. Jatindra Nath Konwar : Teacher Representative *Jatindra Nath Konwar*
5. Mrs Deepanjali Borah: Teacher Representative
6. Mrs Minoti Hazarika: Teacher Representative *Minoti Hazarika*
7. Dr. Diganta Kumar Gogoi: Teacher Representative *Diganta Kumar Gogoi*
8. Sri Naakul Phukan: Teacher Representative *Naakul Phukan*
9. Sri Luhit Buragohain: Teacher Representative *Luhit Buragohain*
10. Sri Bhaskar Neog: Teacher Representative *Bhaskar Neog*
11. Dr. Binita Morang: Teacher Representative *Binita Morang*
12. Sri Jojneswar Gogoi: Representative, College management (Governing Body) *Jojneswar Gogoi*
13. Sri Sadananda Changmai: Representative, College Administration *Sadananda Changmai*
14. Sri Jibeswar Mohan: Representative, Local Society/ Trust *Jibeswar Mohan*
15. General Secretary: Students Representative: *Ashutosh*
16. Sri Ashok Gogoi : Alumni Representative *Ashok Gogoi*
17. Sri Dhiren Phukan : Representative, Employer/ Industrialists/ Stakeholders *Dhiren Phukan*



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Ref No.

Date 29/12/2018

Meeting No. 3

Date: 29/12/2018

Members Present

1. Dr Jyotimala Gohain : Principal-cum Chairperson: *Jyotimala Gohain*
2. Sri Mridul Borgohain: Coordinator *Mridul Borgohain*
3. Sri Hareswar Gogoi : Teacher Representative *Hareswar Gogoi*
4. Dr. Jatindra Nath Konwar : Teacher Representative *Jatindra Nath Konwar*
5. Mrs Deepanjali Borah: Teacher Representative
6. Mrs Minoti Hazarika: Teacher Representative *Minoti Hazarika*
7. Dr. Diganta Kumar Gogoi: Teacher Representative *Diganta Kumar Gogoi*
8. Sri Naakul Phukan: Teacher Representative *Naakul Phukan*
9. Sri Luhit Buragohain: Teacher Representative *Luhit Buragohain*
10. Sri Bhaskar Neog: Teacher Representative *Bhaskar Neog*
11. Dr. Binita Morang: Teacher Representative *Binita Morang*
12. Sri Jojneswar Gogoi: Representative, College management (Governing Body) *Jojneswar Gogoi*
13. Sri Sadananda Changmai: Representative, College Administration *Sadananda Changmai*
14. Sri Jibeswar Mohan: Representative, Local Society/ Trust *Jibeswar Mohan*
15. General Secretary: Students Representative: *General Secretary*
16. Sri Ashok Gogoi : . Alumni Representative *Ashok Gogoi*
17. Sri Dhiren Phukan : Representative, Employer/ Industrialists/ Stakeholders *Dhiren Phukan*



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Date 23/02/2019

Meeting No. 4

Date: 23/02/2019

Members Present

1. Dr Jyotimala Gohain : Principal-cum Chairperson: *Gohain*
2. Sri Mridul Borgohain: Coordinator *Mridul Borgohain*
3. Sri Hareswar Gogoi : Teacher Representative *R. Gogoi*
4. Dr. Jatindra Nath Konwar : Teacher Representative *J. Konwar*
5. Mrs Deepanjali Borah: Teacher Representative
6. Mrs Minoti Hazarika: Teacher Representative *M. Hazarika*
7. Dr. Diganta Kumar Gogoi: Teacher Representative *D. Gogoi*
8. Sri Naakul Phukan: Teacher Representative *N. Phukan*
9. Sri Luhit Buragohain: Teacher Representative *L. Buragohain*
10. Sri Bhaskar Neog: Teacher Representative *B. Neog*
11. Dr. Binita Morang: Teacher Representative *B. Morang*
12. Sri Jojneswar Gogoi: Representative, College management (Governing Body) *J. Gogoi*
13. Sri Sadananda Changmai: Representative, College Administration *S. Changmai*
14. Sri Jibeswar Mohan: Representative, Local Society/ Trust *J. Mohan*
15. General Secretary: Students Representative: *A. Gogoi*
16. Sri Ashok Gogoi : . Alumni Representative *A. Gogoi*
17. Sri Dhiren Phukan : Representative, Employer/ Industrialists/ Stakeholders *D. Phukan*



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Date 27/04/2019

Meeting No. 5

Date: 27/04/2019

Members Present

1. Dr Jyotimala Gohain : Principal-cum Chairperson: *Jyoti*
2. Sri Mridul Borgohain: Coordinator *Mridul Borgohain*
3. Sri Hareswar Gogoi : Teacher Representative *Hareswar*
4. Dr. Jatindra Nath Konwar : Teacher Representative *Jatindra*
5. Mrs Deepanjali Borah: Teacher Representative
6. Mrs Minoti Hazarika: Teacher Representative *Minoti*
7. Dr. Diganta Kumar Gogoi: Teacher Representative *Diganta*
8. Sri Naakul Phukan: Teacher Representative *Naakul*
9. Sri Luhit Buragoahaain: Teacher Representative *Luhit*
10. Sri Bhaskar Neog: Teacher Representative *Bhaskar*
11. Dr. Binita Morang: Teacher Representative *Binita*
12. Sri Jojneswar Gogoi: Representative, College management (Governing Body) *Jojneswar*
13. Sri Sadananda Changmai: Representative, College Administration *Sadananda*
14. Sri Jibeswar Mohan: Representative, Local Society/ Trust *Jibeswar*
15. General Secretary: Students Representative: *Shubho*
16. Sri Ashok Gogoi : . Alumni Representative *Ashok*
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Date 12/06/2019

Meeting No. 6

Date: 12/06/2019

Members Present

1. Dr Jyotimala Gohain : Principal-cum Chairperson: *Jyotimala Gohain*
2. Sri Mridul Borgohain: Coordinator *Mridul Borgohain*
3. Sri Hareswar Gogoi : Teacher Representative *Hareswar Gogoi*
4. Dr. Jatindra Nath Konwar : Teacher Representative *Jatindra Nath Konwar*
5. Mrs Deepanjali Borah: Teacher Representative
6. Mrs Minoti Hazarika: Teacher Representative *Minoti Hazarika*
7. Dr. Diganta Kumar Gogoi: Teacher Representative *Diganta Kumar Gogoi*
8. Sri Naakul Phukan: Teacher Representative *Naakul Phukan*
9. Sri Luhit Buragohain: Teacher Representative *Luhit Buragohain*
10. Sri Bhaskar Neog: Teacher Representative *Bhaskar Neog*
11. Dr. Binita Morang: Teacher Representative *Binita Morang*
12. Sri Jojneswar Gogoi: Representative, College management (Governing Body) *Jojneswar Gogoi*
13. Sri Sadananda Changmai: Representative, College Administration *Sadananda Changmai*
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Action Taken Report for the Year 2018-19

The following are the outcomes and actions taken on the basis of different meetings and discussions held by IQAC:

1. A healthy and clean environment was created within the premise of Tingkhong College devoid of plastic and with a proper garbage disposal management system.
2. The CBCS Board of Studies was created and CBCS system was successfully implemented.
3. Counselling programs and Orientation programs were held.
4. Different infrastructural components were developed and upgraded with the funds received from different Government sources and schemes.

Mukul Borah

Coordinator, IQAC
Tingkhong College
Tingkhong