



# INTERNAL QUALITY ASSURANCE CELL TINGKHONG COLLEGE

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

ACCREDITED BY NAAC WITH 'B' GRADE (2<sup>nd</sup> cycle)

M.No. 9864459929,  
9957262503

Ref No.

Minutes of IQAC Meeting 2020-21

Date ...18/01/2020

Meeting No. 1

Date: 18/01/2020

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

## Agenda Items

Item No. 1:

Preparation of a calendar of activities for this academic year.

Item No.2:

Conducting ICSSR Sponsored National Seminar.

Item No. 3:

Updating the feedback collection system.

Item No. 4:

Assigning responsibilities for certificate courses.

Discussion:

The IQAC coordinator wishes everybody present in the meeting a prosperous and joyful New Year. He then goes on to do the ceremonial seating of the Chairperson and hands over the Agenda of the meeting to her. The discussion is then opened and the topic of conducting the National seminar is discussed. the feedback collection system needs to be updated and the meeting also centered around brainstorming different ways and means of updating this process. Besides these, the topics of calendar preparation and conducting different certificate courses were also discussed in the meeting.

Resolutions:

- 1) The Academic Council of the College is entrusted with the responsibility of preparing the Calendar of activities proposed for this session.



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Ref No.

Date ...18/01/2020

- 2) A report regarding the progress of the preparation related to the National Seminar is presented and the members present in the meeting are updated about its progress.
- 3) The Department of English has presented the proposal for two certificate courses which were approved by the Principal.
- 4) An online feedback mechanism is proposed to be developed and updated in the College website.

*[Signature]*  
18/01/2020  
Coordinator, IQAC  
Tingkhong College  
Tingkhong



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Ref No.

Date .....13/04/2020

Meeting No. 2 (Virtual Meeting)

Date: 13/04/2020

This is the first Virtual Meeting that took place after the onset of Covid-19 Pandemic. All the teachers of the College along with the Principal, Dr. Jyotimala Gohain attended the Virtual meeting. The IQAC Coordinator addresses the problem that has arisen due to the pandemic and the inability to hold regular physical classes. The teachers are advised to utilize different online platforms so that the continuity of the curriculum is not hampered. The teachers inform that the online platforms have already been used to conduct online classes. Further, some innovative concepts and ideas are provided in the meeting to mitigate the stress and anxiety that has been experienced by teachers and students alike because of the onset of the pandemic.

The Principal thanks the teachers for their individual efforts and initiatives undertaken for the betterment of the students as well as the students.

With these, the meeting ends.

Resolutions:

- 1) Various online platforms would be used for the continuation of the syllabus and the curriculum.
- 2) Various other activities for betterment and overall well being of the students will be conducted.

*[Signature]*  
13/04/2020  
Coordinator, IQAC  
Tingkhong College  
Tingkhong



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M.No. 9864459929,  
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Ref No.

Date ..... 31/07/2020

Meeting No. 3

Date: 31/07/2020

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

## Agenda Items

Item No. 1:

Internal Assessment of students.

Item No. 2:

Continuation of Online Classes.

Item No. 3:

Hosting Online Webinars.

Discussions:

The Principal thanks the teachers for continuing the online classes regularly. She urges everyone to submit internal assessment marks at the earliest possible on the basis of the attendance of online classes, assignments and tests conducted in the online mode.

Further, a proposal for organizing webinars is submitted in the meeting. A discussion regarding this matter also takes place in the meeting.

The IQAC coordinator thanks the teachers for their initiatives of sharing online materials and conducting online classes through virtual platforms so that the continuity of their studies is not hampered during the lockdown.



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*Ref No.*  
Resolutions:

*Date* ..... 31/07/2020

- 1) Different departmental heads are advised to collect and submit the internal assessment marks and maintain transparency in the entire process of allotting the marks.
- 2) Two Webinars namely, National Webinar on Awareness Programme on Use of E-Resources and National Webinar on Managing Students for Self Regulation are to be held in the month of July. Responsibilities for different duties are accordingly allotted to different teachers.

*Amam*  
31/07/2020  
(Coordinator, IQAC  
Tingkhong College  
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M.No. 9864459929,  
9957262503

Ref No Meeting No. 4  
Date: 05/09/2020

Date ....05/09/2020

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

## Agenda Items

Item No. 1:

Creation of different sub-committees for the Opening Ceremony of Golden Jubilee Celebration.

Item No. 2:

Finalize the dates of National Seminar to be hosted by the Dept. of Sociology in collaboration with IQAC.

Item No. 3:

Resuming the Offline classes.

## Discussion:

The IQAC Coordinator started the meeting with the formal salutations to the Chairperson of the meeting. After the formal salutations the discussion is opened amongst the members present in the meeting. The members present in the meeting further discuss about the different sub committees that needs to be created for the smooth conduct of the opening ceremony of Golden Jubilee. Further, the dates and schedule for the national seminar is finalized. The Principal also urges the Vice-Principal along with all the HoDs of the Departments to prepare strategies to resume offline classes keeping in mind the obligatory Covid protocols.

## Resolutions:

- 1) Different committees are prepared for the smooth functioning of the Opening Ceremony of the Golden Jubilee Celebrations.
- 2) The National Seminar is scheduled to be held on 19<sup>th</sup> and 20<sup>th</sup> of February, 2021.
- 3) The Vice-Principal and the HoDs prepare strategies to conduct offline classes with a view to following all the Covid-19 protocols.

*[Signature]*  
05/09/2020  
Coordinator, IQAC  
Tingkhong College  
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Meeting No. 5

Ref No.

Date: 23/02/2021

Date ...23/02/2021

## Agenda Items

Item No. 1:

Farewell function of Dr. JyotimalaGohain and HareswarGogoi.

Item No. 2:

Discussions related to the classes and completion of syllabus.

Item No. 3:

Internal Assessment of the students and submission of the marks.

Discussions:

The IQAC coordinator thanks the members of the College for the smooth conduct of the National Seminar. He thanks everyone for their cooperation. This meeting is significant to the College and its members as two of the senior members and administrators, namely, Principal Dr. JyotimalaGohain and Vice-Principal HareswarGogoi is on the verge of retirement in the months of April and March. The IQAC coordinator asks the members of the meeting to suggest ideas related to the Farewell Functions. Further, the teachers are urged to complete their prescribed syllabuses and conduct the internal assessment of the students to submit at the earliest possible.

Resolutions:

- 1) It has been resolved that the Farewell functions of both the Principal and Vice-Principal will be held keeping in mind all the Covid protocols.
- 2) It is further resolved that each of the departments will complete their syllabuses at the earliest possible and submit the IA marks accordingly.

*[Signature]*  
23/02/2021  
Coordinator, IQAC  
Tingkhong College  
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M.No. 9864459929,  
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Ref No.

Date ...21/08/2021

Meeting No. 6

Date: 21/08/2021

This meeting is chaired by Minoti Hazarika, Principal in charge, Tingkhong College.

The following are the agenda items discussed in the meeting:

### Agenda Items

Item No.1:

Promotion of Skill Based modes of Education.

Item No.2:

Development of awareness regarding New Education Policy.

Item No.3:

Celebration of the Opening Ceremony of Golden Jubilee.

### Discussion:

The IQAC Coordinator welcomes everyone to the meeting and informs everyone that everyone has gathered to discuss several important matters related to the College. He discusses the need and importance for developing awareness regarding New Education Policy. In accordance with the goals of NEP, the College needs to promote skill based education that would help the students in due course of time to sustain themselves and thrive by implementing the practical knowledge that they gain by means of such education. Further, an extensive discussion took place regarding the upcoming opening ceremony of Golden Jubilee Celebration.

### Resolutions:

- 1) It has been resolved that an Interaction Session Programme will held in 18<sup>th</sup> September, 2021 whereby a team of expert from Assam Agricultural University AAU, Jorhat, will visit the college and discuss with students and teachers regarding skill-based knowledge for human development.



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Ref No.

Date 21/08/2021

- 2) A resolution is made that a talk on National Educational Policy 2020 will be organized by IQAC, Tingkhong College on 9<sup>th</sup> October, 2021.
- 3) The final schedule of the Opening Ceremony of the Golden Jubilee is finalized and different committees responsible for different duties for the day are once again reminded to be prepared for the day of the opening ceremony.

*Done:*  
21/08/2021  
Coordinator, IQAC  
Tingkhong College  
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Ref No.

Date ...01/11/2021

Meeting No. 7

Date: 01/11/2021

This meeting is chaired by Minoti Hazarika, Principal-in-Charge, Tingkhong College. The following are the Agenda items discussed in the meeting.

### Agenda Items

Item No.1:

Organize an Inter-College and Inter- University All Assam Based Debate Competition.

Item No. 2:

Create a proactive environment for student engagement in sports and cultural fields.

Discussion:

The meeting is centered around the topic of creating a proactive environment for student engagement in sports and cultural fields. The Department of Assamese presents a proposal of organizing an inter-college and inter-university debate competition. Further, the IQAC coordinator also proposes the idea of organizing different workshops and coaching programs for the students in collaboration with the Directorate of Sports and Youth Welfare, Govt. of Assam.

Resolutions:

- 1) It has been resolved that an Inter-College and Inter- University All Assam Based Debate Competition will be held on 13<sup>th</sup> November, 2021.
- 2) A 14-day Handball and Football, Volleyball and Athletics Coaching Programmewill be organized by IQAC in collaboration with Directorate of Sports and Youth Welfare, Govt. of Assam.
- 3) A Drama workshop will be held in collaboration with IQAC.

*[Signature]*  
01/11/2021  
Coordinator, IQAC  
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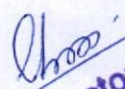
Ref No.

Action Taken Report for the Year 2020-21

Date .....

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

- 1) ICSSR Sponsored National Seminar was held in 19<sup>th</sup> and 20<sup>th</sup> February, 2021. It was organized by the Department of Sociology in collaboration with the IQAC. ICSSR was the funding agency. The seminar was dedicated towards presenting the status of the weaker sections in North East India.
- 2) The College by means of various online platforms conducted the classes as well as exams on time as directed by Dibrugarh University.
- 3) An Interaction Session Programme was held in 18<sup>th</sup> September, 2021 whereby a team of expert including Dr. Bidyut Chandan Das, Vice Chancellor of Assam Agricultural University, Jorhat; Tapan Kumar Gohain, ACS Register, AAU; Dr. Rana Pratap Bhuyan, Director of Student Welfare, AAU; Dr. Manuranjan Neog, Additional Director of Extension Education, AAU, Jorhat, visited the college and discussed with students and teachers regarding skill based knowledge for human development.
- 4) A talk on National Educational Policy 2020 was organized by IQAC, Tingkhong College on 9<sup>th</sup> October, 2021. The speaker of the session was Dr. Dambaru Dhar Nath, Vice Chancellor of Majuli University of Culture, Majuli. The speaker informed the participants about the New Education Policy and how its effective implementation can be carried out.
- 5) An Inter-College and Inter- University All Assam Based Debate Competition was held on 13th November, 2021. The Debate Competition was organized by the Dept. of Assamese in collaboration with IQAC and Teachers' Unit of Tingkhong College.
- 6) A 14-day Handball and Football, Volleyball and Athletics Coaching Programme was organized by IQAC in collaboration with Directorate of Sports and Youth Welfare, Govt. of Assam.
- 7) A Drama workshop was held in collaboration with IQAC.
- 8) The IQAC successfully collaborated with the College authorities and the opening ceremony of the Golden Jubilee was celebrated with pomp and vigour.

  
Coordinator, IQAC  
Tingkhong College  
Tingkhong