

Action Taken Report (2021-22)

The following outcomes and actions undertaken on the basis of the discussions held by the IQAC during the year 2021-22:

- 1) Digitization of the feedback process that is annually received from the students as well as other stakeholders.
- 2) Observation of National Girl Child Day on 24th of January and felicitation of Chainee Talukdar for her outstanding performance in curricular as well as co-curricular activities.
- 3) Initiation of digitization of the feedback process.
- 4) One day Faculty Development Workshop with Dr. Dharmadhikari as the Resource person was conducted.
- 5) Academic and Administrative Audit is conducted.
- 6) A new village is adopted by the College. Under the aegis of the College different developmental activities are proposed to be conducted.
- 7) An agricultural workshop is conducted in the adopted village of Betoni.
- 8) World Environment Day is celebrated on 5th of June with a plantation drive in and around the College campus.
- 9) A special talk session on the topic "Fulfillment of Life Goals and Personality" is organized in the month of June with DigantaBiswaSarma as the resource person.


Coordinator, IQAC
Tingkhong College
Tingkhong


Principal
TINGKHONG COLLEGE

Minutes of IQAC Meetings, 2021-22

Tingkhong College
P.O. Tingkhong
Dist: Dibrugarh, Assam
Pin: 786612

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

Date: 15/01/2022

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 in the upcoming session. She then places the agenda of the meeting before the house.

Agenda Items

Item No. 1:

Discussing academic as well as administrative strategies for the successful completion of the academic session after the celebration of the Golden Jubilee.

Item No. 2:

Digitization of the feedback process that is annually received from the students as well as other stakeholders.

Item No. 3:

Observation of National Girl Child Day.


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Item No. 4:


A vote of thanks extended towards all the teachers and stakeholders for their cooperation in the Golden Jubilee Celebrations.

Discussions

The IQAC coordinator addresses everyone present in the meeting. After the successful completion of the Golden Jubilee celebrations, important strategies are laid down for a smooth transition back to a fruitful academic session. Important discussions are done regarding complete digitization of the feedback intake process due to the logistic difficulties involved in the earlier process whereby feedbacks were obtained through the written word. He further proposes to observe the National Girl Child Day. Towards the end of the meeting, the coordinator as well as the Principal expresses gratitude to each member of the Tingkhong College family for their cooperation in the Golden Jubilee celebrations.

Resolutions

- 1) Weekly and periodic tests would be taken by each faculty to integrate the students back in to their academics and a timely report of the same will be provided to the coordinator by all the HoDs.
- 2) Steps would be taken for complete digitization of the feedback process.
- 3) National Girl Child Day would be observed on 24th of January and one girl that has shown excellent contributions in academics as well as extra curricular activities would be awarded on that day.



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Meeting No. 2
Date: 21/03/2022

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

Agenda Items

Item No. 1:

Discussion regarding faculty development workshop on NAAC related Quality Enhancement & Assurance Strategies.

Item No. 2:

Discussion regarding Academic and Administrative Audit.

Item No. 3:

Discussion regarding adopting a village.

The above-mentioned agenda items were discussed in the meeting and on the basis of the discussion the following resolutions were undertaken.

Resolutions

- 1) One day Faculty Development Workshop with Dr. Dharmadhikari as the Resource person is set to be conducted in the month of march.
- 2) Academic and Administrative Audit is proposed to be conducted in the subsequent month and all the Departmental Heads are instructed to keep all their documents and records fully updated and ready for the audit.


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- 3) It has also been resolved in the meeting that a new village will be adopted regarding which the NSS members along with the senior teachers are to sit down and lay out a plan of action to be undertaken.



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Meeting No. 3

Date: 09/05/2022

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

Agenda Items

Item No. 1:

This meeting is held with the sole purpose of discussing the plan of action that needs to be undertaken for a smooth functioning of the classes whilst the regular faculty members are assigned duty as External Evaluator in Gunotsav.

Discussions:

The Principal and all the faculty members look into this pressing issue of low attendance of students and also discuss measures as to how the students don't miss their classes while the regular faculty members attend their duties in Gunotsav. The teachers who are employed in contractual positions are appealed to take up their responsibilities in this hour of need and accordingly continue the classes without a break during these days.

Resolutions

The following resolutions were undertaken in the meeting.

- 1) It has been resolved that the contractual teachers will fill in the gaps and continue the classes regularly during the three days in which the regular faculties will be engaged in Gunotsav duties.
- 2) Further, all the faculties entrusted with the duty of external evaluator will submit a copy of their appointment letters to the IQAC coordinator duly for the purpose of maintenance of records.


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Meeting No. 4
Date: 01/06/2022

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

Agenda Items

Item No. 1:

Discussion regarding conducting an Agricultural Workshop in the adopted village.

Item No. 2:

Celebration of World Environment Day.

Item No. 3:

Organisation of a Special Talk session by Resource person DigantaBiswaSarma.

Resolution

The above pointed agenda items were discussed in the meeting and on the basis of these agenda items the following resolutions were undertaken.

- 1) An agricultural workshop is resolved to be conducted in the adopted village of Betoni whereby the Principal and IQAC members will take part.
- 2) World Environment Day is decided to be celebrated on 5th of June with a plantation drive in and around the College campus.
- 3) A special talk session on the topic "Fulfillment of Life Goals and Personality" is resolved to be organized in the month of June with DigantaBiswaSarma as the resource person.


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Meeting No. 5

Date: 01/08/2022

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

Agenda Items

Item No. 1:

Discussion regarding the Closing ceremony of the Golden Jubilee Celebrations.

Discussion:

The meeting took place with the sole purpose of discussing about the matters encompassing all the aspects of the Golden Jubilee Celebration. On the basis of these discussions certain important resolutions are taken. The final schedule and dates of the closing ceremony are decided and all the respective members of different committees are urged to continue their duties properly.


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