

2022-2023

Minutes of IQAC Meetings, 2022-23

Tingkhong College

P.O. Tingkhong

Dist: Dibrugarh, Assam

Pin: 786612

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

Date: 30/06/2022

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 keeping in mind the closing ceremony of the Golden Jubilee Celebration.

Item No. 2:

Division of work amongst the different committee members who need to attend to them and complete them as much as possible during the summer vacation so that the regular classes are not hampered.

Item No.3:

Discussion of budget related to the Golden Jubilee Closing Ceremony.

Item No. 4:

Discussion of the tentative schedule for the Golden Jubilee Closing Ceremony.

Discussions

The IQAC coordinator addresses everyone present in the meeting. He further requests the Principal and everyone present in the meeting to provide their suggestions for all the committee and the work plan that needs to be executed for successful completion of the closing ceremony. Further, a tentative budget was also prepared and the way in which the fund would be managed is also discussed by the members present in the meeting. The schedule for the Closing ceremony is also prepared tentatively and it is decided that the schedule needs to be further approved by the respective committee members.

Resolutions

- 1) The teaching faculty decides to carry on with their duties related to the Golden Jubilee Closing Ceremony even during the Summer Vacation so that the regular classes once resumed will not be hampered. The Principal applauds this decision.
- 2) The tentative budget for the Closing Ceremony is prepared and the duty of managing the fund is handed over to the Finance Committee.
- 3) The tentative schedules and committee for the Closing Ceremony is also prepared in the meeting.

Meeting No. 2

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:

Distribution of the Teachers' Diary and Mentors' Diary to the faculty members and preparation of the new academic session.

Item No. 2:

Discussion regarding Career Guidance activities.

Item No. 3:

Discussion of the workshop on Borgeet, Khol and Satriya Dance that is sponsored by the Ministry of Cultural Affairs, Assam.

Item No. 4:

Celebration of the Independence Day.

Discussions

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

Resolutions

- 1) The teachers are advised to submit their diaries before the conclusion of the academic session in order to be reviewed by the authority.
- 2) A two day workshop on Competitive Examinations is decided to be undertaken by the Career Counselling Cell of Tingkhong College on 20th and 21st August,2023.
- 3) A ten day workshop on Borgeet, Khol and Satriya Dance is to be organized from 8th August,2023.
- 4) The Independence Day is decided to be celebrated in a unique way by means of conducting an awareness rally after the ceremony of hosting the flag.

Meeting No. 3

Date: 20/08/2022

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:

The meeting is hosted solely for the purpose of discussing the preparedness of the college faculty for the upcoming Golden Jubilee Closing Ceremony.

Discussions:

The Principal, Dr. Mouchumi Gogoi applauds the teaching as well as the non-teaching members of the college for their outstanding dedication displayed for the purpose of successful completion of this closing ceremony that is attached to the pride and prestige of the College. Further, she advises all the secretaries of the respective committees to hold meetings with their respective groups for preparing themselves for the ceremony. Further, the teachers are requested to conduct orientation programs for the students in order to prepare them for the upcoming events. The Cultural Committee is requested to provide the list of activities for the main program.

Resolutions

The following resolutions were undertaken in the meeting.

- 1) Meetings will be held by different committees for the last-minute preparations.
- 2) Teachers are divested with the responsibility of preparing the student volunteers for all the three days.
- 3) The cultural committee members provide the final list of events that are to take place during the course of the three days.

Meeting No. 4

Date: 15/02/2023

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.

Meeting No. 5

Date: 01/03/2023

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 on Career Counseling activities.

Item No. 2:

Celebration of International Women's Day.

Item No. 3:

Discussion on NSS Special Camp.

Item No. 4:

Celebration of Bohag Bihu amidst the community members and the adopted village.

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) Two career counselling programs would be conducted on 4th March, 2023 and 27th April, 2023 respectively.
- 2) The Women Cell of Tingkhong College presented their ideas regarding the observation of International Women's Day.
- 3) NSS Coordinator Rimpu Gogoi stated all the details regarding the Special Camp that the students need to participate in.
- 4) On 11th of April a Bohagi Adoroni program would be organized within the college premise and the staff of Tingkhong College will further celebrate the festival with a Husori in the adopted village on 20th April, 2023.

Meeting No. 6

Date: 30/05/2023

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 celebration of World Environment Day.

Item No. 2:

Felicitation and welcome of the Science faculty members.

Item No. 3:

Observation of the Rabha Diwas.

Item No. 4:

Observation of “Hepahor Adin” to felicitate Honorable Minister Bimal Borah.

Item No. 5:

Sepak Takraw Coaching Program.

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) The newly appointed Science faculty members along with the IQAC would observe on 5th June, 2023.
- 2) On 14th June, 2023 the Teachers’ Unit decided to welcome the new members of the family.
- 3) The Department of Assamese would observe the Rabha Diwas on 20th June, 2023.
- 4) On 25th June, 2023 the felicitation program for Bimal Borah would be organized.
- 5) From 11th July a 15 days Sepak Takraw coaching will be held.

