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Minutes of IQAC Meetings with Various Stakeholders: Session 2021-22

During the session (2021-2022), the IQAC of Women's College, Tinsukia has organized a total of 26(twenty-six) meetings with different stakeholders of the college. Out of these twenty-six meetings, thirteen (13) meetings have been held among the IQAC members, two (2) meetings with the Academic Committee, one (1) meeting with Academic committee and APMC Cell, four (4) meetings with HoDs &Faculties, three (3) meetings with Student's Union representatives, one(1) meeting tings with Alumnae, one(1) meeting with Parents and Teachers and one(1) was Induction meeting.

Date& Stakeholder	Resolved/ Discussed	Accomplishment
05/07/2021 (IQAC Members)	1. Progress of e-magazine to be inaugurated on 9 th July 2021, College's Foundation Day.	1. "Wimcol Chronical"- vol. II, the e-magazine was inaugurated on 9 th July 2021, College's Foundation Day. .
06/07/2021 (IQAC Members)	1. H.S 2 nd year marks for final examination to be submitted on the basis of unit test. 2. Pre final test of H.S 2 nd year to be held within July, 2021.	1. H.S 2 nd year marks for final examination were submitted on the basis of unit test. 2. Due to pandemic situation Pre final test of H.S 2 nd year was held from 15th Dec., 2021.
16/10/2021 (IQAC Members)	1. New IQAC members were to be welcomed. 2. New members were to be explained their roles and duties.	1. New IQAC members were welcomed. 2. New members were explained their roles and duties.
19/10/2021 (IQAC Members)	1. Discussion on Fake news circulated in social media related to Women's College, Tinsukia Student's Union Election 2021	1. Matter resolved on 19/10/2021 at in a meeting with Election Committee, Women's College Students Election.
27/11/2021 (IQAC Members)	1. Registers were to be distributed for maintenance of records of the student union. 2. AQAR related work to be done.	1. Registers were distributed for maintenance of records of student union. 2. AQAR-related work is being getting done.
	1. To introduce more add-on	1. Along with 3 existing add-on

30/11/2021 (IQAC Members)	<p>courses.</p> <ol style="list-style-type: none"> 2. To introduce some environment friendly good practices. 3. To enhance ICT enabled classrooms 4. Discussion of Composite weaving centre. 5. To organize more student & teacher centric invited talks, seminars, workshops. 6. Discussion on collaborations with different NGOs/institutions. 	<p>courses, 13 University approved courses are newly introduced.</p> <ol style="list-style-type: none"> 2. Two good practices Viz. 'Weekly Cleanliness Drive' & 'Zero Emission Day' is introduced. 3. Six classrooms of Honours are newly enabled with ICT facility. 4. A Composite weaving centre is inaugurated at the new campus & a certificate course on weaving has been started. 5. A good numbers of invited lectures, seminars & workshops were organized during the session. 6. A number of MoUs signed with other institutions & NGOs.
28/01/2022 (IQAC Members)	<ol style="list-style-type: none"> 1. A proposal to be given to the administration for reconstruction of the Alumni Association. 2. Teacher- Guardian Cell needs to be reconstituted. 3. A proposal to be given to the administration on digital repository on e-content where each department has to submit at least 10 number of e-content. 4. A proposal to be given to the Principal to introduce more skill based add-on courses. 5. A proposal to be given to the administration on conducting programmes on cleanliness drive. 	<ol style="list-style-type: none"> 1. Proposal was placed in the IQAC meeting with the Principal on 09/02/2022. 2. Teacher- Guardian Cell has been reconstituted. 3. Proposal was placed in the IQAC meeting with the Principal on 09/02/2022. 4. 17 skill based add on courses have been introduced. 5. Proposal was placed in the IQAC meeting with the Principal on 09/02/2022.
09/02/2022 (IQAC Members)	<ol style="list-style-type: none"> 1. Proposal was placed before the Principal for cleanliness drive as one of the best practices. 2. Proposed not to bring fuel-based vehicles in the college once a week. 3. Proposed to develop a digital repository as knowledge 	<p>All proposals were accepted by the Honorable Principal of the college.</p>

	<p>imparting system.</p> <p>4. Honourable Principal was requested to convene a meeting of Alumni Association for its reconstitution.</p>	
10/02/2022 (IQAC Members)	<p>1. Go Green Initiative with the following activities :</p> <p>a. Weekly cleanliness drive.</p> <p>b. Avoid use of fuel based vehicles.</p> <p>2. Collect minimum 2 e-contents from each faculty from February 2022.</p>	<p>1. a) Programme on cleanliness drive is undertaken by teachers, non teaching staff and students in the college campus on every Saturday.</p> <p>b) Every Tuesday "Zero Emission" is followed in college.</p> <p>2. E-content collected and preserved for future reference.</p>
04/03/2022 (IQAC Members)	<p>1. Decided to compile the data in an Academic and Administrative Audit (AAA) Format 2020-2021.</p> <p>2. Decided to prepare a list of activities organized by the college and facilities available during 2020-2021.</p> <p>3. Each department has to submit 2 hard copies of departmental profile on or before 09/03/2022.</p>	<p>1. Compiled the data in an AAA Format 2020-2021.</p> <p>2. The required list has been prepared for AA Audit.</p> <p>3. Each department has submitted the same.</p> <p>4. Academic audit for 2020-2021 has been done.</p>
04/04/2022 (IQAC Members)	<p>1. Discussed on the status of RUSA 2.0 Project grant.</p> <p>2. Latest updates on the Solar lights installed under RUSA 2.0 grant.</p>	<p>1. 100% utilization of the 1st installment of RUSA 2.0 grant is recorded.</p> <p>2. Updated Report of the same has been submitted to the authority.</p>
27/04/2022 (IQAC Members)	<p>1. To organize an awareness programme on "Higher Studies Abroad" on 6th May, 2022 for students.</p> <p>2. To organize an awareness programme on "Why mental health and counseling is important".</p> <p>3. Decided to organize a programme on "New Education Policy, 2020".</p> <p>4. To organize an FDP in collaboration with TLC, Tezpur University.</p>	<p>1. Organized as decided by inviting Dhriyoti Kalita, Research Scholar, University of Minnesota (USA).</p> <p>2. Organized as decided on 19th May by inviting Caring Minds, Institute of Mental Health.</p> <p>3. Organized an invited talk on NEP 2020 by inviting Dr. Pranjal Buragohain</p> <p>4. The FDP has been successfully completed during 26 - 30 Sept., 2022.</p>

05/05/2022 (IQAC Members)	<ol style="list-style-type: none"> 1. Decided to arrange an interactive session with the IQAC and teachers of Govt. College for women, Lakhan Majra, Haryana. 2. Awareness Programme on "Higher Studies Abroad" to be organized on 06/05/2022. 	<ol style="list-style-type: none"> 1. An interactive Session with Govt. College for women, Lakhan Majra, Haryana was organized on 19/10/2022. 2. The awareness Programme was successfully organized on 06/05/2022.
15/02/2022 (IQAC Members & Academic Committee)	<ol style="list-style-type: none"> 1. Decided to approve the add-on courses proposed by the departments with the main syllabus. 	<ol style="list-style-type: none"> 1. 17 add-on courses have been introduced.
26/07/2022 (IQAC Members & Academic Committee)	<ol style="list-style-type: none"> 1 Approved the curriculum with the add-on courses adopted in last semester. 3. It is resolved to add "Certificate course in Disaster Management" to the department of political science from this academic session. 	<ol style="list-style-type: none"> 1. 17 add-on courses are going on. 2. From the Academic year 2022-23, the Dept. of Political Science has started the "Certificate course in Disaster Management".
23/08/2022 (IQAC Members, APMC Cell & Academic Committee)	<ol style="list-style-type: none"> 1. It is resolved that, the coordinator of APMC cell will short out the unsuccessful students who have got back in various subjects. 2. It is resolved that, the Coordinator of APMC cell will arrange remedial classes for unsuccessful students with the Heads of the departments of concerned subjects. 	<ol style="list-style-type: none"> 1. The coordinator of APMC cell sorted out the list of students who got back in different subjects. 2. Remedial classes for unsuccessful students have been arranged.
09/12/2021 (with HODs & Faculties)	<ol style="list-style-type: none"> 1. To upload Teaching Plan in college website. 2. Different departments were asked to emphasize on add-on courses, workshops, seminars etc. 	<ol style="list-style-type: none"> 1. Teaching plans Uploaded. 2. 17 add on courses were introduced and various workshops, seminars etc. were organized.
14/12/2021 (with HODs & Academic)	<ol style="list-style-type: none"> 1. H.S. 2nd Year pre final exam marks to be uploaded in the website. 2. Course completion report of 	<ol style="list-style-type: none"> 1. H.S. 2nd Year pre final exam marks was uploaded in the website. 2. Report submitted by the faculties to

Committee)	Degree to be submitted within 30 th December 2021. 3. 2 nd sessional exams to be conducted in the 1 st week of January as per the convenience of the department.	the Vice-principal. 3. Was conducted accordingly.
03/02/2022 (with HODs & Faculties)	1. Academic Audit Reports by the depts. should be done and submitted to the IQAC on 12/02/2022. 2. Cleanliness drive should be started. 3. E-repository essentials should be collected.	1. Done as decided and submitted by the departments. 2. Programmes on cleanliness drive is undertaken in college campus on every Saturday. 3. Collection process is under progress.
01/04/2022 (with HODs & Faculties)	1. Discussion on reconstruction of Alumnae association of the college. 2. A Parents -Teacher meeting to be organised on 9 th April 2022 with parents/guardians of students from each department. 3. Discussion on Student's mentoring system. 4. Discussed about college website updation.	1. New Alumnae association was constructed in the month of September, 2022 by the association. 2. Meeting held as decided on 09/04/2022. 3. Teachers were asked to keep record of Student's mentoring. 4. A College Website Committee is formed on 02/04/2022.
04/12/2021 (with Student's Union)	1. Decided to conduct a survey among the students.	1. Survey was conducted during December 2021.
16/12/2021 (with Student's Union)	1. Discussion on participation in Kabadi competition (Inter-college) held at Borhat College, Borhat.	1. Review regarding the participation in the said competition has been done in presence of Honorable Principal & Vice Principal of the college.
03/01/2022 (with Student's Union)	1. Deputy Commissioner to be approached for permission to organize college week. 2. To start college week informally from 7 th January 2022 and formally from 10 January 2022.	1. Permission was granted by Honorable DC, Tinsukia. 2. Due to Covid situation, college week was suspended.
08/04/2022	1. Discussion on Present & Future plan of activities of	1. Alumni opines to work together to achieve the Committee's objectives.

(with Alumnae)	Alumnae Association. 2. Proposal regarding formation of new Committee of Alumnae Association.	2. A new Committee of Alumnae Association is formed in September 2022.
09/04/2022 (Teacher-guardian meeting)	1. Formation of new Parents-Teachers association.	1. New Parents-Teachers association has been formed on 09/04/2022.
01/10/2021 (Induction meeting)	1. The college Principal & Vice Principal made the students aware about the followings : a) The rules & regulations of the college. b) Work distribution of the office staff. c) Different courses offered by the college. d) Different cells & committees of the college and their activities. e) 'Dos' and 'Don'ts' of the college. f) Explained the CBCS system.	1. Meeting took place successfully. Students felt satisfied and proper discipline was maintained in every aspect.



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