

Women's College, Tinsukia

Minutes of IQAC Meetings with various Stakeholders Academic Session 2019-2020

<p>During the session (2019-2020) the IQAC of Women's College, Tinsukia has organised a total of 14 (fourteen) meetings with different stakeholders of the college. Out of these fourteen meetings, three meetings had been held among IQAC members, three meetings with Heads of the Departments (HoDs) and faculties, one meeting with the parents/ guardians, five meetings with Students' Union representatives and two were Induction meetings.</p>		
Date & Stakeholder	Resolved/Discussed	Accomplishment
28/06/2019 (IQAC Members)	<ol style="list-style-type: none"> 1. Cross-cutting issues like Legal Awareness, Gender Discrimination, Sexual harassment etc. to be incorporated. 2. A curriculum Enrichment Committee is to be formed to oversee the initiative. 	<ol style="list-style-type: none"> 1. 04 (Four) Programmes organised: (a) Legal Awareness: 09 & 30 Sep.'19 (b) Awareness on Mental Health: 10 Oct., '19, (c) "Wild Life & Environmental Law" : 10 Feb., 2020 2. A curriculum Enrichment Committee is formed on 08/08/19.
10/08/2019 (IQAC Members)	<ol style="list-style-type: none"> 1. Language Proficiency Survey (LPS) among the students is to be made to identify Students proficiency in different Languages. 2. Proposal to be placed before Governing Body to introduce Science Stream in the college. 3. Authorities to be intimated regarding up-gradation of classrooms with ICT facility. 4. Initiative might be taken to gear up the process of New Campus Development. 5. Proposed to start an "Ethnic Study Centre". 	<ol style="list-style-type: none"> 1. An LP survey for 1st Sem. students has been made with 245 Respondents. 2. The authority has informed that approval in this regard has already been obtained from the Governing Body. 3. Six numbers of Major/Honours Classrooms were newly enabled with ICT Facility. More augmentation process has been going on. 4. New building construction process has been initiated with RUSA 2.0 Grant. 5. Due to RUSA work & COVID19 Pandemic situation, Process yet to start.
22/2/2020 (IQAC Members)	<ol style="list-style-type: none"> 1. To organise an "Invited Talk" programme on the "Role of Students in Nation Building" on 23.3.2020. 	<ol style="list-style-type: none"> 1. Due to COVID 19 Pandemic Situation, the programme was cancelled although all preparation was done. But initiative has been taken to organise some National Webinars during the Pandemic Situation.

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24/10/2019 (With HoDs)	<ol style="list-style-type: none"> 1. HoDs were asked to Prepare and submit Plans for Hands on Experience for students of each Department. 2. Proposed to reinstate the "Academic Mentoring System". 3. HoDs to submit reports on PPT classes by using ICT tools by teachers. 4. Observation on Teacher's Diary up-date. 5. Proposed to take Students' Attendance through Mobile App. From next session. 6. Departments were asked to maintain & submit Students Progression Record. 	<ol style="list-style-type: none"> 1. Plans submitted by HoDs, but barring a couple of departments, others could not conduct such programs due to COVID19 Pandemic situation. 2. Authority has taken necessary steps. 3. Reports submitted by HoDs & Authority asked each Dept. to increase the Number of ICT Classes in next Session. 4. Vice -principal of the college feels satisfaction on maintenance of Diaries by the Teachers. 5. The same has been implemented and the system is running. 6. Departments are maintaining.
12/12/2019 (With HOD & Faculties)	<ol style="list-style-type: none"> 1. Authority asked teachers to take responsibility for Development of E-content, Placement of Students etc. for academic requirement. 2. For taking care of Environment, Tree Plantation Drive is to be maintained 3. Grievances of individual students shall be redressed by 'Grievance Redress Cell' and not by individual teachers to keep proper records. 	<ol style="list-style-type: none"> 1. Responsibility given to- <ol style="list-style-type: none"> (a) Develop E-content: <ol style="list-style-type: none"> (i) Dr. Tanusree Sarker (ii) Mr. Pulak Bhattacharyya (iii) Mrs. Bhagyalakhi Gogoi (iv) Mr. Sujit Sonowal (b) Placement Cell: <ol style="list-style-type: none"> (i) Dr. Abhijit Mukherjee (ii) Mr. Tapajyoti Dutta Roy (iii) Mr. Kaushalendra Sing (iv) Mr. Gagan Talukdar 2. Responsibility is shouldered by- <ol style="list-style-type: none"> (i) Mr. Sujit Sonowal (ii) Mr. Pulak Bhattacharyya (iii) Mr. Gagan Talukdar 3. No Grievance has been received.
26/06/2020 (With HoDs)	1. Admission in B.A. & B. Com. for Academic session 2020-2021	1. Virtual (ZOOM) Meeting held.

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	2. Cut-off Marks for Major Selection.	2. Cut-off Marks for Major Selection Fixed as per consent of HoDs.
16/08/2019 (with Guardians)	1. Students absence in H.S. 2 nd Yr. Classes.	1. Guardians were informed and requested to be aware concerning attendance of their wards in Classes.
16/08/2019 (With Students' Union)	1. Preparation of Activity Register for Students Union. 2. Demo on Preparation of Central Activity Register.	1. A Register is provided to Gen. Secy. to keep records of the activities of Students' Union. 2. A Demo explaining how to maintain records in activity register has been given by the coordinator, IQAC.
24/08/2019 (With Students' Union)	1. Record Registers of Students' Union Members have to be submitted for the Academic Year 2018-2019	1. Record Registers submitted by Asst. Gen. Secy., secretaries of Cultural, Ast. Cultural, Magazine, Asst. Magazine, Common Room, Literary-Debate & Symposium. Others were asked to submit the same on an early date.
23/10/2019 (With Students' Union)	1. Course completion Report has to be submitted by Students Union. 2. Green practices like Plantation work, Electricity save etc. need to be done by Students Union. 3. Maintenance of Central Register by Students Union. 4. For Inter college performance, a list of selected students to be prepared. 5. Asked to enrol more students in Yoga centre, Different computer courses, fencing etc.	1. Submitted to the authority and action taken as required. 2. Students' Union with NSS Volunteers taking initiative. 3. A Central Record Register is maintaining by Students' Union. 4. A List prepared & on Monitoring of Teachers, Students were selected. 5. Due to proper initiative from the college authority, the enrolment in computer courses has increased.
30/01/2020 (With Students' Union)	1. College Week celebration 2. Union Members to keep records in Record Registers.	1. Celebrated Successfully. 2. Register Maintained.

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23/06/2020 (Virtual Meeting with Students' Union)	<ol style="list-style-type: none"> 1. Online Classes and students' convenience & inconvenience. 2. Awareness regarding COVID 19 Pandemic Situation. 	<ol style="list-style-type: none"> 1. Students provided Feedback regarding online classes. A list of some students has been prepared who face trouble in online classes. 2. Done in Zoom Meeting held on 23/06/2020.
07/06/2019 (Induction meeting. H.S. 1 st Year) & 15/06/2019 (Induction meeting. B.A. & B.Com.)	<ol style="list-style-type: none"> 1. The principal made aware the students concerning <ol style="list-style-type: none"> a) The rules and regulations of the college b) Work distribution of the office staff c) Different courses offered by the college d) Different cells and committees of the college and their activities e) Matters 'to do' and 'not to do' by the students f) Explained CBCS system 	<ol style="list-style-type: none"> 1. Successfully done using PPT. Students felt satisfaction and discipline maintained in every aspect.



Coordinator
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