

## Women's College, Tinsukia

### Minutes of IQAC Meetings with various Stakeholders Academic Session 2020-21

During the session (2020-2021) the IQAC of Women's College, Tinsukia has organised a total of **17** (seventeen) meetings with different stakeholders of the college. Out of these meetings-

- 01 (one) with IQAC members
- 01 (one) with department of Political Science and NSS Unit,
- 06 (six) with Heads of the Departments (HoDs) and faculties,
- 01 (one) with faculties and student union
- 01 (one) with webinar organizing departments,
- 01 (one) with NSS unit,
- 01 (one) with Students' Union representatives,
- 03 (three) with H.S and degree students and
- 02 (two) were Induction meetings.

Sl. No.	Date & Stakeholder	Resolved/Discussed	Accomplishment
1.	01/07/2020  (A virtual meeting among IQAC members)	<ol style="list-style-type: none"> <li>Resolved to execute fully online admission process by using ECMSoftware.</li> <li>Identification of slow learner and first generation learner.</li> <li>To subscribe a Digital platform for different virtual activities.</li> <li>In view of prevailing Covid19 Situation the Principal was requested to introduce a separate COVID MANAGEMENT SYSTEEM and to allocate separate fund.</li> <li>To enhance employability of the students by providing them holistic education, the IQAC decided to request the College Authority to include more Add-on /Value Based /Skill Based/Vocational</li> </ol>	<ol style="list-style-type: none"> <li>Admission process successfully completed using ECM Software.</li> <li>Due to prevailing covid pandemic situation smooth execution of the same could not be achieved. However, the IQAC along with the college authority did personal counselling and relief initiatives to the students who suffered due to covid.</li> <li>A Zoom platform was subscribed for different virtual activities of the college.</li> <li>Separate Budget is allocated in Annual College Budget for Covid Situation. A COVID MANAGEMENT BODY was formed and other infrastructures have been developed to meet the covid situation.</li> <li>Initiative has been taken to introduce more Add-on /Value Based /Skill Based/Vocational Certificate Courses. Although, due to Covid Situation smooth execution of the same could not be achieved in 2020-2021, some such courses have been started from the session 2021-2022.</li> <li>Successfully organized a 10 (ten) Days</li> </ol>

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		<p>Certificate Courses.</p> <p>6. To encourage the students of the institution and those from the other institution of the region, it has been decided to organize more Fencing Coaching Camps by inviting NIS Coaches.</p>	<p>Fencing Coaching Camp during 04/01/2020 to 13/01/2020 with NIS Coaches in association with Office of the District Sports Officers and Anirban Fencing Sports Academy.</p>
2.	18/07/2020 (A virtual meeting with Dept. of Pol.Science & NSS Unit)	<p>1. Commencement of Webinars of NSS cell and Department of Political Science.</p> <p>2. Virtual platform to be used in the Webinars</p>	<p>1. Successfully organised webinar titled "Swachchata, Pandemic and Students' Responsibility" on 21/07/2020 with NSS Unit.</p> <p>2. Zoom virtual platform along with YouTube live Streaming used for the Webinar.</p>
3.	26/07/2020 (A virtual meeting with faculties)	<p>1. Organizing student centric webinars.</p> <p>2. Organizing workshop by IQAC</p>	<p>1. Organised a power seminar on 26/12/2020 with ICT Academy, Chennai and other Four Webinars were organised in collaboration with other Departments/cells.</p> <p>2. Organized a virtual workshop on "Dress Making, Designing and Craft Work" with department of Education during 24-30 Aug, 2020</p>
4.	10/08/2020 (A virtual meeting with Webinar Organizing Departments)	<p>1. Discussion regarding upcoming webinars/Workshops to be organized with the Deptt. Of Education, Sociology, Assamese &amp; English</p>	<p>1. Two Webinars were successfully organized with Dept. of Assamese (17.08.2020) and with Dept. of Sociology (21.08.2020); and One Virtual 7 Days Workshop on "Dress Making, Designing and Craft Work" was organized with Dept of Education during 24-30 Aug., 2020</p>
5.	28/07/2020 (A virtual meeting with HoDs)	<p>1. Protocol of Webinars to be followed by different departments.</p> <p>2. Placement drive by ICT, Academy with Tech Mahindra (Business</p>	<p>1. Protocol prepared and circulated among departments through mails.</p> <p>2. Prepared a list with details of 37 students and sent to relation manager, ICT Academy on 02/08/2020.</p>

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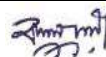
		<p>Process Services)</p> <p>3. Subscription of a digital platform by the college for smooth conduction of Webinars.</p>	<p>3. Zoom platform is subscribed and used for conduction of different Webinars.</p>
6.	<p>06/08/2020</p> <p>(A virtual meeting with Principal &amp; Faculties)</p>	<p>1. Virtual classes of new session specially of H.S 1<sup>st</sup> Year &amp; B.A./B.Com.(CBCS) 1<sup>st</sup> Semester,2020-21.</p> <p>2. Government directions regarding SWAB test of teachers within 31/08/2020</p>	<p>1. On-line classes of H.S 1<sup>st</sup> Year and CBCS 1<sup>st</sup> Semester started from 10/08/2020 and 17/08/2020 respectively.</p> <p>2. All teachers have submitted Covid SWAB test certificate at due time as per Guidelines of Govt. of Assam.</p>
7.	<p>05/04/2021</p> <p>(With Faculties)</p>	<p>1. Resolved to call Dr. Jogen Kalita, Professor of Dept. of Zoology,Guwahati Universityfor Academic Audit 2019-2020.</p> <p>2. NAAC 3<sup>rd</sup> cycle accreditation process</p> <p>3. Introduction of Add-on Course</p>	<p>1. Successfully done Academic Audit By respected Dr. Jogen Kalita on 26/10/2021</p> <p>2. IQAC is performing its regular activities in view of 3<sup>rd</sup> Cycle of Accreditation Process.</p> <p>3. Depts are requested to prepare proposal for Add-on/Value based courses and accordingly some such new Courses have been introduced from the session 2021-22.</p>
8.	<p>30/05/2021</p> <p>(A virtual meeting with HoDs)</p>	<p>1. To discuss about the letter given by the HoDs on 27/05/2021 regarding modification of class routine</p>	<p>1. Keeping in view the matter of course completion, the class routine given by the authority is accepted and decided to follow unanimously.</p>
9.	<p>29/06/2021</p> <p>(A virtual meeting with Faculties &amp; Students' Union)</p>	<p>1. Virtual Celebration of college foundation day (9<sup>th</sup> July)</p>	<p>1. Successfully celebrated 56<sup>th</sup> Foundation Day of the College virtually in Zoom platform with You Tube Live Streaming. Where-</p> <p>(a) Launched E-Magazine "WIMCOL CHRONICLE" Vol. II &amp;</p> <p>(b) E-Kabita Patrika "PROYASH" of Bengali Department.</p>

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10.	23/06/2021 (A virtual meeting with Vice-Principal & Faculties)	<ol style="list-style-type: none"> <li>1. Marksheet preparation of 2<sup>nd</sup> Unit Test of H.S. Final Year 2019.</li> <li>2. 1<sup>st</sup> Sessional Exam. for B.A &amp; B.Com to be conducted online.</li> </ol>	<ol style="list-style-type: none"> <li>1. Faculties of all the Departments have submitted 2<sup>nd</sup> Unit Test Marksheet of H.S, 2019 within the given time.</li> <li>2. Departments conducted 1<sup>st</sup> Sessional Exam of B.A &amp; B.Com on online mode using the platforms like Zoom, Google meet, Google classroom etc.</li> </ol>
11.	07/08/2020 (A virtual induction meeting with H.S 1 <sup>st</sup> year students)	<ol style="list-style-type: none"> <li>1. Welcome of the fresher</li> <li>2. Discussion about the conduction of classes during the pandemic situation</li> </ol>	<ol style="list-style-type: none"> <li>1. Successfully done virtually in Zoom platform</li> <li>2. Students got a clear idea about the college and its processes and the meeting was successfully completed.</li> </ol>
12.	13/10/2020 (A virtual induction meeting with B.A 1 <sup>ST</sup> Semester Students')	<ol style="list-style-type: none"> <li>1. The rules and regulations of the college</li> <li>2. About IQAC and different departments, administrative set-ups etc.</li> <li>3. About cells and committees of the college and their activities as a support system of students</li> <li>4. Information regarding Installation of sanitization tunnel on 19<sup>th</sup> Sept, 2020</li> <li>5. Rules and regulations and ways to attend the online classes.</li> </ol>	<ol style="list-style-type: none"> <li>1. The principal made aware the students concerning the matters related to-(1), (2) and the meeting was successfully done virtually in Zoom platform</li> <li>2. Queries of the students are answered by Principal, Vice-Principal &amp; IQAC Coordinator of the college.</li> <li>3. Students got a clear idea about the college and its processes and assured to maintain discipline in every aspect.</li> <li>4. Students were informed regarding installation of two sanitization tunnel during September, 2020.</li> <li>5. Students got clear idea and online classes were smoothly conducted.</li> </ol>
13.	16/08/2020 (A virtual meeting with Students' Union)	<ol style="list-style-type: none"> <li>1. On-line form fill-up for final examination of 6<sup>th</sup> and 4<sup>th</sup> semester.</li> </ol>	<ol style="list-style-type: none"> <li>1. <ul style="list-style-type: none"> <li>•Honourable Principal, Vice-Principal and IQAC Coordinator jointly clarified the queries made by the students.</li> <li>•All students have successfully done On-line form fill-up.</li> </ul> </li> </ol>

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14.	12/09/2021(A virtual meeting with H.S. 1st Year Students)	1. To review the online classes of H.S. 1st Year.	1. Review done in the meeting and found- a) Classes were found satisfactory as per feedback of the students, however b) Due to poor network, some students were unable to attend all the classes regularly. c) Authority assured and taken necessary steps to deal with the matter related to (b)
15.	25/05/2021 (A virtual meeting with 6 <sup>th</sup> Semester Students)	1. To review and to take feedback of on-line classes.	1. Review done and found that a) Some students faced network issues b) To eradicate the network issues the faculties uploaded videos in Google classroom/ what'sApp so that it can be downloaded by the students later.
16.	02/06/2021 (A virtual meeting with NSS)	1. "Green Quiz" Competition on 5 <sup>th</sup> June (World Environment Day)	1. N-E Prize Money Quiz Competition (Topic : Green Quiz) has been virtually Organised& successfully conducted by NSS Unit, Eco Club & IQAC , Women's College, Tinsukia on 5 <sup>th</sup> June, 2021.
17.	19/06/2021 (A virtual meeting with 6 <sup>th</sup> semester students)	1. Purpose and requisites of National Career Service Registration 2. Mid-term feedback collection	1. (a) IQAC coordinator along with two faculties explain the purpose and decided to register 6 <sup>th</sup> semester students in NCS portal (b) Counselling done on NCS registration drive, benefits and its process. (c) Successfully registered 126 students in NCS portal during 18/06/2021 to 29/07/2021 in Zoom platform. 2. Feedback collected, analysed and report submitted to the authority. Accordingly authority has taken necessary measures.



Coordinator  
IQAC

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Co-ordinator  
IQAC  
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