

Minutes of the IQAC Meetings with Stakeholders
Academic Session 2017-2018
Women's College, Tinsukia

A. The following *03 (three) meetings* were held *among the members of the IQAC*. In the meetings the stated resolutions were taken and accomplished by the IQAC:

DATE	RESOLVED/ DISCUSSED	ACCOMPLISHMENT
07 Nov. 2017	1. To organise community meet twice in a year 2. Frequent meetings with the students union to be held. 3. The alumnae association should be made active and IQAC shall meet the association twice in a year	1. Two meetings held with the guardians and community: i) Guardian meet on 22/11/2017 ii) Meeting with the villagers of Janomukh (Bojaltoli) village on 05/06/2018 2. Six meetings held with the members of students union 3. Steps in progress.
25 Jan. 2018	1. To ensure extra-curricular activities as per slots allotted in the class routine.	Implemented from 01/02/2018 but failed to continue due to lack of students after 2 p.m. and examination schedule during April/2018.
26 June 2018	1. Preparation of AQAR and report collection from different committees/cells. 2. Issue concerning H.S. 2 nd year classes and result.	1. Initial steps have been taken. 2. Monthly test will be conducted shortly/have to notify.

B. *02 (two) meetings of the IQAC* has held **with the Heads of the Departments** of which one was held **with the Teachers' Unit** of the college during the Academic Session **2017-2018**. The followings matters have been discussed and necessary steps have been taken for implementation of the resolutions taken.

Minutes of the IQAC Meetings with Stakeholders: Academic Session 2017-2018

DATE	DISCUSSED	ACCOMPLISHMENT
13/03/2018 With HODs	<ol style="list-style-type: none"> 1. To organise DMC meeting in the 1st week of April and to form new DMC 2. To prepare E-Study materials & PPT for next session. 3. To practice the use of smart board. 4. To keep record of students progression. 	<ol style="list-style-type: none"> 1. Each department organised DMC meeting and formed new DMCs. 2. Most of the teachers prepared PPTs. 3. Very weak response. 4. In progress.
02/05/2018 With Teachers' unit and HODs	<ol style="list-style-type: none"> 1. Matter related to the implementation of CBC System by the affiliating University. 	<p>Meeting held and</p> <ol style="list-style-type: none"> 1. The HoDs agree to cooperate with the Authority. 2. Requested the Authority to upgrade Necessary Infrastructure for CBCS.

C. 03 (three) meetings of the IQAC held *with the Teachers* of the college during the Academic Session 2017-2018. The meetings had discussed the followings matters and have taken the following steps for their accomplishment.

DATE	RESOLVED/ DISCUSSED	ACCOMPLISHMENT
30 Nov. 2017	<ol style="list-style-type: none"> 1. NAAC Peer team recommendations discussed 2. <ol style="list-style-type: none"> a) Principal has advised to overcome conventional teaching method b) To track students record c) To do hard work for consistent good result 3. Teachers suggestions: <ol style="list-style-type: none"> a) To purchase some research based web-journals b) To upgrade the college web site for blog writing 	<ol style="list-style-type: none"> 1. IQAC is trying to do the best to follow the NAAC Peer team recommendations. 2. IQAC is taking necessary steps. 3. <ol style="list-style-type: none"> a) Made available in the Library (N-List Package) b) Under construction
10 Mar. 2018	<ol style="list-style-type: none"> 1. Introduction of CBCS from next session 2. Presentation on CBCS 	<ol style="list-style-type: none"> 1. Discussed in detail about CBCS 2. Vice Principal of the college made a PPT presentation on CBCS

Minutes of the IQAC Meetings with Stakeholders: Academic Session 2017-2018

26 Mar. 2018	<ol style="list-style-type: none"> 1. Identification of slow and advanced learners to be made. 2. To organise problem solving programme 3. To organise frequent visit to bank, industry by faculties and students of Economics and Commerce 4. To take initiative to adopt Google class room teaching method. 5. To introduce online examination system 	<ol style="list-style-type: none"> 1. In progress in association with APMC Cell. 2. Organised for degree classes in April-2018 and H.S. II yr in July, 2018 3. Not done 4. Not done 5. Not implemented.
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D. 06 (Six) meetings of the IQAC has held with the Students' Union of the College during the Academic Session 2017-2018. The followings matters have been discussed in the meetings:

DATE	DISCUSSED	ACCOMPLISHMENT
30 Nov. 2017	<ol style="list-style-type: none"> 1. Annual College week shall be organised from 8th January, 2018 to 11th January, 2018 but indoor games and literary activities shall be organised from 4th January, 2018 2. To participate in Youth Festival to be held in Sibsagar College. 	<ol style="list-style-type: none"> 1. College week was completed successfully in the stipulated time. 2. A team of 25 students and two teachers were sent to Sibsagar College to participate in youth festival.
29 Jan. 2018	<ol style="list-style-type: none"> 1. IQAC made an enquiry of the unwanted incident that occurred in Youth festival held at Sibsagar College 2. Asked the General Secretary of the Students' Union to submit a report immediately to the authority. 3. Advised the General Secretary to organise students' union meeting in every month. 	<ol style="list-style-type: none"> 1. Clarification of the situation was reported by the in-charge teacher Mr. Binit Sharma and General Secretary of the Students' Union 2. General Secretary of the Students' Union has given a verbal report to the authority. 3. Records of meetings are not maintained properly.
10 Mar. 2018	<ol style="list-style-type: none"> 1. Advised the Students' Union to keep record of students' activities. 2. Online feedback submission by the students. 3. Formation of a cooperative society 4. Installation of extra basin at academic block. 5. Observation of World Environment Day at new college campus 	<ol style="list-style-type: none"> 1. Not properly maintained. 2. Feedback submission was made compulsory and successfully collected. 3. No proper response from students. 4. Installed. 5. The new college campus was cleaned and planted 150 saplings in the same on 5th June, 2018

Minutes of the IQAC Meetings with Stakeholders: Academic Session 2017-2018

12 Mar. 2018	<ol style="list-style-type: none"> 1. Fixation of a schedule of meetings with students union 2. Union members asked to aware the students for online feedback submission 	<ol style="list-style-type: none"> 1. Schedule to held IQAC meeting with students' union on 25th or next to that date of every month. 2. Union members made aware the students for online feedback submission and the process successfully completed.
29 Mar. 2018	<ol style="list-style-type: none"> 1. Farewell programme 2. Photo session for college magazine 3. To organize inter college cultural event at Women's College, Tinsukia 	<ol style="list-style-type: none"> 1. Properly done. 2. Done 3. Authority refused to organised the same due to technical problems.
25 May 2018	Summer Internship Programme(SBSI)	100 hours of community service programme on <i>Swachhata</i> held in Dhelakhat TE and Janomukh Village in the month of June-July, 2018. Total 44 students registered and completed the programme

E. Stated at B

F. A meetings of the IQAC was held with the Guardians of the students of our college on 22/11/2017 during the Academic Session **2017-2018**. In the meetings the following significant matters were discussed and actions were taken.

MATTER DISCUSSED	ACCOMPLISHMENT
<ol style="list-style-type: none"> 1. Guardians were requested to collect the contact numbers of teachers to monitor their wards. 2. HODs of various departments were requested to submit the copies of highest marks holders in H.S. 2nd year Test exam. 	<ol style="list-style-type: none"> 1. Few guardians collected the Numbers of respective teachers. 2. Not submitted



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