

Minutes of the IQAC Meetings
Academic Session 2018-2019
Women's College, Tinsukia

During the session (2018-19) **IQAC organised** a total of **13 (Thirteen) Meetings** with different stakeholders of the college. It had 04 (Four) meetings with Students' Union, 02 (Two) meetings with HODs and faculties, 05 (Five: one each) with Office staff, faculties and students, Alumni Association, APMC Cell, IQAC members and 01 (one) Induction meeting.

| Date & Stakeholder | Resolved/Discussed | Compliances |
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| 3/8/2018 (IQAC Members) | <ol style="list-style-type: none"> 1. Identification of slow and advanced learners 2. Necessary steps to be taken on environmental activities 3. To encourage the faculty members to prepare MRP Proposals and research papers 4. To encourage teachers to use ICT facilities in classes. | <ol style="list-style-type: none"> 1. Each Department identified the Slow & Advanced Learners through tests and takes remedial Measures. 2. a) A proposal for purchase of 90 Solar lights has been submitted to RUSA (2.0). b) Plantation of saplings at New land has been done. 3. UGC Blocked the Grants for MRP Proposals etc. During the period. 4. a) Provided special Training to Teachers and Staff. b) Monitoring of use of ICT tools by teachers has been done. c) Attempted to increase the ICT Facilities. |
| 3/8/2018 (IQAC Members) | <ol style="list-style-type: none"> 1. Discussion on cross-cutting issues 2. Curriculum enrichment. | <ol style="list-style-type: none"> 1. A Committee has been formed & Schedule of Programme prepared. 2. Under Process. |
| 29/3/2019 (With Academic Performance Monitoring and Counselling Cell) | <ol style="list-style-type: none"> 1. Report submission by APMC Cell 2. Monitoring of students and necessary counselling | <ol style="list-style-type: none"> 1. Report submitted and analysed and advised to a) Teacher guardians to look after the matter of student's practical life so that they cannot do mistakes like getting married in early age during their studies. b) To look after the matter of students' drop out. c) To look after the matter of getting back/fail in some subjects. d) To encourage students to get enrolled in vocational courses. 2. All teachers assured to monitor the students & expressed their willingness to counsel as per necessities |

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 I attest to the
 accuracy and
 authenticity of this
 document
 Principal, Women's
 College, Tinsukia

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| 14/5/2019 (With Office staff) | <ol style="list-style-type: none"> 1. Discussed on admission process and analysis on admission policies 2. Discussion on responsibilities and duties for smooth conduction of admission process 3. Discussion on delay of H.S. Final year result - 2019 and reschedule of admission dates. | <ol style="list-style-type: none"> 1. Admission schedule notified and policies of admission into H.S. and Degree classes were printed and distributed to the aspirants for admission in the college. 2. Duties allotted and conducted the process smoothly 3. Admission dates rescheduled and notified. |
| 23/2/2019 (HOD & Faculties) | <ol style="list-style-type: none"> 1. Preparation of AQAR for online submission 2. Requested the HODs to keep record of each activity performed by the dept and faculties | <ol style="list-style-type: none"> 1. A power point presentation was given to make familiar the HODs with the online proforma of AQAR 2. HODs agreed. |
| 9/3/2019 (HOD & Faculties) | <ol style="list-style-type: none"> 1. Review on progress of courses of each department and requested to complete the course on time 2. Teachers were requested to attend ICT classes organised at computer Lab and initiated by IQAC and Authority during the month 3. Discussion on organising a one week workshop to upgrade teaching-learning process 4. Discussion on organising Farewell/Fresher's programme by the depts. & resolved not to organise the same in the campus and on working days by the depts. separately. | <ol style="list-style-type: none"> 1. Departments tried their best to complete the course on time. 2. Faculties attended the classes as per their convenient time for seven days. 3. A one week FDP has been organised at the college premises by inviting the Electronics and ICT Academy, IIT, Guwahati, Assam from 29th April-5th May, 2019 4. Till date departments are following the resolution. |

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| 18/4/2019 12.15 P.M. (Faculties & students) | <ol style="list-style-type: none"> 1. Review of progress of College in all respects. 2. Invited Review Lecture | <ol style="list-style-type: none"> 1. Feedback received from teachers and students. 2. Ms. Sudipta Bhattacharjee, Training Manager, Aditya Birla Group, an ex-student of Women's College, Tinsukia reviewed her experiences and present state of the College. |
| 18/4/2019 2.30 P.M. (Alumni Association) | <ol style="list-style-type: none"> 1. Activities of Alumni Association 2. Future plan | <ol style="list-style-type: none"> 1. Two programmes organised by the Association in this session. 2. Proposed to organise a legal awareness programme for the benefit of faculties as well as students & a workshop on handicraft for the students |
| 25/9/2018 (With Students' Union) | <ol style="list-style-type: none"> 1. Duties and responsibilities of union members 2. Academic matters 3. Co-curricular activities | <ol style="list-style-type: none"> 1. IQAC Coordinator explained the same in the meeting. 2. Advised to deal with IQAC if any academic problem arises. 3. Planned and organised a theatre workshop for the students during winter break (22-27 Nov 2018) |
| 4/2/2019 (With Students' Union) | <ol style="list-style-type: none"> 1. Review on Youth Festival, January, 2019 2. Academic progression 3. Record keeping | <ol style="list-style-type: none"> 1. Experiences shared by the President and Secretary of the Students' Union 2. Advised to deal with IQAC concerning academic progression of courses 3. Record Register provided to each secretary of different portfolios. |
| 20/3/2019 (With Students' Union) | <ol style="list-style-type: none"> 1. Review on progression of courses 2. Submission of feedback is made compulsory for students 3. Resolved to open an account being 'welfare fund' for poor and needy students 4. Discussion on farewell function | <ol style="list-style-type: none"> 1. Done and action taken. 2. Done and collected in soft version. 3. Account opened at Bank of Boroda (Tinsukia Branch) on 4th February 2019, Tinsukia 4. Organised successfully |

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| 13/6/2019 (With Students' Union) | <ol style="list-style-type: none"> 1. Duties during admission 2. Help desk 3. Freshers' Social | <ol style="list-style-type: none"> 1. Union members performed their duties 2. Union members provided information to the students and their parents regarding different aspects of college and courses who came to take admission in the college. |
| 4/8/2018 (Induction meeting) | <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 2. Matters 'to do' and 'not to do' by the students | <ol style="list-style-type: none"> 1. Done through PPT 2. Felicitation done to <ol style="list-style-type: none"> a) Dr. Tanusree Sarker for achieving the best NSS Programme Officer award by the state Govt. b) Ms. Paulomi Mukherjee, being the NSS Volunteer, the member of Indian Youth Delegation team visited China during 3rd-10th July, 2018 c) Ritumoni Chawrok, the highest marks achiever in H.S. final exam, 2018 from the adopted village (Goriating) of the college. |



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I attest to the
accuracy and
authenticity of this
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