

## **MINUTES OF MEETING HELD ON 20/09/2019:**

Minute of Meeting of IQAC, Tezpur College, held on 20/09/2019 and Action Taken report are given below.

**Resolution No 1:** A meeting of the Teacher's Council to be held prior to the upcoming NAAC Per Team visit.

**Action Taken Report:** A meeting of the Teacher's Council of the college was held to discuss about the various issues related to NAAC Peer Team visit.

**Resolution No 2:** The meeting resolved that a signboard should be put indicating the site and size of the Tezpur College Boys' Hostel.

**Action Taken Report:** Necessary actions were taken by the College authority for putting up a signboard indicating the site and size of Tezpur College Boys' Hostel.

## **MINUTES OF MEETING HELD ON 11/02/2020:**

**Resolution No 1:** The institutional research journal “Brahmaputra Review” to be published by IQAC.

**Action Taken Report:** The responsibility of publishing “Brahmaputra Review” journal was given to IQAC by Tezpur College Teachers’ Unit.

**Resolution No 2:** Departments should be given guidelines of activities to be conducted during the year.

**Action Taken Report:** Guidelines of activities for the session was given to the departments. The implementation of all the directions was hampered due to the outbreak of Covid-19 pandemic.

**Resolution No 3:** A cultural documentation centre should be set up in the college.

**Action Taken Report:** A proposal for starting a documentation centre in the college premises was placed before the college authority.

**Resolution No 4:** Fit India Program should be started and Eco-Club to be set up in college.

**Action Taken Report 4:** One teacher-incharge for Fit India program was appointed and Eco-Club of the college was also formed and one teacher-incharge was appointed.

## **MINUTES OF MEETING HELD ON 13/03/2020**

Minute of Meeting held on 13/03/2020 and Action Taken report are given below.

**Resolution No 1:** The purpose of the meeting was to discuss and suggest modifications of the AQAR prepared for the session 2018-19.

**Action Taken Report:** The AQAR prepared for the session 2018-19 was placed before the body and discussions were held on various aspects of the AQAR. Various modifications were suggested by the members present in the meeting. Accordingly suggested modifications were done.

**Resolution No 2:** The meeting resolved to approve the AQAR prepared for the session 2018-19 and recommended for submission.

**Action Taken Report:** The AQAR for 2018-19 was approved by the body for submission and the AQAR was submitted within due period of time.

## **MINUTES OF MEETING (ONLINE) HELD ON 11/04/2020:**

Minute of Meeting held on 11/04/2020 and Action Taken report are given below.

**Resolution No 1:**Due to the mandatory lockdown imposed on educational institution for the outbreak of Covid-19, and for maintaining regularity of the teaching-learning process for mitigating the loss suffered by the student community the college should start online classes for students, in whatever mode possible.

**Action Taken Report 1:**As a response to the directive of the higher authorities, and to reduce the loss faced by the students, the faculty members of the various departments of the college started online classes for imparting the curriculum to the students. The modes of teaching adopted by the faculty members are as follows- whatsapp group, Google Classroom, Zoom, Google meet, adobe connect, screen-castomatic video, audio recording classes, and additional materials in the form of YouTube videos, e-resources, docs and PDFs etc.

The online portal of Tezpur College was also upgraded to enable the faculty members to upload various teaching-learning materials, audio, videos for access by the students from their homes.

## **MINUTES OF MEETING (ONLINE) HELD ON 05/06/2020:**

Minute of Meeting held on 05/06/2020 and Action Taken report are given below.

**Resolution No 1:** In view of the prevalent world-wide pandemic situation the meeting resolved that online classes should be continued until the normal regular teaching-learning process is resumed.

**Action Taken Report:** The college authority notified the faculty members to continue taking online classes so as to reduce the loss of students due to pandemic situation. The online portal of Tezpur College is also started to enable the faculty members to upload various teaching-learning materials, audio, videos for access by the students from their homes.

**Resolution No 2:** It was resolved to conduct webinars by the departments and IQAC of the college.

**Action Taken Report:** Webinars were conducted by IQAC, Guidance and Counseling Cell and IQAC and Tezpur College library in collaboration with Assam College Librarian's Association.