

MINUTES OF THE IQAC MEETING HELD ON 23/10/2019

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 23rd October 2019 at 2.00 P.M. to discuss various issues related to NAAC including submission of AQAR. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC, R.G.Baruah College.

Members Present:

1. Dr. Babita Choudhury
2. Dr. Dipak Pathak
3. Dr. Jnanjyoti Sarma
4. Triveni Choudhury
5. Ajit Talukdar
6. Santosh Sarma
7. Dr. Dipankar Talukdar
8. Dr. Arup Borah
9. Sanjay Kr. Saikia
10. Dr. Malabika Sarma
11. Rupam Hazarika

At the outset the Co-ordinator of the IQAC, Rupam Hazarika, welcomed all the members and briefed them about the agenda of the meeting. The members discussed at length all the items in the agenda.

AGENDA 1: Discussion on submission of AQAR for the session 2018-19.

The members of the IQAC were apprised of the preparation of the due date of AQAR submission by the IQAC Coordinator.

RESOLUTION 1: The AQAR must be prepared and uploaded by the first week of December. A presentation of the same should be made to all the faculty before submission to NAAC.

AGENDA 2: Coordinator's report on the progress of the AQAR.

The Coordinator informed the members that there has been some delay in getting the records from a few departments and cells. The matter of getting the data from various departments and cells promptly was discussed by the members.

RESOLUTION 2: All the departments and cells of the college be informed to submit their records at the earliest possible.

AGENDA 3: Finalization of date for General Meeting with the faculty.

The Coordinator suggested that a meeting with the faculty of the college should be arranged to share information regarding the new guidelines of NAAC (RAF).

RESOLUTION 3: A meeting with the faculty will be arranged on 13th December 2021.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 23/10/2019

RESOLUTION	ACTION TAKEN
RESOLUTION 1: The AQAR must be prepared and uploaded by the first week of December.	AQAR successfully upload on 23 rd December 2019.
RESOLUTION 2: All the departments and cells of the college be informed to submit their records at the earliest possible.	All the departments and cells were asked to submit their annual reports. All the reports subsequently received.
RESOLUTION 3: A meeting with the faculty will be arranged on 13 th December 2021.	Meeting held as scheduled.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

MINUTES OF THE MEETING OF IQAC WITH FACULTY HELD ON 11/11/2019

A meeting of the Internal Quality Assurance Cell (IQAC) with the faculty of the college was held on 11th November 2019 at 12.00 P.M. to discuss some urgent issues related to NAAC including submission of AQAR for the session 2019-2020. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC, R.G.Baruah College.

At the outset of the meeting Rupam Hazarika, IQAC co-ordinator welcomed all the faculty members including Principal in the meeting. He then explained the purpose of the meeting. He informed that it is high time to work for facing the next NAAC visit. He requested faculty members to give suggestions regarding how to prepare for the Next NAAC visit. He then gave a presentation of the AQAR (2018-19) prepared before the faculty members.

Principal Dr. (Mrs) Babita Choudhury informed that the validity of the last NAAC grade is upto 10th July, 2021. Among the various suggestions given by last NAAC peer team, one suggestion viz. streamlining of audit and accounts is partially fulfilled. But college still lacks P.G courses, certificate courses, sports field, proper drinking water facility, and college publication. She suggested that work must be done on war footing for next two years. She mentioned about teacher exchange program of Bengali Dept. of our College with the same dept of Pragjyotish College, Guwahati. She also urged upon the practice of plastic free culture. The Principal then requested different departments to submit their book lists (text book+ ref.books) on or before 25th Nov, 2019 so that books can be purchased within due time.

Rupam Hazarika informed that the whole AQAR is being prepared on the basis of the documents received from various departments, cells, committees etc. He then told about the quantitative and qualitative aspects of AQAR. He suggested that the system of taking feedback from students should be made online from next year on-wards. He observed that in the session 2018-19 the maximum number of students enrolled is less than no. of seats available. He emphasized on the maintenance of a proper database of students for Students Satisfaction Survey of NAAC. He was pointed out that some information should be added newly in the AQAR. They are h-index of Dr Utpal Kalita and Dr. Jnanjyoti Sarma, participation in International Seminar by Dr. Utpal Kalita, observation of Pie-day and students having NCC 'C' certificates.

One alumni organised meeting in which noted singer Somor Hazarika was the resource person should also be included in AQAR. Rupam Hazarika, the co-ordinator IQAC, stressed upon the requirement of an Alumni database.

Replying to a query raised by the principal. Tapati Dutta informed that 70% work on student's database is complete in case of 'major' category students, but work done in case of 'general' category students is very less. She also pointed out some difficulties like invalid ph. no of students and invalid e mail ID etc.

The Vice- Principal (Dr. Dipak Pathak) commented that different committees are working. As time is very short for next NAAC visit, activities must be speeded up. He said that that very few activities were done during 2018-19 and the same is reflected in AQAR presented by Rupam Hazarika. He expected that the college would do more activities under the able guidance of Rupam Hazarika, co-ordinator IQAC.

Dr. Jnanjyoti Sarma and Dr. D. Das were applauded for holding ICT and Human Rights Workshop successfully.

Principal opined that the teachers should be regular in doing classes at Sishu Griha as this kind of activities would help in improving API score of teachers.

Dr. Lipika Talukdar expressed the view that WSC should include student members in the committee. She added that there should be at least 3 members (student) in the committee of whom one is the Girls' Common Room Secy. Regarding welfare activities she said that the college does some welfare activities every year. But these welfare activities are not done under some scheme. So, there should be a scheme and a name should be given to this scheme.

Sarmistha Das admitted that mentor mentee program is not doing well even after notice was served to the students in this regard. She opined that only academic matters could be dealt with by the teachers.

IQAC co-ordinator expressed his view that as there are 7 criteria for NAAC assessment the college should form 7 committees to work under those 7 criteria of NAAC. He highlighted some urgent steps to be followed by the college. A few of them are opening of PG courses, certificate courses, online feedback system, and college budget etc.

The meeting concluded with the vote of thanks given by Rupam Hazarika, IQAC coordinator.

Resolutions of the meeting are as follows:

RESOLUTION 1: The meeting unanimously approved the AQAR presented by Rupam Hazarika for uploading in NAAC as early as possible.

RESOLUTION 2: The meeting unanimously resolved that 7 committees will be formed under 7 criteria of NAAC for effective implementation all necessary activities.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

ACTION TAKEN REPORT OF THE MEETING HELD ON 11-11-2019

RESOLUTION	ACTION TAKEN
RESOLUTION 1: The meeting unanimously approved the AQAR presented by Rupam Hazarika for uploading in NAAC as early as possible.	AQAR successfully uploaded
RESOLUTION 2: The meeting unanimously resolved that 7 committee will be formed under 7 criteria of NAAC for effective implementation all necessary activities.	Seven committees for each of the seven criteria of NAAC formed head by a Criterion Coordinator. All the full time teachers of the college have been included in these committees.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

MINUTES OF THE IQAC MEETING HELD ON 17/02/2020

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 17th February 2020 at 12.00 P.M. to discuss some urgent issues related to NAAC. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC, R.G.Baruah College.

Members Present:

1. Dr. Babita Choudhury
2. Dr. Dipak Pathak
3. Dr. Arup Borah
4. Ajit Talukdar
5. Santosh Kr. Sarma
6. Dr. Malabika Sarma
7. Dr. Jnanjyoti Sarma
8. Sanjay Kr. Saikia
9. Triveni Choudhury
10. Rupam Hazarika

At the outset the Co-ordinator of the IQAC, Rupam Hazarika, welcomed all the members and briefed them about the agenda of the meeting. The members held deliberate discussion on the issues.

AGENDA 1: Coordinator's report on submission of AQAR

The IQAC Coordinator of R.G.Baruah College informed the members that the AQAR for the session 2018-19 was uploaded on 27th December 2019, and after responding to the review comments sent by NAAC, the final AQAR was uploaded on 17th January 2020. It was accepted by NAAC on 20th January 2020.

RESOLUTION 1: The process of submitting of the next AQAR be taken up.

AGENDA 2: Finalization of Criterion-Wise Committees

The Coordinator suggested that for smooth and proper preparation for the next cycle of NAAC accreditation, committees should be constituted on the basis of the seven Criteria of NAAC. It was unanimously agreed by all that each committee should be headed by a faculty from outside the IQAC members.

RESOLUTION 2: The coordinators of the seven criterion based committees were decided as follows:

Criterion I: Dr. Sikha Saikia

Criterion II: Sarmistha Das

Criterion III: Dr. Mallika Kandali

Criterion IV: Khanindra Das

Criterion V: Dipak Chakraborty

Criterion VI: Dr. Bhabananda Bayan

Criterion VII: Dr. Lipika Talukdar

They be asked to take up their responsibility immediately.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 17/02/2020

RESOLUTION	ACTION TAKEN
RESOLUTION 1: The process of submitting of the next AQAR be taken up.	Process of collecting data from various departments and cells started
RESOLUTION 2: The coordinators of the seven criterion based committees be asked to take up their responsibility immediately	Committees have been formed and action plan for each criterion decided.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

MINUTES OF THE IQAC MEETING WITH THE COORDINATORS OF NAAC CRITERION BASED COMMITTEES HELD ON 28/02/2020

A meeting of the members of the Internal Quality Assurance Cell (IQAC) with the coordinators of the seven NAAC criterion-based committees was held on 28th February 2020 at 12.30 P.M. at the conference hall to familiarise the coordinators with their respective criteria. The meeting was presided by Dr. Dipak Pathak, Vice-Principal and member IQAC, R.G.Baruah College.

Members Present:

1. Dr. Dipak Pathak
2. Dr. Jnanjyoti Sarma
3. Triveni Choudhury
4. Ajit Talukdar
5. Santosh Kr. Sarma
6. Dr. Dipankar Talukdar
7. Dr. Arup Kr. Borah
8. Sanjay Kr. Saikia
9. Dr. Malabika Sarma
10. Rupam Hazarika
11. Dr. Sikha Saikia
12. Sarmistha Das
13. Dr. Mallika Kandali
14. Dipak Chakraborty
15. Khanindra Das
16. Dr. Bhabananda Bayan
17. Dr. Lipika Talukdar

The meeting began with the Co-ordinator of the IQAC, Rupam Hazarika, welcoming all the members of the IQAC and the newly appointed coordinators of the seven criterion-based committees.

AGENDA 1: Familiarization with the seven criteria of NAAC

The coordinator of IQAC made a presentation on the assessment and accreditation process of NAAC under the new guidelines of NAAC. The criterion coordinators were briefed about the various aspects of NAAC like Self-Study Report, Annual Quality Assurance Report, Student Satisfaction Survey, etc. The members discussed at length all the important points relating to it. Everyone agreed that the committees should gear up to prepare for the next NAAC assessment.

Resolution 1: Each coordinator should arrange to hold regular meetings with the members of the committee to ensure effective progress of their responsibility.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 28/02/2020

RESOLUTION	ACTION TAKEN
Resolution 1: Each coordinator should arrange to hold regular meetings with the members of the committee to ensure effective progress of their responsibility.	Regular meetings are being held and records maintained thereof

Sd/-

Dr. Babita Choudhury
Chairperson, IQAC

Sd/-

Rupam Hazarika
Coordinator, IQAC

MINUTES OF THE IQAC MEETING HELD ON 19/03/2020

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 19th March 2020 at 11 AM to discuss matters related to COVID -19. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC and Principal, R.G.Baruah College, and was attended by the following members.

Members Present:

1. Dr. Babita Choudhury
2. Dr. Dipak Pathak
3. Dr. Jnanjyoti Sarma
4. Triveni Choudhury
5. Ajit Talukdar
6. Santosh Kr. Sarma
7. Dr. Dipankar Talukdar
8. Dr. Arup Kr. Borah
9. Sanjay Kr. Saikia
10. Dr. Malabika Sarma
11. Rupam Hazarika

AGENDA 1: Discussion on the on the COVID situation

The members expressed concern at the rise of COVID cases across the country. The impact of the pandemic on the activities of the college was also discussed. All felt that there is a possibility of colleges being shut for a long duration.

RESOLUTION 1: Activities of the college including classes and examinations to be carried out according to the instruction received from the Govt. and Gauhati University.

AGENDA 2: Awareness programme on COVID.

All the members agreed that awareness programme on COVID should continue till further notification from the authority.

RESOLUTION 2: Awareness programmes on the COVID situation be continued, particularly in the neighbouring slum.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

ACTION TAKEN REPORT OF THE MEETING HELD ON 19-03-2020

RESOLUTION	ACTION TAKEN
RESOLUTION 1: Activities of the college including classes and examinations to be carried out according to the instruction received from the Govt. and Gauhati University.	Total Lockdown imposed since 24 th March 2020. Classes and examinations cancelled.
RESOLUTION 2: Awareness programmes on the COVID situation be continued, particularly in the neighbouring slum.	Awareness programmes continued till the start of the lockdown.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

MINUTES OF THE IQAC MEETING HELD ON 29/05/2020

An online meeting of the Internal Quality Assurance Cell (IQAC) was held on 29 May 2020 at 2.00 P.M. on Google Meet to discuss various issues related to academic activities to be undertaken during the period of lockdown. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC, R.G.Baruah College.

Members Present:

1. Dr. Babita Choudhury
2. Dr. Jnanjyoti Sarma
3. Triveni Choudhury
4. Ajit Talukdar
5. Santosh Sarma
6. Dr. Dipankar Talukdar
7. Dr. Arup Borah
8. Sanjay Kr. Saikia
9. Dr. Malabika Sarma
10. Rupam Hazarika

At the outset the Co-ordinator of the IQAC, Rupam Hazarika, welcomed all the members to the online platform. He explained that due to the lockdown imposed to curb COVID-19 pandemic the meeting had to be organized on Google Meet and briefed them about the agenda of the meeting. The members discussed at length all the items in the agenda.

Agenda 1: Conduct of classes during the lockdown

The meeting discussed about the impact of COVID-19 pandemic on teaching learning process. The members felt the need of teaching on virtual platform during the pandemic period. They opined that some teachers have already started taking classes in the online mode.

Resolution 1: Online teaching to start in an organized manner during the pandemic period. Departments will be asked to start classes by creating Google Classroom or any other such virtual platforms.

Agenda 2: Discussion on sharing information with students.

The members felt that it is important to inform students regularly about their classes, assignments, practicals, examinations, etc. digitally

Resolution 2: Information regarding class time table, meeting links or any other relevant information to be disseminated to students by opening WhatsApp group for each class.

Agenda 3: Organising Webinars

The need to organize webinars on relevant topics during the period of lockdown was also felt by the members

Resolution 3: The IQAC will organize webinars/online talks, etc. on relevant topics in association with various departments and cells of the college

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

ACTION TAKEN REPORT OF THE MEETING HELD ON 29-05-2020

RESOLUTION	ACTION TAKEN
Resolution 1: Online teaching to start in an organized manner during the pandemic period. Departments will be asked to start classes by creating Google Classroom or any other such virtual platforms.	Online classes regularly taken through various platforms like GoogleMeet and Zoom. Students are also being provided with learning materials on Google Classroom , WhatsApp and the online college portal.
Resolution 2: Information regarding class time table, meeting links or any other relevant information to be disseminated to students by opening WhatsApp group for each class.	WhatsApp groups for each class opened Information disseminated to students regularly.
Resolution 3: The IQAC will organize webinars/online talks, etc. on relevant topics in association with various departments and cells of the college	Webinars have been organised during the period. Zoom has been subscribed for the purpose.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC