

## **MINUTES OF THE IQAC MEETING HELD ON 18/12/2020**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 18<sup>th</sup> December 2020 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.

Members Present:

1. Dr. Babita Choudhury
2. Dr. Dipak Pathak
3. Dr. Dipankar Talukdar
4. Santosh Sarma
5. Dr. Arup Borah
6. Dr. Malabika Sarma
7. Ajit Talukdar
8. Triveni Choudhury
9. Sanjay Kr. Saikia
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. He also informed that due to the COVID-19 pandemic and the lockdown regular meetings of the IQAC could not be held. A few informal sittings and discussions over the virtual mode have, however, been held during the period. The members discussed at length all the items in the agenda.

### **AGENDA 1: Submission of AQAR**

The coordinator of IQAC, Rupam Hazarika, informed the members that NAAC has extended the date of submission of AQAR till 31<sup>st</sup> May 2021 due to the situation arising out of the pandemic. He also said that due to the extended period of lockdown many activities of the college could not be carried out. Collection of reports from the departments and cells has also been delayed.

**RESOLUTION 1:** Annual reports of the departments and cells be collected as soon as possible, and effort should be made to submit the AQAR for the session 2019-20 within the stipulated time.

**AGENDA 2:** Submission of IIQA for next NAAC assessment

The coordinator informed that the due date of applying for the next NAAC cycle of accreditation is close. The members opined that the process may have to be undertaken keeping in mind the situation of COVID in the country. All agreed that many important activities could not be carried out and the preparation for NAAC visit is not satisfactory.

**RESOLUTION 2:** IIQA will be submitted only after adequate progress is made for NAAC visit and also depending upon the pandemic situation.

Sd/-

Dr. Babita Choudhury  
Chairperson, IQAC

Sd/-

Rupam Hazarika  
Coordinator, IQAC

**ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 18/12/2020**

<b>RESOLUTION</b>	<b>ACTION TAKEN</b>
<b>RESOLUTION 1:</b> Annual reports of the departments and cells be collected as soon as possible, and effort should be made to submit the AQAR for the session 2019-20 within the stipulated time.	<ul style="list-style-type: none"><li>• Annual reports collected</li><li>• Last date of AQAR again extended to 31<sup>st</sup> August 2021.</li></ul>
<b>RESOLUTION 2:</b> IIQA will be submitted only after adequate progress is made for NAAC visit and also depending upon the pandemic situation.	IIQA not submitted yet

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

## **MINUTES OF THE IQAC MEETING HELD ON 17/03/2021**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 17<sup>th</sup> March 2021 at 2.30 P.M. to discuss matters related to NAAC accreditation. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC and Principal, R.G.Baruah College, and was also attended by the newly appointed President of the Governing Body, Dr. Satyendra Nath Barman.

Members Present:

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

At the outset the Co-ordinator of the IQAC, Rupam Hazarika, felicitated the newly appointed President of the college Governing Body, Dr. Satyendra Nath Barman. All the members expressed the hope that under his able guidance the college would be able to accelerate its pace of growth.

**AGENDA 1:** Discussion on the preparation of next NAAC accreditation

The President was briefed by the coordinator about the different activities of the IQAC related to NAAC. He regretted that most of the planned activities could not be carried out to satisfaction owing to the COVID pandemic. Even the submission of AQAR has not been completed. Dr. Barman advised the IQAC to speed up their activities and assured all support

to the IQAC from the management. He also suggested various ways in which the college can improve its position.

**RESOLUTION 1:** All pending activities due to the lockdown pertaining to NAAC visit are to be resumed.

**AGENDA 2:** Discussion on improvement of academic and physical facilities

The members urged upon the President to consider infrastructure development of the institution. The need for a digital/smart classroom was felt by the faculty and the coordinator requested the management to look into the matter.

**RESOLUTION 2:** A detailed proposal underlining the immediate necessities relating to the augmentation of academic facilities to be placed before the Governing Body for approval and necessary action.

Sd/-

Dr. Babita Choudhury  
Chairperson, IQAC

Sd/-

Rupam Hazarika  
Coordinator, IQAC

**ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 17/03/2021**

<b>RESOLUTION</b>	<b>ACTION TAKEN</b>
<b>RESOLUTION 1:</b> All pending activities due to the lockdown pertaining to NAAC visit are to be resumed.	Some of the activities were resumed but the second wave of COVID and subsequent closure of college again brought things to a standstill.
<b>RESOLUTION 2:</b> A detailed proposal underlining the immediate necessities relating to the augmentation of academic facilities to be placed before the Governing Body for approval and necessary action.	Not yet submitted.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

## **MINUTES OF THE IQAC MEETING HELD ON 20/04/2021**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 20<sup>th</sup> April 2021 at 2.30 P.M. to discuss matters related to NAAC accreditation. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC and Principal, R.G.Baruah College, and was attended by the members of the IQAC.

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

At the outset the Co-ordinator of the IQAC, Rupam Hazarika, welcomed all the members of IQAC and stated the agenda of the meeting. The resolutions of the meeting held on 17<sup>th</sup> March 2021 were read out by him and the same were ratified by the members present. The members present discussed at length the situation arising out of the second wave of COVID-19 and the possibility of another lockdown.

AGENDA 1: Submission of AQAR for the session 2019-20

The coordinator informed the members that the process of compiling the data for inclusion in the AQAR is almost complete. He expressed confidence that the AQAR could be submitted before the due date.

RESOLUTION 1: The coordinator will present the draft of the AQAR to the members of the IQAC and taking the views of the members will attempt to submit the same before the last date.

AGENDA 2: Discussion on the conduct of classes in the case of another lockdown.

All the members expressed concern at the increasing number of cases in the second wave of COVID-19. They also discussed the steps to be taken for continuation of academic activities in case of another lockdown.

RESOLUTION 2: Online classes should be resumed in case of another lockdown. Necessary steps in this regard should be taken following the SOP announced by the Education Dept of the Govt of Assam.

AGENDA 3: Resumption of other activities in the college.

The coordinator regretted that a number of regular activities could not be carried out since the start of the pandemic. He informed that after the relaxation of some curbs, a few activities maintaining COVID protocol have been organised. But the possibility of another period of closure of educational institutions is a matter of concern

RESOLUTION 3: Taking into account the health concern of students and staff, college activities be carried out if and when possible under COVID protocol.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC



**ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 20/04/2021**

<b>RESOLUTION</b>	<b>ACTION TAKEN</b>
RESOLUTION 1: The coordinator will present the draft of the AQAR to the members of the IQAC and taking the views of the members will attempt to submit the same before the last date.	AQAR draft presented before the members of the IQAC, their views incorporated, necessary modifications made and AQAR submitted to NAAC
RESOLUTION 2: Online classes should be resumed in case of another lockdown. Necessary steps in this regard should be taken following the SOP announced by the Education Dept of the Govt of Assam.	Online classes continued on platforms like Google Meet, Google Classroom and Zoom. Study materials provided to students on the college portal as well as e-mail and WhatsApp.
RESOLUTION 3: Taking into account the health concern of students and staff, college activities be carried out if and when possible under COVID protocol.	All activities undertaken keeping in mind the COVID protocol

Sd/-

Dr. Babita Choudhury  
Chairperson, IQAC

Sd/-

Rupam Hazarika  
Coordinator, IQAC

## **MINUTES OF THE IQAC MEETING HELD ON 24/05/2021**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 24<sup>th</sup> May 2021 at 12.30 P.M. to discuss matters related to NAAC accreditation. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC and Principal, R.G.Baruah College, and was attended by the members of the IQAC.

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

At the outset the Co-ordinator of the IQAC, Rupam Hazarika, welcomed all the members of IQAC and stated the agenda of the meeting. The resolutions of the meeting held on 17<sup>th</sup> March 2021 were read out by him and the same were ratified by the members present. The members present discussed at length the activities to be undertaken for the next academic session.

AGENDA 1: Admission for the session 2021-22

The Principal, Dr. Babita Choudhury, initiated the discussion on the agenda and informed the members about the Govt instructions regarding the admission for the next academic session. All the members expressed their opinions to make the process a smooth and successful one.

RESOLUTION 1: The Admission Committee will be formed immediately and be asked to start the process of online admission.

AGENDA 2: Online Classes and Examinations

The members also discussed the need to continue with the online mode of teaching due to the prevailing curbs on physical classes. The difficulties regarding the online classes were also pointed out by the members present.

RESOLUTION 2: The SOP regarding online classes will be followed and necessary information about the same will be provided to the students through the college portal as well as the class-wise WhatsApp groups.

AGENDA 3: Activities to be undertaken in the next session.

The Coordinator opined that activities for the next session should be carried out in a phased manner keeping the COVID protocol in mind. All agreed that if physical mode is not possible then some of the events can be undertaken virtually. Some of the events were also discussed.

RESOLUTION 3: An online essay competition will be organized on the occasion of World Environment Day. Committee for that event will be formed soon. The College Foundation Day will also be observed by having an online lecture programme. The Principal will allot responsibility for the same.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

**ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 24/05/2021**

<b>RESOLUTION</b>	<b>ACTION TAKEN</b>
RESOLUTION 1: The Admission Committee will be formed immediately and be asked to start the process of online admission.	Admission Committee formed with Sarmistha Das, Associate Professor, Dept of English as the Coordinator. Online admission completed successfully for the session 2021-22.
RESOLUTION 2: The SOP regarding online classes will be followed and necessary information about the same will be provided to the students through the college portal as well as the class-wise WhatsApp groups.	Classes were held according to the SOP issued the Education Department, Govt. Of Assam. Necessary information were regularly provided to students through the College portal and the various WhatsApp groups.
RESOLUTION 3: An online essay competition will be organized on the occasion of World Environment Day. Committee for that event will be formed soon. The College Foundation Day will also be observed by having an online lecture programme. The Principal will allot responsibility for the same.	An All-Assam Online essay competition held on the topic 'Reflection on Ecosystem Restoration and Obligation of the Young Generation'. A lecture was delivered by Prof. Pradip Jyoti Mahanta on the occasion of College Foundation Day, 15 <sup>th</sup> July 2021.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC