

## **MINUTES OF THE IQAC MEETING HELD ON 02/11/2021**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 2nd November 2021 at 2.00 P.M. to discuss various issues 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 24<sup>th</sup> May 2021 were read out by him and the same were ratified by the members present.

AGENDA 1: Coordinator's report on submission of AQAR for the session 2019-20.

The Coordinator of IQAC, Rupam Hazarika, informed the gathering about the successful submission of the AQAR for the session 2019-20.

RESOLUTION 1: The AQARs should continue to be submitted to NAAC within the stipulated time.

AGENDA 2: NAAC accreditation.

The Coordinator briefed the members about the new format of the AQAR to be implemented from the session 2020-21. The Principal suggested that NAAC be informed about the extension of validity considering the pandemic situation. Other members also opined that steps must be taken in earnest for the next cycle of accreditation.

RESOLUTION 2: A letter will be sent to the Director, NAAC requesting an extension of the validity period of accreditation.

AGENDA 3: Any other issue related to NAAC.

The members discussed about various issues relating to NAAC, particularly undertaking of pending activities like Student Satisfaction Survey, Students' Feedback and reconstitution of IQAC.

RESOLUTION 3 (a): Students' Feedback and Student Satisfaction Survey should be started as early as possible.

3 (b): Dr. Deepan Das will be given the charge as Criterion Coordinator for Criterion I due to the medical leave of Dr. Sikha Saikia.

3 (c): IQAC will be reconstituted according to the latest NAAC guidelines.

Sd/-

Dr. Babita Choudhury  
Chairperson, IQAC

Sd/-

Rupam Hazarika  
Coordinator, IQAC

## ACTION TAKEN REPORT OF THE MEETING HELD ON 2/11/2021

RESOLUTION	ACTION TAKEN
<b>Resolution No. 1:</b> The AQARs should continue to be submitted to NAAC within the stipulated time.	AQARs being regularly submitted within stipulated time
<b>Resolution No. 2:</b> A letter will be sent to the Director, NAAC requesting an extension of the validity period of accreditation.	Letter sent to NAAC and reply received
<b>Resolution No. 3:</b> (a): Students' Feedback and Student Satisfaction Survey should be started as early as possible.  (b): Dr. Deepan Das will be given the charge as Criterion Coordinator for Criterion I due to the medical leave of Dr. Sikha Saikia.  (c): IQAC will be reconstituted according to the latest NAAC guidelines.	Online Students' Feedback process started. Students Satisfaction Survey (SSS) not started yet.  Dr. Deepan Das has been handed charge of Criterion I.  Not done yet

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

## **MINUTES OF THE IQAC MEETING HELD ON 18/12/2021**

A review meeting for NAAC accreditation preparedness among the members of Internal Quality Assurance Cell (IQAC) was held on 18/12/2021 at 1.45 P.M. The meeting was chaired by Dr. Satyendra Nath Barman, President, Governing Body, R.G.Baruah College.

Members Present:

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

At the outset the Co-ordinator of the IQAC, Rupam Hazarika, welcomed all the members of IQAC and stated the purpose of the meeting. The President of the college Governing Body, Dr.

Satyendra Nath Barman, spoke on the importance of NAAC accreditation and opined that all necessary activities in this regard should be undertaken at the earliest in a systematic way.

All the Criterion Coordinators made detailed presentations on the preparedness relating to their criterion. Each presentation was followed by intensive interaction and discussion. It was agreed by all that new certificate/ value-added courses will be introduced by as many departments as possible. Other pending activities like Students' Feedback should also be streamlined.

The meeting concluded with a vote of thanks by the Vice-Principal, Dr. Dipak Pathak.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

## **MINUTES OF THE IQAC MEETING HELD ON 14/03/2022**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 14<sup>th</sup> March 2022 at 2.00 P.M. to discuss various issues 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. Triveni Choudhury
4. Dr. Arup Kumar Borah
5. Dr. Dipankar Talukdar
6. Sanjay Kumar Saikia
7. Ajit Talukdar
8. Dr. Malabika Sarma
9. 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 14<sup>th</sup> March 2022 were read out by him and the same were ratified by the members present.

AGENDA 1: Preview of the draft AQAR for the session 2020-21.

The Coordinator presented the draft AQAR for the session 2020-21. he also pointed out the metrics that have not been filled up till date.

RESOLUTION 1: The remaining metrics should be completed and necessary data should be collected from the Criterion Coordinators immediately to facilitate the submission within the stipulated time.

AGENDA 2: Discussion on DHE's on dated 11<sup>th</sup> February 2022.

The new OM of the Dept of Higher Education, Govt. of Assam regarding NAAC assessment was thoroughly discussed by the members of the IQAC. The Coordinator said that many of these guidelines are already in place in the college.

RESOLUTION 2: The guidelines issued by the Govt. of Assam should be strictly followed and necessary steps in this regard will be undertaken by the IQAC.

AGENDA 3: Provisional Accreditation of NAAC

The Coordinator initiated a discussion on the newly introduced concept of provisional accreditation of NAAC and sought the opinion of the members in this regard. There was a thorough discussion on the pros and cons of the system.

RESOLUTION 3: The matter will be placed before the faculty and the Governing Body before a decision is arrived at.

AGENDA 4: NEP module in SSR

This agenda could not be taken up for decision due to time constraint and kept for discussion in subsequent meeting.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

## ACTION TAKEN REPORT OF THE MEETING HELD ON 14/03/2022

RESOLUTION	ACTION TAKEN
<b>Resolution No. 1:</b> The remaining metrics should be completed and necessary data should be collected from the Criterion Coordinators immediately to facilitate the submission within the stipulated time.	AQAR for the session 2020-21 completed and submitted to NAAC.
<b>Resolution No. 2:</b> The guidelines issued by the Govt. of Assam should be strictly followed and necessary steps in this regard will be undertaken by the IQAC.	Necessary steps are being taken by the IQAC.
<b>Resolution No.3:</b> The matter will be placed before the faculty and the Governing Body before a decision is arrived at.	Matter discussed with the faculty. The Governing Body to discuss the matter in its next meeting.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC



## **MINUTES OF THE IQAC MEETING HELD ON 29/04/2022**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 29<sup>th</sup> April 2022 at 11.00 A.M. to discuss various issues 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. Jnanjyoti Sarma
3. Triveni Choudhury
4. Dr. Bhabananda Bayan
5. Khanindra Das
6. Santosh Kumar Sarma
7. Dr. Mallika Kandali
8. Ajit Talukdar
9. Dipak Chakraborty
10. Sarmistha Das
- 11 Dr. Arup Kumar Borah
12. Dr. Dipankar Talukdar
13. Sanjay Kumar Saikia
14. Dr. Lipika Talukdar
15. Dr. Dipak Pathak
16. Rupam Hazarika

AGENDA 1: Preview and approval for the submission of AQAR for the session 2020-21.

The co-ordinator presented the draft copy of the AQAR for the session 2020-21 for the approval of the members of the IQAC.

RESOLUTION 1: The members of the IQAC and the Criterion Co-Ordinator unanimously approved the AQAR for submission to NAAC.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

## ACTION TAKEN REPORT OF THE MEETING HELD ON 29/04/2022

RESOLUTION	ACTION TAKEN
<b>Resolution No. 1:</b> The members of the IQAC and the Criterion Co-Ordinator unanimously approved the AQAR for submission to NAAC.	AQAR for the session 2020-21 submitted to NAAC on 29/04/2022.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC