

## **MINUTES OF THE IQAC MEETING HELD ON 19/10/2022**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 19<sup>th</sup> October 2022 at 1.30 P.M. to discuss matters listed in the agenda. The meeting was chaired by Dr. Pranjit Kumar Nath, Chairperson, IQAC and Principal, R.G.Baruah College, and was attended by the members of the newly constituted IQAC.

Members Present:

1. Dr. Pranjit Kumar Nath
2. Dr. Dipak Pathak
3. Sarmistha Das
4. Dr. Dipankar Talukdar
5. Dr. Manoj Kr. Das
6. Sanjay Kr. Saikia
7. Dr. Malabika Sarma
8. Dipak Chakraborty
9. Harekrishna Barman
10. Ratan Kr Agarwala
11. Dr. Lakhi Hazarika
12. Dr. Deba Prasad Misra
13. Santosh Mandal
14. Rupam Hazarika

**AGENDA 1 & 2.**At the beginning of the meeting, the Co-ordinator of the IQAC, Rupam Hazarika, felicitated the newly appointed Principal of the college, Dr. Pranjit Kumar Nath and welcomed him as the new Chairperson of the IQAC. All the members expressed the hope that under his able guidance the college would be able to accelerate its pace of growth. The newly appointed members of the IQAC were also introduced and felicitated by the Coordinator, IQAC.

**AGENDA 3:** Coordinator's report on the present status and NAAC preparedness

The coordinator made a detailed presentation on the present status relating to NAAC accreditation. The members present were briefed about the different activities of the IQAC. He informed that while all the AQARs have been submitted to NAAC regularly. Moreover, according to the resolutions of previous meetings, many quality enhancing steps like opening of new add-on courses, online feedback system, mentor-mentee mechanism, etc. have been initiated. However, in areas like extension and collaboration, and infrastructure development, the college is lagging behind. However, he hoped that with a bit more effort the college can be ready for the next cycle of accreditation. Other members also joined in the discussion and opined those pending activities must be completed before NAAC visit.

**RESOLUTION 1:** All pending activities relating to NAAC are to be completed in a time-bound manner.

**AGENDA 4:** Discussion on applying for NAAC accreditation.

The members urged upon the newly appointed Principal to take immediate measures for starting the process of NAAC accreditation. The coordinator put the view that IIQA must be attempted to be submitted before the completion of the current academic session.

**RESOLUTION 2:** The IIQA for 3<sup>rd</sup> cycle of NAAC accreditation would be submitted before the completion of the current academic year.

**AGENDA 5:** Discussion on DHE's OM dated 11<sup>th</sup> February 2022.

The coordinator brought into discussion the OM issued by the Director of Higher Education, Govt. of Assam regarding NAAC assessment and accreditation. The members were of the view that most of the points suggested by the OM are already in practice in the institution. The Chairperson opined that all activities must be continued in a systematic manner and all records must be properly documented.

**RESOLUTION 3:** All the guidelines framed by the Govt. of Assam would continue to be followed and streamlined or formalised wherever necessary.

**AGENDA 6:** AOB

The matter of lack of adequate ICT facilities, including smart classrooms, was raised by the members. The Principal assured that necessary steps would be immediately taken to improve the IT infrastructure of the institution. The issue of Alumni engagement with institution was also brought up for discussion by some members. It was suggested that successful alumni in any field may be invited by the departments to interact with the present students or contribute in any other way. Necessary communication in this regard can be made with the Alumni Association of the institution.

**RESOLUTION 4 (a):** A few existing classrooms would be equipped with necessary ICT tools as early as possible.

**RESOLUTION 4 (b):** A scheme named 'Purbajyoti' be initiated to conduct inspirational programmes by alumni in the institution.

The meeting ended with the vote of thanks offered by Dr Manoj Kr. Das.

Sd/-  
Dr Pranjit Kumar Nath  
Chairperson, IQAC

Sd/-  
Rupam Hazarika  
Coordinator, IQAC

**ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 19/10/2022**

<b>RESOLUTION</b>	<b>ACTION TAKEN</b>
<b>RESOLUTION 1:</b> All pending activities are to be completed in a time-bound manner	All activities related to NAAC accreditation are being done in a systematic manner.
<b>RESOLUTION 2:</b> The IIQA for 3 <sup>rd</sup> cycle of NAAC accreditation would be submitted before the completion of the current academic year.	The IIQA would be submitted in the month of June as planned.
<b>RESOLUTION 3:</b> All the guidelines framed by the Govt. of Assam would continue to be followed and streamlined or formalised wherever necessary	Teachers' Profiles are being collected every quarter.  Profiles of various departments and cells are continued being collected.
<b>RESOLUTION 4(a):</b> A few existing classrooms would be equipped with necessary ICT tools as early as possible.	Two classrooms (105 & 202) have been upgraded with ICT facility.
<b>RESOLUTION 4 (b):</b> A scheme named 'Purbajyoti' be initiated to conduct inspirational programmes by alumni in the institution.	The scheme has been initiated and programmes would start soon.

Sd/-  
Dr Pranjit Kumar Nath  
Chairperson, IQAC

Sd/-  
Rupam Hazarika  
Coordinator, IQAC

## **MINUTES OF THE IQAC MEETING HELD ON 22/02/2023**

An emergent meeting of the Internal Quality Assurance Cell (IQAC) was held on 22nd February 2023 at 12.00 P.M. to discuss matter related to the approval of the AQAR (2021-22). The meeting was chaired by Dr. Pranjit Kr. Nath, Chairperson, IQAC and Principal, R.G.Baruah College, and was attended by the members of the IQAC and the Criterion Coordinators.

Members Present:

1. Dr. Pranjit Kumar Nath
2. Dr. Dipak Pathak
3. Sarmistha Das
4. Ajit Talukdar
5. Dr. Dipankar Talukdar
6. Dr. Manoj Kr. Das
7. Sanjay Kr. Saikia
8. Dr. Malabika Sarma
9. Dipak Chakraborty
10. Harekrishna Barman
11. Dr. Lipika Talukdar
12. Dr. Utpal Kalita
13. Dr. Bidisha Bora
14. Dr. Sikha Saikia
15. Raja Doley
16. Khanindra Das
17. Dr. Mallika Kandali
18. Rupam Hazarika

AGENDA 1: Approval of AQAR for the year 2021-22 to be submitted to NAAC

The Coordinator of IQAC, Rupam Hazarika, apprised the members about the completion of the Annual Quality Assurance Report (AQAR) for the session 2021-22. The members of the IQAC and the seven criterion coordinators went through the draft AQAR. Everyone expressed satisfaction about the data and facts included in the AQAR.

RESOLUTION 1: The AQAR for the year 2021-22 is approved and may be submitted to NAAC immediately.

Sd/-  
Dr. Pranjit Kumar Nath  
Chairperson, IQAC

Sd/-  
Rupam Hazarika  
Coordinator, IQAC

**ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 22/02/2023**

<b>RESOLUTION</b>	<b>ACTION TAKEN</b>
RESOLUTION 1: The AQAR for the year 2021-22 is approved and may be submitted to NAAC immediately.	AQAR submitted on 25 <sup>th</sup> February 2023 and subsequently accepted by NAAC.

Sd/-  
Dr. Pranjit Kumar Nath  
Chairperson, IQAC

Sd/-  
Rupam Hazarika  
Coordinator, IQAC

## **MINUTES OF THE IQAC MEETING HELD ON 15/05/2023**

An emergent meeting of the Internal Quality Assurance Cell (IQAC) was held on 15<sup>th</sup> May 2023 at 12.00P.M. in the ICT Room No. 105 to discuss matter listed in the agenda. The meeting was chaired by Dr. Pranjit Kumar Nath, Chairperson, IQAC and Principal, R.G.Baruah College, and was attended by the members of the IQAC.

Members Present:

1. Dr. Pranjit Kumar Nath
2. Dr. Dipak Pathak
3. Sarmistha Das
4. Dr. Dipankar Talukdar
5. Ajit Talukdar
6. Dr. Manoj Kr. Das
7. Sanjay Kr. Saikia
8. Dr. Malabika Sarma
9. Dipak Chakraborty
10. Rupam Hazarika

**AGENDA 1:** Discussion on preparation for IQAC interaction with the Academic & Administrative Audit (AAA) team

At the outset, the Coordinator welcomed all the members to the meeting and stated the purpose of discussion. He also acquainted the members about the preparation of IQAC for the ensuing Academic & Administrative Audit (AAA). The members had a detailed discussion on the information that may be sought by the auditors, and the supporting documents. The Coordinator gave a preview of the presentation to be made during the AAA. The members went through the presentation and suggested some modifications.

The Chairperson and Principal, Dr. Pranjit Kumar Nath suggested that a similar mock presentation may also be arranged immediately for the departments. The members also appreciated the idea and entrusted the Coordinator and the Vice-Principal to take stock of the progress of the departments for the ensuing AAA.

**RESOLUTION 1 (a):** The IQAC PPT presentation to be made by the Coordinator during the AAA was approved unanimously.



**RESOLUTION 1 (b):** A mock presentation of the Departmental PPTs be held on 16<sup>th</sup> May 2023.

Sd/-  
Dr. Pranjit Kumar Nath  
Chairperson, IQAC

Sd/-  
Rupam Hazarika  
Coordinator, IQAC

ACTION TAKEN REPORT OF THE MEETING OF IQAC HELD ON 15/05/2023

RESOLUTION	ACTION TAKEN
RESOLUTION 1 (a): The IQAC PPT presentation to be made by the Coordinator during the AAA was approved unanimously.	IQAC presentation made on 23/05/2023
RESOLUTION 1 (b): A mock presentation of the Departmental PPTs be held on 16 <sup>th</sup> May 2023.	Mock PPT presentation of all departments conducted on 16/05/2023



Dr. Pranjit Kumar Nath  
Chairperson, IQAC  
**Internal Quality Assurance Cell (IQAC)**  
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Rupam Hazarika  
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Coordinator, IQAC  
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