

MINUTES OF THE IQAC MEETING HELD ON 7.12.2018

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 7-12-2018 at 2 P.M. The meeting was presided over by the Chairperson of IQAC, Dr. Babita Choudhury, Principal, 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 Kr. Sarma
7. Dr. Dipankar Talukdar
8. Dr. Arup Borah
9. Sanjay Kr. Saikia
10. Dr. Malabika Sarma
11. Rupam Hazarika

The meeting began with the IQAC Coordinator welcoming the members present. He outlined the significance of the meeting. All the members participated in the meeting by discussing the matters in hand thoroughly.

AGENDA 1: Finalization of IQAC Activity calendar

Resolution No. 1 The IQAC activity calendar prepared by Sanjay Kr. Saikia and Sontosh Kr. Sarma was approved and finalized by the IQAC unanimously. It was resolved to adhere to the calendar diligently

AGENDA 2: Finalization of Academic calendar for 2018-19

Resolution No. 2 The Academic calendar of the session 2018-19, prepared by Dr. Shanti Thapa and Dr. Sikha Saikia, has been approved by the IQAC with minor modifications. It was resolved that the observance of Important National Days be included in the academic calendar after consultation with the various departments.

AGENDA 3: Regular updation of College website

Resolution No. 3 It was resolved that the website of the college be immediately updated and upgraded. Further, the IQAC also entrusted the following members of the faculty the responsibility for the same:

- Dr. Sikha Saikia
- Dr. Dipankar Talukdar
- Dr. Manoj Das
- Teacher-in-charge of the Dept of Computer Science

The content to be uploaded on the website must be approved by the Principal.

AGENDA 4: Progress and submission of AQARs

Resolution No. 4 The coordinator of IQAC informed the members of the cell about the progress relating to the submission of AQARs for the sessions 2015-16, 2016-17 and 2017-18. It was resolved that the coordinator be authorised to submit the AQAR, as and when prepared before 31st December, 2018

AGENDA 5: Any other issues

Resolution No. 5 (a) The Principal and the Coordinator, IQAC have been requested to hold meetings with each department for discussion relating to Departmental activities.

5 (b) Dr. Malabika Sarma and Triveni Choudhury have been given the responsibility to take feedback from final semester students, preferably in the month of February according to new NAAC Guidelines.

5 (c) The IQAC Coordinator has been requested to submit an application relating to budget allocation and financial assistance to teachers for attending seminars, etc to the Principal for subsequent approval of the Governing Body.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC