

MINUTES OF THE IQAC MEETING HELD ON 1-3-2019

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 1-3-2019 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 (Mrs). Babita Choudhury
2. Dr. Dipak Pathak
3. Ajit Talukdar
4. Santosh Kr. Sarma
5. Dr. Jnanjyoti Sarma
6. Triveni Choudhury
7. Dr. Arup Kumar Borah
8. Dr. Malabika Sarma
9. Dr. Dipankar Talukdar
10. Rupam Hazarika

At the outset of the meeting all the members were welcomed by the Coordinator of the IQAC , Rupam Hazarika. The members held discussion on the agenda at length.

AGENDA 1: To confirm the resolution of the meeting held on 7.9.2018 & 7.12.2018 and approval for uploading of the same on the institutional website.

The members of the IQAC unanimously confirmed the resolutions of the meeting held on 7.9.2018 & 7.12.2018

Resolution No. 1: The Co-ordinator IQAC was authorized to upload the resolutions of the meetings as well as the notices and action taken report as an when needed

AGENDA 2: Discussion on the urgent activities to be undertaken and entrusting the responsibility for the same.

The members of the IQAC discussed in detail the various activities to be undertaken urgently for preparation of the next AQAR.

Resolution No. 2: The following committees have been constituted for the smooth conduct of the necessary activities:

- a) Initiation and formalization of the process of Students' Mentoring :
 1. Dr. Jnanjyoti Sarma, Associate Prof, Dept of Mathematics
 2. Sarmistha Das , Associate Prof, Dept of English
 3. Dr. Bidisha Bora, Asst. Prof, Dept of Political Science

- b) Initiation and formalization of the process of Best Practices (according to NAAC guidelines):
 1. Ajit Talukdar, Librarian
 2. Dr. Dipankar Talukdar , Asst. Prof, Dept of Education
 3. Dr. Utpal Kalita , Asst. Prof, Dept of Education

- c) Monitoring of adherence to the academic calendar of the institution:
 1. Mr. Santosh Kumar Sarma Asst.Prof, Dept of Finance.

- d) Creation of students' database with phone numbers and E-mail IDs:
 1. Pranita Kalita, Asst. Prof, Dept of English
 2. Tapati Dutta , Asst. Prof, Dept of Bengali
 3. Kabin Sarma, Asst. Prof, Dept of Management
 4. Narottam Deka , Office Staff
 5. Kabi Prasad Kalita, Office Staff

- e) Initiation of environmental protection measures according to NAAC guidelines:
 1. Dr. Arup Kr. Bora, Associate Prof, Dept of Mathematics
 2. Dr. Bhabananda Bayan , Associate Prof, Dept of Economics

- f) Introduction of new Courses and Programmes :
 1. Dr. Jnanjyoti Sarma, Associate Prof, Dept of Mathematics
 2. Dr. Dipak Pathak , Associate Prof, Dept of Assamese
 3. Dr. Dipankar Talukdar, Asst. Prof, Dept of Education

- g) Students' Cultural activities (training, participation and organization) :
 1. Sailendra Nath Deka, Asst. Prof, Dept of Finance
 2. Dr. Deepan Das , Asst. Prof, Dept of Political Science
 3. Angsumala Dutta , Asst. Prof, Dept of Performing Arts

- h) Development of Information Technology measures :

1. Hari Prasad Kalita, Associate. Prof, Dept of Accountancy.
 2. Dhruba Jyoti Hazarika, office staff
- i) Students' Sports activities (training, participation and organization) :
1. Raja Doley , Asst. Prof, Dept of History
 2. Kabin Sarma , Asst. Prof, Dept of Management
- j) Initiation and formalization of the process of Academic and Administrative Audit (AAA) :
1. Sanjay Kr. Saikia, Associate Prof, Dept of Economics
 2. Santosh Kr. Sarma , Asst. Prof, Dept of Finance
- k) Photographic Documentation of various activities :
1. Sameer Roy, Asst. Prof, Dept of Accountancy
 2. Sailadhar Kalita, Member, Non-Teaching Staff
- l) Initiation of students' welfare measures:
1. Programme officer, NSS Unit, R.G.B.C
 2. Secretary, Women's Studies Cell, R.G.B.C
 3. CTO,NCC Unit R.G.B.C
- m) Updation of the institutional website :
1. Dr. Sikha Saikia, Associate Prof, Dept of Mathematics
 2. Dr. Dipankar Talukdar , Asst. Prof, Dept of Education
 3. Dr. Manoj Das, Asst. Prof, Dept of Assamese
 4. Teacher in-charge , Computer Science Department
- n) initiation and formalization of Students' Feedback:
1. Triveni Choudhury , Associate Prof, Dept of Economics
 2. Dr. Malabika Sarma , Associate Prof, Dept of Hindi

AGENDA 3: Discussion & approval of the Feedback format prepared by Triveni Choudhury & Dr. Malabika Sarma.

The feedback format prepared by Triveni Choudhury & Dr. Malabika Sarma was placed in the meeting for the approval of IQAC. The same was approved unanimously.

Resolution No. 3: The student's feedback process will start immediately after taking suggestions for improvement from the teachers. The Feedback forms would be distributed during the process of examination form fill-up. Only the Major students would give their feedback on teachers from the departments. The general feedback on infrastructure and services would be given by both the general as well as the Major students.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC