

## **MINUTES OF THE IQAC MEETING HELD ON 08-06-2019**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 08-06-2019 at 12 noon. 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 Coordinator, Rupam Hazarika, welcoming the members of the IQAC and reading the agenda of the meeting. All the items in the agenda were discussed in detail by the members present.

**AGENDA 1:** Students Feedback and student satisfaction survey.

The members of IQAC discussed in detail the ongoing feedback system and the problems faced therein. Discussion was also held on the need to introduce the Student's Satisfaction Survey (SSS)

**Resolution 1:**

- (a) The feedback would be collected only in the online mode from the next academic session.
- (b) The feedback would also be collected from other stakeholders like teachers, alumni and parents
- (c) The process of creating a student's database with email id and phone numbers is to be speeded up and teacher in charge of the process should ensure the same

**AGENDA 2:** Welfare schemes for students.

The members discussed and considered the formalization and institutionalization of the mechanism of student's welfare schemes.

**Resolution 2:** Students welfare scheme should be formalized with a name allotted to the scheme and guidelines framed for the same. The teachers in charge will be requested to do the needful

**AGENDA 3:** Non- Teaching staff training.

The members also discussed the need to introduce a few training progress for the technical development of the Non- Teaching Staff.

**Resolution 3:** A training programme on office management or any other relevant topic should be arranged at the earliest.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC