

## **MINUTES OF THE IQAC MEETING HELD ON 23/10/2019**

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 23<sup>rd</sup> October 2019 at 2.00 P.M. to discuss various issues related to NAAC including submission of AQAR. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC, 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 Sarma
7. Dr. Dipankar Talukdar
8. Dr. Arup 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 and briefed them about the agenda of the meeting. The members discussed at length all the items in the agenda.

**AGENDA 1:** Discussion on submission of AQAR for the session 2018-19.

The members of the IQAC were apprised of the preparation of the due date of AQAR submission by the IQAC Coordinator.

**RESOLUTION 1:** The AQAR must be prepared and uploaded by the first week of December. A presentation of the same should be made to all the faculty before submission to NAAC.

**AGENDA 2:** Coordinator's report on the progress of the AQAR.

The Coordinator informed the members that there has been some delay in getting the records from a few departments and cells. The matter of getting the data from various departments and cells promptly was discussed by the members.

**RESOLUTION 2:** All the departments and cells of the college be informed to submit their records at the earliest possible.

**AGENDA 3:** Finalization of date for General Meeting with the faculty.

The Coordinator suggested that a meeting with the faculty of the college should be arranged to share information regarding the new guidelines of NAAC (RAF).

**RESOLUTION 3:** A meeting with the faculty will be arranged on 13<sup>th</sup> December 2021.

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC