

## **MINUTES OF THE IQAC MEETING HELD ON 29/05/2020**

An online meeting of the Internal Quality Assurance Cell (IQAC) was held on 29 May 2020 at 2.00 P.M. on Google Meet to discuss various issues related to academic activities to be undertaken during the period of lockdown. The meeting was chaired by Dr. Babita Choudhury, Chairperson, IQAC, R.G.Baruah College.

Members Present:

1. Dr. Babita Choudhury
2. Dr. Jnanjyoti Sarma
3. Triveni Choudhury
4. Ajit Talukdar
5. Santosh Sarma
6. Dr. Dipankar Talukdar
7. Dr. Arup Borah
8. Sanjay Kr. Saikia
9. Dr. Malabika Sarma
10. Rupam Hazarika

At the outset the Co-ordinator of the IQAC, Rupam Hazarika, welcomed all the members to the online platform. He explained that due to the lockdown imposed to curb COVID-19 pandemic the meeting had to be organized on Google Meet and briefed them about the agenda of the meeting. The members discussed at length all the items in the agenda.

### **Agenda 1: Conduct of classes during the lockdown**

The meeting discussed about the impact of COVID-19 pandemic on teaching learning process. The members felt the need of teaching on virtual platform during the pandemic period. They opined that some teachers have already started taking classes in the online mode.

**Resolution 1:** Online teaching to start in an organized manner during the pandemic period. Departments will be asked to start classes by creating Google Classroom or any other such virtual platforms.

**Agenda 2:** Discussion on sharing information with students.

The members felt that it is important to inform students regularly about their classes, assignments, practicals, examinations, etc. digitally

**Resolution 2:** Information regarding class time table, meeting links or any other relevant information to be disseminated to students by opening WhatsApp group for each class.

**Agenda 3:** Organising Webinars

The need to organize webinars on relevant topics during the period of lockdown was also felt by the members

**Resolution 3:** The IQAC will organize webinars/online talks, etc. on relevant topics in association with various departments and cells of the college

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC