

Minutes of IQAC meeting held on 7-9-2018

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 7-9-2018 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 (Mrs). Babita Choudhury
2. Dr. Dipak Pathak
3. Dr. Jnanjyoti Sarma
4. Triveni Choudhury
5. Ajit Talukdar
6. Santosh Kr. Sarma
7. Dr. Arup Borah
8. Sanjay Kr. Saikia
9. Rupam Hazarika

The meeting started with the IQAC Coordinator, Rupam Hazarika, welcoming all the members. He read out the agenda of the meeting. All the items in the agenda were discussed threadbare by the members.

AGENDA 1: New guidelines of NAAC

The Coordinator of IQAC, Rupam Hazarika, briefed the members of IQAC about the new guidelines of NAAC, viz. the Revised Accreditation Framework.

Resolution 1: It was resolved that a meeting with the faculty of the college will be held as soon as possible to acquaint everyone with the new accreditation framework.

AGENDA 2: Activities to be undertaken by the IQAC

The members held intensive discussion on various activities to be undertaken by the IQAC to fulfill the norms laid down by the Revised Accreditation Framework. All the members present shared their opinions in this regard.

Resolution 2: (a) An activity calendar of IQAC will be prepared to help in the conduct of its activities. Sanjay Kr. Saikia and Sontosh Kr. Sarma were given the responsibility of the same.
(b) Dr. Shanti Thapa and Dr. Sikha Saikia were entrusted the responsibility of preparing the academic calendar for the session of 2018-19
(c) It was resolved that the IQAC will conduct its activities in a regular and timely manner and form committees and allot responsibilities as and when necessary

AGENDA 3: Submission of AQAR

The matter of submission of AQAR for the session 2015-16, 2016-17 and 2017-18 was taken up for discussion.

Resolution 3: The AQARs should be attempted to be submitted to NAAC well before the deadline of 31st December 2018, and the same should be uploaded on the institutional website

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

ACTION TAKEN REPORT OF THE MEETING HELD ON 7-9-2018

| RESOLUTION | ACTION TAKEN |
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| Resolution 1. It was resolved that a meeting with the faculty of the college will be held as soon as possible to acquaint everyone with the new accreditation framework. | Meeting with Faculty on NAAC Awareness held on 13-12-2018 |
| Resolution 2. (a) An activity calendar of IQAC will be prepared to help in the conduct of its activities. Sanjay Kr. Saikia and Sontosh Kr. Sarma were given the responsibility of the same. (b) Dr. Shanti Thapa and Dr. Sikha Saikia were entrusted the responsibility of preparing the academic calendar for the session of 2018-19 (c) It was resolved that the IQAC will conduct its activities in a regular and timely manner and form committees and allot responsibilities as and when necessary | (a) IQAC Activity Calendar prepared (b) Academic Calendar Prepared and uploaded on college website. (c) IQAC Activities Streamlined |
| Resolution 3: The AQARs should be attempted to be submitted to NAAC well before the deadline of 31st December 2018, and the same should be uploaded on the institutional website | AQARs for the sessions 2015-16, 2016-17 and 2017-18 submitted to NAAC on 26-12-2018. |

Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

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

ACTION TAKEN REPORT OF THE MEETING HELD ON 7-12-2018

| RESOLUTION | ACTION TAKEN |
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| <p>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</p> | Activity Calendar of IQAC followed |
| <p>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.</p> | Observance of Important National Days to be included in the next Academic Calendar (2019-20). |
| <p>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:</p> <ul style="list-style-type: none"> • Dr. Sikha Saikia • Dr. Dipankar Talukdar • Dr. Manoj Das • Teacher-in-charge of the Dept of Computer Science | Members given the responsibility for updating content on the website are working on it in a diligent manner. The website is in the process of being updated. |
| <p>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</p> | AQARs for the session 2015-16, 2016-17 and 2017-18 submitted to NAAC on 26-12-2018. |
| <p>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.</p> <p style="padding-left: 40px;">(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.</p> <p style="padding-left: 40px;">(c) The IQAC Coordinator has been requested to submit an application relating to budget</p> | <p>(a) Formal meetings with the departments have not been held so far.</p> <p>(b) Feedback From Students taken, analysed and submitted to the Principal for further action by Dr. Malabika Sarma and Triveni Choudhury</p> <p>(c) Not yet Done</p> |

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| allocation and financial assistance to teachers for attending seminars, etc to the Principal for subsequent approval of the Governing Body. | |
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Sd/-

Dr. Babita Choudhury

Chairperson, IQAC

Sd/-

Rupam Hazarika

Coordinator, IQAC

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

ACTION TAKEN REPORT OF THE MEETING HELD ON 1-3-2019

| RESOLUTION | ACTION TAKEN |
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| 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 | Complied regularly |
| Resolution No. 2: The committees have been constituted for the smooth conduct of the necessary activities: | Members have taken responsibility allotted to them. |
| 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. | Feedback From Students taken, analysed and submitted to the Principal for further action by Dr. Malabika Sarma and Triveni Choudhury |

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

ACTION TAKEN REPORT OF THE MEETING HELD ON 08-06-2019

| RESOLUTION | ACTION TAKEN |
|--|---------------------------------------|
| <p><u>Resolution 1:</u> (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</p> | Online Feedback yet to be introduced. |
| <p><u>Resolution 2:</u> 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</p> | Not yet implemented |
| <p><u>Resolution 3:</u> A training programme on office management or any other relevant topic should be arranged at the earliest.</p> | Not yet implemented |

Sd/-

Dr. Babita Choudhury
Chairperson, IQAC

Sd/-

Rupam Hazarika
Coordinator, IQAC