

Minutes of the IQAC meeting held on 20-05-2025

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 20th May 2025 (Tuesday) at 1:30 P.M. in the IQAC Room to discuss the matters listed in the agenda. The meeting was chaired by Dr. Pranjit Kumar Nath, Chairperson, IQAC and Principal, R.G. Baruah College, and was attended by the members of the IQAC.

Members Present:

1. Dr. Pranjit Kumar Nath
2. Dr. Dipankar Talukdar
3. Dr. Dipak Pathak
4. Rupam Hazarika
5. Sanjay Kumar Saikia
6. Dr. Malabika Sarma
7. Dr. Ashifuddin Ahmed Saikia
8. Dipika Bhuyan
9. Dr. Karabi Talukdar
10. Dr. Manoj Kumar Das
11. Dr. Utpal Kalita
12. Kakoli Chetia
13. Priyanka Raya

Agenda 1: Review of the Activities undertaken by IQAC

The Coordinator of IQAC, Dr. Dipankar Talukdar, informed the members that the IQAC had successfully organised a Two-Day National Seminar and expressed sincere appreciation to the Organising Secretaries and all those involved for their dedicated efforts in ensuring its smooth and successful completion. He further reported that the Academic Doubt Clearing Day was also implemented successfully this year. In this connection, the members observed that the day should be devoted exclusively to addressing students' academic doubts. They felt that showing and discussing sessional examination scripts requires separate time and attention; therefore, a different day may be scheduled for that purpose to ensure better

effectiveness and clarity. During the discussion, the members also highlighted the importance of proper documentation and emphasised that departments should submit their respective reports on time to maintain systematic records of such academic initiatives.

Resolution 1 (a): It was resolved that all departments shall submit the report of the Academic Doubt Clearing Day along with the Course Progression Report on or before 26/05/2025.

Resolution 1 (b): It was further resolved that the Academic Doubt Clearing Day shall be observed exclusively to address students' academic doubts, and a separate date shall be scheduled for the showing and discussion of sessional examination scripts.

Agenda 2: Planning of Forthcoming IQAC Activities

The members deliberated on various activities that could be undertaken to further strengthen the academic environment and overall quality of the institution. During the discussion, the Coordinator proposed organising workshops on Indian Knowledge Systems (IKS) as well as on NAAC and Academic & Administrative Audit (AAA) preparedness, emphasising their relevance in the present academic context.

The members warmly welcomed the proposal and expressed their opinion that such workshops would not only enhance institutional preparedness but also contribute significantly to sustaining and improving the overall quality standards of the college.

Resolution 2 (a): Workshops on Indian Knowledge Systems (IKS) shall be organised between 26th and 28th May 2025 at 1:30 P.M., without hampering the ongoing semester examinations.

Resolution 2 (b): A workshop on NAAC and AAA preparedness shall also be organised by the IQAC at a suitable date.

Agenda 3: Preparation for the Next AQAR

The Coordinator congratulated the members for the successful submission of the AQAR for the session 2023–24. For timely submission of the next AQAR, the Coordinator proposed that preparatory work should commence immediately after the summer break.

Resolution 3: All members shall extend active cooperation to ensure timely preparation and submission of the forthcoming AQAR.

Agenda 4: Any Other Business (AOB)

Dr. Manoj Kumar Das highlighted the importance of maintaining a proper and updated Alumni Record to strengthen institutional linkage with former students. In this context, the Coordinator informed the members about the new mechanism introduced on the college website to systematically maintain records of final semester students. Supporting the initiative, the Chairperson suggested that each department should also maintain a consolidated record of 6th semester students to ensure better documentation and future reference.

The discussion then moved to strengthening the student feedback mechanism. The Coordinator proposed revising certain questions in the feedback form to make it more effective and meaningful. He also emphasised the need to ensure wider participation by circulating the feedback link more actively among students and encouraging greater parental engagement in the process. The members agreed that these measures would enhance the credibility and usefulness of the feedback system.

The members further deliberated on the Institutional Development Plan (IDP), and Mr. Sanjay Kumar Saikia, Coordinator of the IDP, was requested to present the same in the next IQAC meeting for detailed review and finalisation. Additionally, the members expressed the need to organise an International/National Seminar or Conference before the end of 2025 to further enrich the academic profile of the institution.

Resolution 4(a): It was resolved that an Alumni Meet shall be organised centrally in order to strengthen and maintain institutional linkage with former students.

Resolution 4 (b): It was further resolved that the suggested revisions in the student feedback form are hereby approved. The feedback link shall be widely circulated in student groups, and awareness shall be created at individual levels to ensure maximum participation and greater effectiveness of the feedback mechanism.

Resolution 4 (c) : It was resolved that the Institutional Development Plan (IDP) shall be placed in the next IQAC meeting for detailed review and final approval.

The members also deliberated on the importance of organising an International/National Seminar or Conference before the end of 2025 to further enhance the academic quality of the institution.

Resolution 4 (d): It was resolved that the Department of Commerce shall be requested to organise the next seminar and submit a detailed proposal to the IQAC. The Department of Assamese shall also be requested to organise the seminar previously proposed by them.

The meeting ended with a vote of thanks by the Coordinator.

Sd/-
Dr. Pranjit Kumar Nath
Chairperson, IQAC

Sd/-
Dr. Dipankar Talukdar
Coordinator, IQAC