



INTERNAL QUALITY ASSURANCE CELL (IQAC)

R.G. Baruah College

Fatashil Ambari, Guwahati, Assam-781025

(3rd Cycle NAAC Accredited)

Ref No

Date

Proceedings of the IQAC Meeting with the Teaching Staff

Date: 25 April 2026

Time: 2:00 PM

Venue: Conference Hall

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 25 April 2026 at 2:00 PM in the Conference Hall. The meeting was chaired by the Chairman, IQAC, and attended by faculty members, the Librarian, and administrative staff. The Chairperson, in his inaugural address, emphasized the need for prompt action, collective responsibility, and proactive engagement of all stakeholders for continuous quality enhancement and better preparedness for the upcoming NAAC cycle. All resolutions adopted in the meeting are to be communicated to the Heads of Department (HoDs) for necessary action.

Agenda 1: Inaugural Address

The Chairperson stressed the importance of the active participation of all faculty members in quality enhancement initiatives. He urged departments to remain prepared for the next NAAC cycle by strengthening documentation, academic practices, and institutional performance. It was resolved that all decisions taken in the meeting should be formally communicated to (HoDs) for timely implementation.

Agenda 2: IQAC Initiatives

The coordinator highlighted the significance of teamwork in achieving institutional goals and presented a brief overview of IQAC initiatives. The house appreciated the successful organization of national seminars conducted by IQAC, the Department of Assamese, and the ICSSR-sponsored seminar by the Department of Education.

Agenda 3: Teaching Plan

The coordinator emphasized the necessity of systematic academic planning and the timely submission of Teaching Plans. It was resolved that all departments must

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submit their Teaching Plans by 30th June on departmental letterhead, duly signed and sealed by the respective Heads of Departments (HoDs). Furthermore, the submission of Teaching Plans shall be treated as a continuous process and must be ensured before the commencement of each new academic session/semester.

Agenda 4: Progress Report

It was resolved that all faculty members shall submit their individual Progress Reports before the commencement of the UG final-year examination, with 15th May fixed as the deadline. This practice shall be continued in every semester, and the reports must be submitted before the start of the end-of-semester examinations. The Progress Report shall be treated as an important document for CAS and must be duly verified and signed by the respective Heads of Departments (HoDs).

Agenda 5: Programme Outcomes (POs) and Course Outcomes (COs)

Departments were instructed to prepare well-defined POs and COs for the FYUGP from the 1st to the 8th semester. These should be communicated to students, displayed on the college website, and shared through digital platforms. The deadline for submission to IQAC was fixed as **15 June, 2026**.

Agenda 6: Skill-Based Courses

In compliance with the directive of the Higher Education Department, Government of Assam, Guwahati (E-file No. 726429/2 dated 01.01.2026), it was resolved to introduce skill-based certificate courses with effect from **16 August 2026**. A nominal fee shall be collected from participants, and certificates will be awarded on a quarterly basis.

It was further resolved that proper records of enrolment, attendance, and assessment shall be systematically maintained. Departments will prepare structured class routines to ensure the smooth conduct of the courses. The House also recommended exploring collaborations through Memoranda of Understanding (MoUs) with recognized Skill Universities and relevant institutions.

The Chairperson emphasized the importance of establishing a dedicated Skill Development Department to effectively plan, implement, and monitor such initiatives in a sustainable manner.

Agenda 7: Departmental Annual Report:

All departments were requested to submit their Annual Reports for the year 2025 by **30 June**, highlighting academic and co-curricular activities.

A. Praman
01/05/2024

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Agenda 8: Reports by Cells:

All statutory cells were directed to submit their annual reports with proper documentation, including participant signatures and relevant photographs.

Agenda 9: SAMARTH & Website Update:

Faculty members were urged to regularly update their academic achievements and activities on the SAMARTH portal and the college website.

Agenda 10: FYUGP Implementation:

Dr. Rupam Hazarika of the Department of English was entrusted with overseeing the implementation of the 4th year FYUGP as per university guidelines.

Agenda 11: Library Activities:

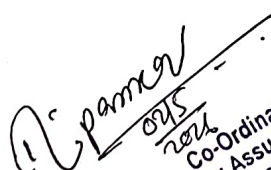
Faculty members were requested to complete their registration in ONOS and VIDWAN platforms to enhance academic visibility and resource access.

Agenda 12: Students' Feedback:

The coordinator expressed concern regarding low student participation in feedback processes and urged departments to ensure better engagement and timely submission.

Agenda 13: CAS Promotion:

Faculty members eligible for CAS promotion were advised to complete the process at least two months before the end of the year. Assistance will be provided by SAMARTH Nodal Officers and IQAC.


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Chairman, IQAC
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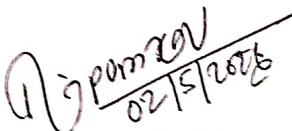
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Agenda 14: Any Other Business:

Suggestions included the conversion of Class Roll numbers into Exam Roll numbers for ease of identification and the development of LMS and e-content to strengthen teaching-learning processes.

The meeting concluded with a vote of thanks to the Chair.


Coordinator, IQAC

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Chairman, IQAC


Chairperson
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