

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RADHAMADHAB COLLEGE, SILCHAR



Ref. No. _____

Date: 10/11/2020

The first meeting of the IQAC will be held on 12-11-2020 at 4 P. M. in the Conference Hall of the college maintaining COVID-19 Protocol with the following agenda:

1. Formation of different cells/Committees.
2. Formulation of directives by the IQAC for smooth functions of the activities.
3. Approval of Functions & Guidelines of different cell/ committees.
4. Financial matters related to IQAC.
5. Miscellaneous.

B. K. Choudhury
Coordinator
I.Q.A.C
Radhamadhab College
Silchar-8

Proceedings of the first meeting of IQAC held on 12/11/2020 at 4 P.M. in the Conference Hall of the college to discuss on the following agenda:

1. Formation of different Cells/Committees.
2. Formulation of directives by the IQAC for smooth functions of the activities.
3. Approval of functions and guidelines of different cells/committees.
4. Financial matters related to IQAC.
5. Miscellaneous.

Members present:-

1. Anagha Karm Ray
2. Prady Ranjan Deb
3. Basanta Ch. Goswami. 12.11.20.
4. Pinak Paul.
5. Ashima Ray.
6. Brindha Sultta Choudhury
7. Rahul Sarania
8. Rajdeep Adhikari
9. Sonali Choudhury
10. Rahul Choudhary
11. Purnima Das
12. Gayatri Kangsa Barik
13. Debarshi Ray
14. Anurag Prasad

15. Indresh Choudhary

Proceedings cum resolutions of the 1st meeting of the renewed and reformulated IQAC held on 12-11-2020 at 4:00 P.M. in the Conference Hall of the college with Dr. Debashish Roy, Principal and Chairman IQAC, on the Chair.

At the outset the Principal welcomed all the members and stated the purpose of the meeting, which intended to approve the newly constituted IQAC body. He informed the House about the selection of Sri Arunabha Bhattacharjee, Sri Sudarshan Gupta and Dr. Sonali Choudhury (Biswas) as Coordinator(s) of IQAC in the General Meeting of the Teaching, Non-Teaching and Library Staff of the College held on 28th September 2020.

Thereafter being invited by the Principal, Sri Arunabha Bhattacharjee, Coordinator, IQAC welcomed the esteemed members and presented before the House the Draft copy relating to formation of different cells under IQAC.

Resolution No:1

Following this and after a detailed discussion the House resolved to accept the formation of different cells under IQAC, with the observation that the Principal be entrusted with the responsibility to select a member of the teaching staff as Convenor, NSS in place of Sri Jiban Das.

Resolution No:2

In the midst of discussion, Er. Angshu Kumar Ray urged upon to appraise the house about the suggestions given by NAAC during its last visit. The coordinator said that on 24-02-2016, a meeting was held wherein issues were highlighted which needs to be addressed before the 3rd Cycle of NAAC Accreditation. He read the suggestions put forward by NAAC Peer Team. He further stated that a detailed discussion on the same was made in a meeting, dated 18th April, 2016, under the Chairmanship of the Principal, after which the new IQAC Committee was formed in December, 2016. He also insisted upon a structured mechanism to be curved out and followed based on both the recommendations of NAAC as well as depending on the current situation and necessity.

Based on the discussion Er. Anghu Kumar Ray suggested that the IQAC should meet at regular intervals keeping in mind the academic welfare of the students. Hence it was resolved that the academic Monitoring Cell shall arrange for such a meeting, once in a month to take stock of the academic affairs of the college.

Resolution No:3

Following the suggestions of the House as mentioned above, it was also resolved that the meeting of the IQAC be held quarterly to discuss issues of importance.

Resolution No: 4

The Principal urged upon the formulation of certain directives for proper functioning of IQAC and the cells/committees under it so that the coordinators and the cell convenors may work under a uniform framework.

Accepting the proposal of the Principal it was resolved that the Principal-cum-Chairman IQAC be requested to make a draft of the directives and place it in the next meeting of the IQAC.

Resolution No: 5

The House then took up for discussion the works accomplished by IQAC of the College since the completion of 2nd Accreditation Cycle in the year 2016. Dr. Rahul Sarania, former IQAC Coordinator being requested to express his views and experiences, spoke on the issues he worked upon thereby highlighting on the two main programmes on FDP (Training cum Workshop) and National Seminar organised under his tenure. He also mentioned that Annual Quality Assurance Report (AQAR) for the last two years i.e. 2016-17 and 2017-18 were duly submitted to NAAC, but the 3rd Annual Quality Assurance Report (AQAR) of session 2018-19 was not submitted to NAAC, due to limited activities being undertaken during the period.

Following this Dr. Rahul Sarania, the erstwhile Coordinator was requested to take steps for submission of the pending AQAR for the session 2018-2019 & 2019-2020 immediately.

On discussion regarding academic matters, Sri Pinak Paul and Er. Angshu Kumar Ray suggested to devise ways and means to improve the teaching-learning process of the college so as to improve the academic performance of the students. Sri Arunabha Bhattacharjee, Coordinator then explained the current scenario and the methods adopted in last few years and based on the records he showed that the academic performance of students is on the rising trend.

Sri Sudarshan Gupta, Coordinator of IQAC then gave a small briefing about the developmental works undertaken in the college premises. He informed the House about the classroom construction, renovation of Conference Hall, Office, Library, etc and other tasks like procuring of furniture, computers, library books, etc accomplished from RUSA, Infrastructural grants etc.

Resolution No: 6

Regarding budget and allocation of fund to different cells under IQAC, the members opined that the issue of enhancing money allocated to the different cells/committees @ 3% should be incorporated in the college budget proposal and placed before the next Governing Body meeting for discussion and approval. Dr. Sonali Choudhury (Biswas), Convenor of Self-Financing Cell highlighted the activities of the cell and the fund accrued due to conduct of the Self-Financing courses. She asked the House to decide whether the money accumulated in Self-Financing Fund can be spent for developmental works of college.

Following the discussion, it was resolved that the matter related to accumulated fund of the self-financing courses and all NAAC related matters including budgetary issues be placed as an agenda in next Governing Body meeting.

Resolution No: 7

It was further resolved all the cells/sub-committees be asked to submit their individual budget at the earliest, so as to initiate the work of IQAC.

Resolution No: 8

The issue of NSS was raised up by the Principal, where he mentioned about the pending works of NSS cell.

After a thorough discussion, it was resolved that the past NSS accounts should be submitted by the erstwhile Programme Officer immediately along with detailed report and corresponding photographs of activities undertaken. Also all pending utilization should be submitted within seven (07) days. Talking on the same lines, the House further suggested to adopt a village for NSS related works.

Resolution No: 9

In the miscellaneous the House took up for discussion the issue regarding Wi-fi enabled campus.

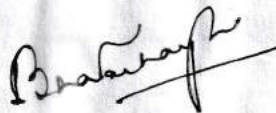
Deliberating upon the issue the House opined that this may be done and also suggested to use Jammer (if possible) so as to prevent the students from using non-academic sites.

There being no other agenda the meeting ended with thanks to and from the Chair.



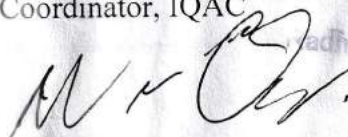
Dr. Debashish Roy
Chairman, IQAC
Radhamadhab College
Silchar

Chairman
IQAC
Radhamadhab College
Silchar-6



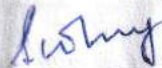
Sri. Arunabha Bhattacharjee
Coordinator, IQAC

Coordinator
I.Q.A.C
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Sri Sudarshan Gupta
Coordinator, IQAC

Coordinator
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Dr. Sonali Choudhury (Biswas)
Coordinator, IQAC

Coordinator
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Radhamadhab College
Silchar-6

INTERNAL QUALITY ASSURANCE CELL (IQAC)

RADHAMADHAB COLLEGE, SILCHAR



Ref. No. _____

Date: 18/12/2020

The review meeting of the IQAC will be held on 21-12-2020 at 4 P. M. in the Conference Hall of the college maintaining COVID-19 Protocol to form new sub-committees & cells under IQAC and approve budget of the same.


Coordinator
IQAC
Radhamadhab College
Silchar-8

**REPORT OF THE MEETING OF THE IQAC COORDINATORS AND
CHAIRMAN, IQAC HELD ON 21st DECEMBER, 2020 AT 4 P.M. IN THE
PRINCIPAL'S CHAMBER**

**A) Committee for Games & Sports, Cultural cum Extra-Curricular
Activities & Grievance Redressal Cell**

1. Resubmit Action Plan & Budget uptill 31st March, 2021.
2. Golden Jubilee Budget & Activities not to be included here.
Payment for Gym Instructor is made from College Fund and hence it is not to
be included

As per resolution of IQAC no new members can be inducted. Regarding
bifurcation of the cell, the matter will be placed in the next IQAC meeting.

B) Academic Monitoring Cell

- | | |
|---|--------------------|
| 1. Printing of individual Teachers' Diary not required uptill March, 2021 | |
| 2. Stationary items | Rs. 1000.00 |
| 3. Miscellaneous & Refreshment | Rs. 500.00 |
| 4. Printing of Feedback Form for teachers | <u>Rs. 3000.00</u> |
| Total amount | Rs. 4500.00 |
| 5. Action Plan – approved | |

C) Admission, Computer & IT Cell

Rs. 1000.00 (Rupees One Thousand) only sanctioned for the financial year
2020-21

D) Cells having own fund

In view of the fact that the following cells have their own fund to carry out
their activities, the Convenors of the following cells are requested to submit
detailed Action Plan upto 31st March, 2021 positively by 6th January, 2021

1. Students' Health Care Centre & Red Ribbon Club
2. Library Committee
3. NSS
4. Research & Publication Cell
5. Self-Financing Cell
6. NCC

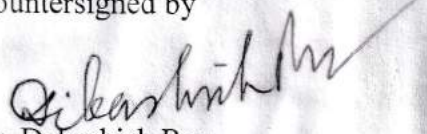
E) Career Guidance, Anti-Ragging & SC/ST Cell

The undersigned regrets to inform that the cell has not submitted Action Plan &
Budget as sought for. Hence the Convenor is requested to do so without fail by 6th
January, 2021.


F) Women's Cell

Since, Dr. Nabanita Debnath, Convenor, Women's Cell is on Maternity Leave, Dr. Ashima Roy, Senior most member of the Cell is requested to submit the Action Plan and Budget uptill 31st March 2021.

Countersigned by


Dr. Debashish Roy
Chairman, IQAC
Radhamadhab College
Silchar

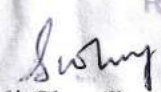
Chairman
I.Q.A.C
Radhamadhab College
Silchar-8


Sri. Arunabha Bhattacharjee
Coordinator, IQAC

Coordinator
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Sri Sudarshan Gupta
Coordinator, IQAC

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Dr. Sonali Choudhury (Biswas)
Coordinator, IQAC

Coordinator
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