



INTERNAL QUALITY ASSURANCE CELL RADHAMADHAB COLLEGE, SILCHAR

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Ref. No. RMC IQAC NAAC 70 2023 283

Date: 19.12.2023

NOTICE

A general meeting of IQAC of the College will be held on 21-12-2023 (Thursday) at 12:00 Noon in the Conference Hall of the College to discuss on various issues relating to NAAC preparedness of the College. In this regard, all the Teaching, Non-Teaching & Library staff of College are requested to attend the meeting positively.

(Dr. Sonali Choudhury)
Coordinator, IQAC
Radhamadhab College, Silchar

Coordinator
I.Q.A.C.
Radhamadhab College
Silchar-6

(Dr. Arunabha Bhattacharya)
Asstt. Coordinator, IQAC
Radhamadhab College, Silchar

(Smt. Swarnali Roy Choudhury)
Asstt. Coordinator, IQAC
Radhamadhab College, Silchar

(Dr. Debashish Roy)
Principal & Chairman, IQAC
Radhamadhab College, Silchar

Proceeding Cum Resolution of IQAC General Meeting
Held on 21/12/2023 at 12:00 noon in the
Conference Hall of the college to discuss on
various issues relating to NAAC preparedness—

Members Present:—

1. Debashish Roy
2. Sonali Choudhury
3. Arunabha Bhattacharya
4. Rahul Sarania
5. Jitendra Das
6. Sankar Barman
7. Srimoyee Barua
8. M. Sunny Singh
9. Rahul Chakrabarti, D. Chak
10. Arunabha Bhattacharya — 21/12/23
11. Nabarita Debnath — 21/12/23
12. Swarnali Roy Choudhury — 21/12/23
13. Namita Nath — 21/12/23
14. Shrabati Ghosh — 21/12/23
15. Dr. Ashish Kumar Roy — 21/12/23
16. Dr. Santosh Borah — 21/12/23
17. Jui Nath — 21/12/23
18. Ananya Bhattacharya — 21.12.23
19. Parnita Roy — 21.12.23
20. Dr. Sumita Bose — 21/12/2023
21. S.A. Paulkha — 21/12/23
22. Surajit Roy — 21/12/23
23. Anirban Das
24. Basab Das Poddar — 21/12/23
25. Kamalash Das

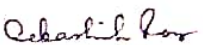
At the outset the Chairman of IQAC, Dr. Debashish Roy placed before the House a status-update regarding the institution's preparedness for NAAC Assessment & Accreditation. He informed the House that the IQAC is planning to submit the SSR by 31/01/2024 and henceforth all efforts should be channelized towards submission of SSR. The Coordinator of IQAC Dr. Sonali Choudhury, informed the House that the draft of some of the criteria were not submitted to IQAC email within stipulated time and requested the members to submit the same at the earliest. She also informed the House that an Academic and Administrative Audit will be conducted in the month of January wherein experts will come and assess the Academic and Administrative functioning of the college and preparedness for SSR submission and NAAC peer team visit. In this regard, she requested all Teaching, Non-teaching and Library staff of the college to sincerely carry out the assigned responsibilities and be updated with records as per guidelines of SST. The Coordinator also distributed two sets of Notices one to the Head of all academic departments and other to the Convenors of different Cells/Committees which specified all the requisite documents and paperworks necessary for the forthcoming audit.

Additionally, the Coordinator also interacted with the members of the House and it was decided to ensure NAAC visit be undertaken and accordingly the following tasks were assigned to different members of Teaching, Non-teaching and Library staff:

- 1) Campus cleaning, Gardening and enabling the Campus is a "plastic-free" zone - Dr. Ch. Mani Kumar Singha, Sri Surajit Roy and Sri Shailen Das.
- 2) Publishing the Annual News Letter and College Journal - Dr. Surjyasen Deb
- 3) Documentation of the prevailing paper works and doing the needful with regard to Collaborative Teaching with the Institutions with whom MOUs have been signed - Dr. Rupam Roy and Dr. Surjyasen Deb
- 4) Organising an Alumni Meet and conducting Workshop for students regarding Student Satisfaction Survey (SSS) on behalf of IQAC - Dr. Arundhati Dutta Choudhury, ~~Dr. Arundhati Dutta Choudhury and Sri Parmananda Das.~~
- 5) Upgradation of the Weaving Centre and Beautification of Girls' Common Room - Dr. Nabanita Debnath.
- 6) Beautification of Boys' Common Room and Teachers' Common Room - Sri Jiban Das, Dr. M. Sunny Singha and Sri Kelliokri Rutsa.
- 7) Arrangement, Documentation and Classification of relevant Reports related to NAAC Assessment - Smt. Namrata Nath, Smt. Shabnam Sarongsa, Smt. Shrabhii Ghosh and Dr. Santosh Borah.
- 8) Documentation and updation of the ICT facilities of the college - Dr. Rahul Chakraborty and Dr. Bidhan Barman.
- 9) Organising Community Outreach Programs - Dr. Kalipada Das, Dr. Ch. Mani Kumar Singha.
- 10) Organising Sports Week - Dr. Kalipada Das, Sri Jiban Das, Dr. Bidhan Barman, Sri Peter Noah Rongmei.

- 11) Data Collection and Template preparation for SSR - Dr. Rabul Sarania, Sri Arup Paul, Sri Gouri Senkar Dhar
- 12) Upgradation of College Canteen - Sri Surajit Roy, Sri Peter Noah Rongmei and Sri Kamallesh Das
- 13) Upgradation of Yoga facilities - Smt. Swarnali Roy Choudhury
- 14) Upgradation of Education Laboratory - Dr. Santosh Borah and Sri Sandip Nath
- 15) Maintenance of Library facilities - Sri Galim Gangmei, Sri Kamallesh Das and Sri Sandip Nath

The meeting concluded with the singing of National Anthem.


(Dr. Debashish Roy)
Principal & Chairman, IQAC
Radhamadhab College, Silchar
Principal
Radhamadhab College
SILCHAR - 782006