



Office of the Principal
RANGAPARA COLLEGE, RANGAPARA

ৰঙাপৰা মহাবিদ্যালয়, ৰঙাপৰা

(Affiliated to Gauhati University, UGC Recognised under 2(f) & 12 (B)
P.O.- Rangapara, Dist - Sonitpur 784 505

Dr. Ranjan Kalita, M.A. MMC, Ph.D.

Principal

&

Research Supervisor, G.U.

94351 80914
99543 87 932

Ref No.

Date

Date: 28-09-2019

Meeting of ISAC

Date - 28-09-2019

Venue - Conference Hall.

Agenda:-

1. Discussion about the various criterions of the NAAC assessment
2. Discussion about re-designing of the website
3. AOB.

Signatures of the Members:

1. Principal.
2. Vice-Principal.
28/09/19
3. Asst. Vice-Principal K. Deka
4. Ravendra D. Debn
5. Anurag Aggarwal
6. Anandip Barmah
7. Prasanta Bora
8. Nupam K. Patil
9. Bhargav Khatia Bora
10. Abir Bora (Member Borsyad)
28/9/19
11. Atul Samal
12. Deependra Samra
13. Sonali Basumatary G.S. RCSU



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Principal
Rangapara College

The meeting has been chaired by the Principal of the college. Having been taken this seat the principal briefed about the purpose of the meeting. He let the house know about the external member included recently.

Prof. Rupom & Bhargab have already been appointed as a new member & assigned the responsibility of updating Email ID of the students that need to be sent directly to the NAAC for "Students Satisfaction Survey".

The principal urges that the college website needs to be updated according to the requirement of the NAAC. The college web-site has to be re-designed according to the seven criterion of the NAAC Assessment.

Prof. Hemra Barshya & Prof. Deependra Sarovar have been assigned the responsibility of preparing the Alumni List.

ESurvey report will be prepared by the IQAC.

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Date

Emergency Meeting

TEAMMATE
DATE: 26-10-2019
PAGE: 1

Agenda:

1. Best Practices
2. AQAR, 2018-19
3. IQA
4. Preparation of SSR
5. Printer

Signature:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

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Principal
Rangapara College

Each Teacher has to take atleast one class at the technically enabled class room by taking aid of ICT based devices. Classes taken, should be photographed & preserved for 'NAAC'. Best Practices in Teaching-Learning Google classroom to be start-up by 1st Nov. 2019

Best Practices & AQAR, 2018-19 to be prepared by Arup Samal & Nupom Ka Calit

SSS will entirely be monitored by Nupom Ka Calit & Bhargab Pratin Bora

The College will purchase a printer cum scanner for the departmental works & it will be installed centrally at a place near Principal's chamber

A MOU to be signed with Praya gita Ashwanga Bhoward Lyalasa, Rangapara Co-ordinator for the same and be Mrs. S. Mandal



The Hostel warden will take active consideration for signing a MoU with competent organisations for the Girls Hostel residents. The MoU shall be for self defence of the girl students (Martial Art).

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Forwards

Wm
Principal
Rangapara College





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Ref No.

Date

TEAMMATE
DATE: _____
PAGE: _____

EMERGENCY MEETING
21-11-2019

Agenda:

- i) Discussion about ICT Academy
- ii) AOB

Signature:

- 1)  (Principal)
- 2)  (Asst. Principal)
- 3)  (Asst. Principal)
- 4)  (Head of Department)
- 5)  (Asst. Principal)

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The meeting resolved to take membership of the ICT Academy & the Principal has been authorised to complete the financial proceedings

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Principal
Rangapara College

RANGAPARA COLLEGE
Estd- 1979
SONITPUR, ASSAM



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Principal

&

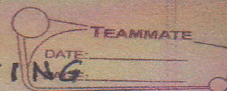
Research Supervisor, G.U.

94351 80914
99543 87 932

Ref No.

Date

EMERGENCY MEETING



Date: 20-02-2020

Agenda:

- 1) Discussion about AAA

Signature:

- 1) M. Principal
- 2) Abul Samad (Conf. Clerk)
- 3) Parvath Saini, President, Alumni Association
- 4) Gireesh. Basumatary, Secy, Alumni Association
- 5) Subhankar Dey, President, RCSU
- 6) Anadip Barman, 20/02/2020
- 7) Anura Agnewale, 20/02/2020
- 8) Souvik Das, 20/02/2020
9. Ranendu K. Deka, 20/02/2020
10. Nupam K. Kalita, 20/02/2020
11. Bhargab Pratim Bora, 20/02/2020
13. Ananta Bordoloi, 20/02/2020
14. Swapna Mandal, 20/02/2020

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Principal
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1. Discussion on the schedule of AAA has been held and it has been finalized. The audit of the departments will start at 10.00 a.m. and the exit meeting will be held at 3.00 p.m.

2. A budget of the audit has been prepared. After discussion it has been found that about an estimated amount of Rs. 25,000/- will be required for the programme.



TEAMMATE
DATE: _____
PAGE: _____

3. A detail discussion on the administrative audit has also been held and required measures has also been taken. A curriculum of 'Yoga' ~~has~~ will be introduced shortly.

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Arrival Meeting
Date - 24/01/2024
Time - 9.30 AM

Agenda

- ① principal chair taking
- ② Introduction & Felicitation to Guests.
- ③ Wel come Message from principal & IQAC Co-ordinators.

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Principal
Rangapara College

- (1) Ranjan Kalita - Principal
- (2) Jogen Ch. Kalita - G.U.
- (3) Minky Some - T.U.
- (4) Ramendra Ch. Beka Co-ordinator, IQAC
- (5) Ajit Sarorah
- (6) Jyoti Barmen

Categorywise & sub as community wise data of the students to be found out. The number of minority students to be found out. The community wise diversion of the students should be highlighted in the room of the principal chamber. The number of students, comparative result sheet to be digitised in the principal's chamber. The connectivity of R or relation with other educational institutions should be showed in the principal's chamber.



maintenance of

TEAMMATE
DATE: _____
PAGE: _____

The Website of the college should be visible clearly. The CCTV At least 20 no. of CCTV cameras to be monitored by the Principal. A Diary should be maintained by the Principal highlighting mission, vision and prospect or future plan of the college. Every department should have mission, vision and future plan. should be a Garbage System should be organised and documents should be maintained. Anti-ragging programme should be organised.



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W.

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Ref No.

Date

IQAC MEETING

TEAMMATE
DATE: 27-02-2020
PAGE: 1

Agenda:

- 1) Feedback of AAA
- 2) Discussion on Library Audit
- 3) Discussion on Hostel Audit
- 4) Discussion on Infrastructural Audit
- 5) Release of Office Assistant appointed for NAAC
- 6) Data Templates for NAAC
- 7) Discussion on Green Audit

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Principal
Rangapara College

Signatures:

- 1) (Dr. Ranjan Kalita) Principal
- 2) (Dr. Ramesh Chandra Deka, co-ordinator)
- 3) (A. G. Gogoi)
- 4) (Jyoti Hali)
- 5) (Munindra Barua)
- 6) (Rajib Kr. Nath)
- 7) (Prasanta Barua)
- 8) (Atul Sarma)
- 9) (Swapna Mandal)
- 10) (Nupam G. Palit)
- 11) (Bhargab Pratim Bora)

The meeting was presided over by the Principal followed by briefing of the agenda.

The AAA feedback will be analysed after receiving the AAA report of the Experts.

Every Dept. will prepare a separate Academic Calendar of its own.



The different sub-committees have to maintain the minutes (atleast three) to be uploaded.

Library Audit will be conducted during the month March. Dr P. Barman will assist the entire process.

Hostel Audit will be conducted during the month March. Same audit team will do the same. Additional member of the Committee will be Apurva Agarwal.

Mr. R. K. Nath will co-ordinate the infrastructure audit Committee to complete the audit. Mr. Kailash Nath will be the external member of the Committee.

Green audit report is almost ready & it will be completed within the month of March, 2020.

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