

JOINT INTRODUCTORY MEETING (IQAC) (2)

DATE: 01-08-2018

7. Sh. Agarwal 1/8/18
8. Pradip Barman - 01-08-18
9. Rupam Kr. Palit - 01-08-2018
10. Lokit Ch. Baishya 01/08/2018
11. David Boro - 01/08/2018
12. Niran Chetia - 01/08/2018
13. Bhargab Pratim Bora 01-08-2018
14. Montush Paul - 01-08-2018
15. Rupendra Samra 01/08/2018
16. Nalini Kanta Das - 01/08/18
17. ~~Pradip Barman~~ 01/08/2018
18. ~~Pradip Barman~~ 01/08/2018
19. ~~Pradip Barman~~ 01/08/2018
20. ~~Pradip Barman~~ 01/08/2018
21. ~~Pradip Barman~~ 01/08/2018
22. Dr. Meili Pradip Barman 01/08/2018
23. Anish Kumar Barman - 01/08/2018
24. Dr. K. N. Singh - 01-08-2018
25. Rishiraj Chetia 1/8/18
26. Swapna Mandal 01/08/2018
27. Joydev Nath
28. Gouridhar Das
29. Ananya Datta
30. Ansumbi Basumatari
31. Sangeeta Kalita
32. Trivenee Barua
33. Pamela Sarma

33. Ramesh (Office)
34. Kama/Chuan (Office)
35. Goutam Barman (Office)
36. Robertson Khora (Office)
37. Jyoti Kalita (Library)
38. Jiten Hazarika Yr 18
39. Riten Basumatary (Asst Prof. Dept of Bodo)
40. Prasanta Bord - Jy 18 HOD, Bodo
41. Arul Kumar

The Meeting is initiated by Dr. Aswini Kr Deka, Assistant Professor, Dept. of Assamese. ~~He moved~~ and requested Dr. Sadanand Hazarika, president Governing body to preside over the meeting. principal Dr. Ranjan Kalita felicitated president Dr. S. Hazarika with a Gamusa. Dr. S. Hazarika presided over the meeting.

Following the agenda No-2 Newly appointed principal Dr. Ranjan Kalita introduced himself and explained the purpose of the meeting, and Explaining the purpose he said the importance of a introductory session for a newly joined principal with the faculty & non-teaching staff of the college in the very 1st day of new academic session. Dr. Kalita was an associate professor in the department of Assamese, Tezpur College & joined in this college as principal on 9th July 2018.

Following the agenda No3 President requested all the faculty members & non-teaching staff for

Self introduction. All the faculty members & non-teaching staff introduced themselves and expressed their best wishes to principal Dr. Ranjan Kalita.

Following the agenda NO-4 principal Dr. Ranjan Kalita expressed his satisfaction being newly appointed principal of the college and requested to extend all round co-operation from all the faculty & non-teaching staff of the college. He congratulated Miss Rumi Rumi Brahma who secured 1st class 1st position in the B.A. 6th Semester examination of Gauhati University 2018. He also expressed his satisfaction on the outstanding performance in the weight lifting competitions of last year G.U. inter college competition held in Nogaone College and desired ~~his~~ to organise the G.U. Intercollege event in coming session. Dr. Kalita also emphasised to upgrade this college into a MODEL COLLEGE in the days to come. He also highlighted his initiative to provide CCTV connection in the entire college campus, Incorporation of NSS & NCC in the college, ~~to~~ upgradation of broad band connection in the college office etc. principal Dr. Kalita also requested all the departments & faculty members to emphasise on publications.

NAAC inspection is an integral part of each & every college. Rangapara College has ample opportunity to obtain very high grade in NAAC accreditation if we prepared for with proper methodology. Seeking allround co-operation principal concluded his goodwill message.

Associate professor Mr. Anjan Mahanta extends his best wishes to principal Dr. Ranjan Kalita and request him to play a true mentor role for the quality teaching & exploration of ^{wisdom} knowledge activities in the college. Professor A. Mahanta also explained the early history of the college in this context.

Associate professor & HOD English Dr. Ranendra Mohan Deka extends his hearty welcome to new principal and congratulate him for his early initiative of introducing NSS & NCC in the college. He also explained the importance of NAAC inspection and various prospects of the NAAC accreditation. Dr. Deka also request principal Dr. R. Kalita to introduce Vocational Courses in the college. Extending his best wishes to Governing body President Dr. R. M. Deka request to incorporate the Rangapara College name in the upcoming I.T.I Centre in the college campus.

Dr. Mili Bhattacharjee HOD, Bengali and Mr. Rajib Kr. Nath Associate professor department of Commerce extends hearty welcome & best wishes to new principal.

Dr. D.K. Verma. HoD ^{Hindi} greetings
new principal Dr. R. Kalita ^{he} requested
to take initiative to introduce
post graduate course in Hindi department
of the College, Librarian Mr B. C. Deb
also extended his best wishes to
newly joined principal in the College.
Former principal i/c Mr. Banendra Talukdar
also expressed ^{that} his co-operation will be always with
the principal in the greater interest of the
College. Senior Faculty Munindra
Baishya requested to recognised the
Commerce department as a separate
stream & provide extra accommodations
Representing the Non-teaching Staff
Gautam Barman requested to provide
~~a~~ a new software for the smooth
technical works of the College.

Governing body president
extends his sincere thanks to all the
teaching & non-teaching staff
for their participation in the meeting.

Principal Dr. Ranjan Kalita
announced Dr. R.M. Deka as Staff
Secretary to initiate all the meetings
to be held in the College.

President of the Meeting Dr.
S. Hazarika dissolved the meeting with
his sincere thanks to all the presence
in the meeting.

11/8/18

3

IQAC MEETING

TEAMMATE
DATE: _____
PAGE: _____

Date: 02-09-18

Agenda:

- 1) Discussion about Academic Audit
- 2) Students Satisfaction Survey.
- 3) Students' Motivation.
- 4) AOB

Signatures:

- 1) Dr. Rajan K. K. —
- 2) Rameswar Jalukder. (P) S. 2/09/18
- 3) Rangendra K. Saha — Beba
- 4) Prasanta Boro —
- 5) A. Agnewale (Anura Agnewale)
- 6) Mininda Borge.
- 7) Pradip Barman, 01-09-18
- 8) (Atul Samraha)
- 9) A. (A. Samraha)
- 10) Swapna Mandal.
- 11) Haundon K. Allen 01/09/18

TEAMMATE
DATE: _____
PAGE: _____

① The meeting has been chaired by the Principal. The External ^{Academic} Evaluation will have to be conducted ~~after~~ ^{after} the Purnima Puja, between Sanga Puja and Deepawali.

② The e-mails of the students should be verified. A list of the students should be prepared ~~in~~ ^{with} consultation of ~~the~~ ^{the} concerned departments, and every student has to create his/her own e-mail id before the Sessional Examination.

③ An expert for digitalisation activities of NAAC documents ~~is~~ ^{is} to be appointed.

④ Self-Study Report is to be prepared by the ~~Office~~ ^{Office} IBAC of the college.

⑤ For students motivation for creating e-mail of the students, Mr. Mandeepa Baisleya and Mr. Prasant Baro will take the necessary steps.

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(A)

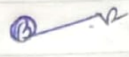
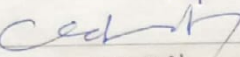
Meeting of IBAC

TEAMMATE
DATE 31/12/2018
PAGE

Agenda :-

1. Purpose of the Meeting
2. Discussion on ABAR prepared by the IBAC.
3. Discussion on Administrative, Academic and Environmental audits
4. AOB.

Signature of the members :-

1. 
2.  31/12/2018
3. Belen 31/12/2018
4.  31/12/2018
5. 
6. Badal Ch. Das
7. 

1. The meeting was chaired by the Principal and the purpose of the meeting has ^{also} been briefed by the Principal. ~~after~~ ^{the} 18 ABARs for the years 2012-2013, 2013-2014, 2014-15, 2015-2016, 2017-2018 & 2016-2017 have been submitted placed in the meeting by IBAC and after elaborate discussion it has been decided to submit the same to NAAC on 31st December, 2018.
2. In the meeting it has been decided to ~~perform~~ ^{do} the administrative, academic and environment audits by March, 2019. Both internal and external audits to be done. All the preparatory arrangements to be done for the above mentioned audits.

TEAMMATE
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The following persons are assigned to lead the above mentioned audits -

1. Administrative audit - Mr. A. Sarma
2. Academic audit - Dr. R. M. Deka
3. Environmental audit - Mr. P. Barman

In the end the principal offers his sincere thanks to all and declares the meeting to ^{an} end.

31.12.2019
Principal
Rangapara College

AGENDA

1. Meeting with the IQAC at 10 AM.
2. Tea Break from 10.30-10.45.
3. Visit to the Department
 - a. Commerce: 10.45-11.00 AM.
 - b. History: 11.10-11.20 AM
 - c. Bengali: 11.20-11.30 AM
 - d. Bodo: 11.30-11.40 AM
 - e. Hindi: 11.40-11.50 AM
 - f. Economics: 11.50-12.00 Noon.
 - g. Assamese: 12.00-12.10 PM
 - h. Political Science: 12.10-12.20 PM
 - i. English: 12.20-12.30 PM
 - j. Education: 12.30-12.40 PM
 - k. Environmental Science: 12.40-12.50 PM
4. Lunch
5. Exit Meeting with the Teaching Staff.

26/12/19
Principal
Rangapara College

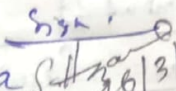
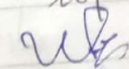
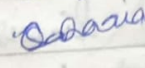
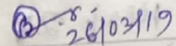
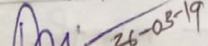
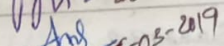
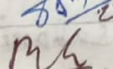
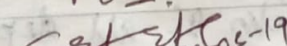
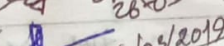
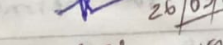
(5)

INAUGURAL MEETING OF ACADEMIC AUDIT (INTERNAL)

Date: 26-03-2019
Time: 10 AM.

AGENDA

- (1) Introduction and briefing about Internal Audit
- (2) Starting of AA (Visit of Department)
- (3) Submission of Report
- (4) Exit meeting
- (5) Vote of Thanks

Name	Sign	
(1) Dr. Satyananda Hazarika		Chairman - G.B.
(2) Sri Upendra Nath Sarma		Member, G.B.
(3) Dr. Charu Saharia Nath		Member - G.B.
(4) Dr. Raju Kelkar		Principal
(5) Dr. R. M. Deka		CO, IQAC
(6) Sri B. Talukdar		Vice principal
(7) Sri P. Boro		Librarian i/c
(8) Dr. D. K. Verma		member
(9) Sri M. Goswami		"
(10) Sri A. Sarma		"
(11) Sri P. Barman		"
(12) Mrs. S. Mandal		"
(13) Dr. M. Dr. S. Hazarika Presided over.		

Dr. R. M. Deka, the Co-ordinator briefed about the purpose of the meeting & about the new assessment guidelines of the NAAC. He also let the house know about the guidelines set by the RUSA grant associated with NAAC.

(Tea Break)

Exit Meeting

- 1) Dr. S. Hazarika suggests for
● Museum may be in some department
- 2) All the departments should prepare for a good result.

- 2) a) Dr. Upen Sarmah suggests to maintain the documents systematically.
 - b) Cultural performances of the department may impact the peer team very much.
 - c) The drop-out reasons for the dropout students of all departments analysis should be analysed and appropriate steps for the removal of the dropout should be taken.
 - d) Departmental library should be maintaining.
 - e) All the faculty should do research work.
 - f) Group discussion at a large extent should be done by all departments.
- According to him as a whole 75% is good and rest 25% may be completed within one month.

Dr. C. Saharia

- a) Dr. Saharia appreciates the systematic works of all departments. She shares her experience on the virtue of NAAC.
- b) She suggests to maintain the records very systematically.
- c) She also emphasises on the use of technology.

Principal (Dr. R. Kalita)

The principal appeals all to do keep the efforts of doing the NAAC related works. He asked all to do for the best and the NAAC assessment should be done within 2019.

- Signature of the members present in the last meeting
- 1) [Signature] 26/3/2019 (S. Hasarika)
- 2) [Signature] 26/3/19 (C. Sahani)
- 3) [Signature] 26/3/19
- 4) [Signature] 26/3/19
5. [Signature] (Dr. R. K. Saha, co-ordinator)
6. [Signature] / Prasenjit Bose
7. [Signature] (Dinesh Kumar Verma)
8. [Signature] Gurjy Barmen
9. Baneswar Jalekda. 26/03/2019
10. Aswini Kr. Deka 26/03/19
11. [Signature] Kr. Deka
12. [Signature] Kr. Deka
13. [Signature] Bandy 26/3/19
14. [Signature] Ch. Baishya 26/3/19
15. [Signature] 26/3/19
16. [Signature] 26/06/2019
17. Jiten Hazarika 26-03-2019
18. Bhargab Pratih. Bora. DPH of Education, 26/03/19
19. [Signature] Chetia 26/03/2019
20. [Signature] Narayan Singh ..
21. [Signature] Jan - 26/03/19
22. Pamela Sarmah
23. Manoh P. Parasara.
24. [Signature] Pahi 26/3/2019
25. [Signature] Ch. Sarkar 26/3/2019
26. Ananya Dutta 26/3/19
27. Sangeeta Kalita. 26/03/2019.
28. [Signature] Barmen
29. [Signature] Chetung
30. [Signature] Sarmah
31. [Signature] (Hastin)
32. Manisha Biswasarma

Dr. R.M. Deka, Co-ordinator

1) All should take part in the NAAC related activities.

2) The result analysis and reasons of dropout should be found out.

3) Dr R.M. Deka also emphasises on the Students Survey Satisfaction Survey process without which a good result may not be achieved.

Mr. Prasanta Boro

1. Mr. Boro informs that ^{the increase of} for drop out numbers there is some technical fault ~~for~~ the administration. So, the change of subject by the students should not be allowed.

Mr. A.K. Deka suggests that a