

# Minutes of the 1<sup>st</sup> Meeting of Internal Quality Assurance Cell

Rabindranath Thakur Mahavidyalaya, Bishalgarh

Venue: Principal's Chamber Date: 2<sup>nd</sup> November, 2018

Time: 1.30 p.m.

<b>Present Members</b>	<b>Absent Members</b>
<ol style="list-style-type: none"><li>1. Sri Sukhendu Bikas Kar Choudhury, Chairperson</li><li>2. Dr Chitra Paul, Coordinator</li><li>3. Smt Lipika Debbarma, Member</li><li>4. Sri Nakatjyoti Chakma, Member</li><li>5. Mr. Uttam Mitra, Jt. Coordinator</li><li>6. Smt. Taniva Chowdhury, Member</li><li>7. Sri Manoj Nath, Member</li><li>8. Sri Sabir Datta, Member</li><li>9. Smt Kalyani Roy, Member</li><li>10. Sri Subham Biswas, Member</li></ol>	<ol style="list-style-type: none"><li>1. Adv Nitai Chaudhuri, Member</li><li>2. Sri Dhruva Charan Hota, Member</li></ol>

## **Agenda**

1. Registration for NAAC accreditation.
2. Inviting Resource Persons for organising Workshops for NAAC preparation
3. Formation of Alumni Association
4. Making College Website
5. Functioning of Placement Cell
6. Improving College Library
7. Preparing Vision , Mission and SWOC Analysis of the college
8. Forming Task Forces for various responsibilities

The meeting began with the Chairman's welcoming all the members to the meeting at 1.30 p.m. He discussed the importance of NAAC accreditation in our college and then agenda wise topics were discussed and the following resolutions were arrived at.

### **Agenda 1: Registration for NAAC accreditation**

As the NAAC accreditation has become mandatory for the colleges which completed six years and department asked the college to register at the earliest for NAAC accreditation, the members has discussed on this topic to initiate the process of NAAC accreditation. It is decided that the registration for NAAC accreditation will be done by the last week of December. Responsible Faculty Members: Dr Chitra Pal and Mr Uttam Mitra.

### **Agenda 2: Inviting Resource Persons for organising Workshops for NAAC preparation**

To make all the staff familiar with the NAAC accreditation process, it has been decided to have a few Workshops with the Resource Persons who are well familiar about the latest process of NAAC

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accreditation. It is decided that Dr Sanjoy Roy, Principal of Bir Bikram Memorial College will be invited on the 6<sup>th</sup> November, 2018 for a One Day Workshop on NAAC. A letter will be given to the Director of Higher Education with a copy to Dr Roy for sparing his service for one day in our college. Responsible Faculty Members: Dr Chitra Pal, Smt Lipika Debbarma,

## **Agenda 3: Formation of Alumni Association**

It is discussed in the meeting to start the process for forming an Alumni Association in the college with the students who are already graduated from the college. Many of the students are studying outside the state but some of the students are in contact with the faculty members of the college. It is decided that a reunion programme will be organized on the 3<sup>rd</sup> January, 2019 and all the students passed out from the college will be invited there with a view to forming an Alumni Association of the college. After forming the Alumni Association, steps will be taken to register it and plan will be prepared to make the Association functional for the well being of the college. Responsible Faculty Members: Sri Partha Sarathi Chakraborty, Sri Manoj Nath and Sri Sabir Datta.

## **Agenda 4: Making a College Website**

At present the college does not have a functional website. For initiating the process of NAAC accreditation, a college website is mandatory. It has been decided that the required steps will be taken to make a college website at the earliest. A logo of the college shall also be finalized. Responsible Faculty Members : Smt Taniva Chowdhury, Sri Partha Sarathi Chakraborty and Sri Uttam Mitra.

## **Agenda 5: Functioning of Placement Cell:**

The college has constituted a Placement Cell consisting of 03 (three) members following the direction of the Department. Smt Anita Roy is the Coordinator for the Placement Cell and she has been asked to take the required steps to make the Placement Cell functional. It has been decided to allot a room in the Ground Floor of the Academic Building for the Placement Cell. A brochure will be made and all the relevant information relating to placement of the students will be displayed in the Notice Board of the Placement Cell. Smt Rithi Majumder and Smt Keya Bhowmik will assist the Coordinator for strengthening the Placement Cell of the college.

## **Agenda 6: Improving College Library**

It has been discussed in the meeting to improve the College Library and systematize its functioning. Mr Ramkrishna Bhattacharjee, the Senior Librarian of Ramthakur College, suggested measures for improving the college library. Efforts will be made to have a Librarian for our college and procure more books to enrich the college library. Birchandra State Library will be appealed to donate some books to our library. Responsible Faculty Members: Dr Chitra Pal, Smt Keya Bhowmik, Sri Pramatha Roy Choudhury.

## **Agenda 7: Preparing Vision , Mission and SWOC Analysis of the college:**

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A meeting will be organized with all the staff of the college to prepare the vision, mission and SWOC analysis of the college. They will be oriented about the topics and then there will be discussion for making Vision, Mission and SWOC Analysis of the college. Responsible Faculty Members: Dr Chitra Pal, Sri Uttam Mitra, Sri Manoj Nath

## **Agenda 8: Forming Task Forces for various responsibilities**

It has been decided to form a few Task Forces to organize the tasks relating to NAAC accreditation.

8.1. **Documentation Task Force:** Smt Taniva Choudhury and Smt Kalyani Roy have been entrusted with the responsibility of documenting the various programmes took place in the college.

8.2. **Task Force for Data Collection:** Dr Chitra Pal, Smt Lipika Debbarma and Sri Sabir Datta have been entrusted with the responsibility of collecting the relevant data relating to SSR.

## **Agenda 9: Miscellaneous:**

9.1. UGC will be intimated about the formation of IQAC and will be requested to release the seed money for the functioning of IQAC for the preparation of NAAC.

9.2. The Department of Higher Education will be intimated about the formation of IQAC and will be requested to approve the same.

The Chairman thanked all the present members for their participation and contribution for the success of the meeting. The meeting came to an end at 4.30 p.m. with vote of thanks.

(Dr Chitra Pal)

Associate Professor & Coordinator of IQAC,  
Rabindranath Thakur Mahavidyalaya  
Bishalgarh, Tripura

(Sri S B Kar Chaudhuri)

Principal I/C & Chairperson of IQAC  
Rabindranath Thakur Mahavidyalaya  
Bishalgarh, Tripura