

Minutes of the extended IQAC meeting of Rangia College held on 17th February 2020 at 1.30 p.m. at Conference Hall.

Members of the IQAC present in the meeting

1. Dr. Brajendra Saikia
2. Mr. Ankur Kataniar
3. Dr. Debraj Sarma
4. Dr. Rina Barman
5. Dr. Leena Bardoloi Baruah
6. Dr. Prem Kisha Singha
7. Mr. Dinesh Lahkar
8. Mrs. Majushree Devi
9. Mr. Ramoni Rajbanshi

Item no 1. Welcome to Dr. Brajendra Saikia .

Coordinator IQAC welcomed Dr. Brajendra Saikia as Principal, Rangia College. He joined as full fledged Principal on 2nd January 2020. Coordinator, IQAC appraised the plans and programmes of the IQAC and action taken during the session of 2018-19.

Item no 2: Submission of AQAR

Coordinator IQAC intimate the members of IQAC that the new instructions given by NAAC regarding the submission of AQAR. IQAC completed the AQAR report for the session 2018-19 but could not submitted the same as because the guide line published by NAAC on 27 December 2019 said that the portal will to submit the AQAR for the session 2018-2019 will open on 27 March 2020.

This meeting resolved that as per instruction given by NAAC the AQAR of the previous years also be uploaded in RAF.

Item no 3: Action plan for the session 2020-21

The meeting resolved that regarding action plan for the session 2020-21 the following steps will be taken

- a. The departments are requested to identify “*Departmental Best Practices*” and sort out the necessary action plan for the same.
- b. *Departmental Quality Assurance* will be set up under IQAC.
- c. Academic budgets for the session will be prepared for the session considering the points mentioned in the RAF of NAAC.
- d. Academic Audit will be conducted for the session 2020-2021.

Item no 4: ICT Academy registration

Coordinator IQAC appraised the members of the meeting that the college has applied for the registration in the ICT Academy Mumbai. Under this organization the college will achieve few academic goals for the students as well as for teachers of the college.

Item no.5: Proposal of the Academic Coordinator

Dr. P.K. Singha, Academic Coordinator discussed in details of the situation arises due to the introduction of the CBCS system by G.U. in 2019-20 with the members and the following resolution are taken

1. Next phase of orientation program for the students on CBCS will be conducted for the students admitted under CBCS.
2. All departments are requested to apply for the requirements necessary to upgrade according to the CBCS syllabus.
3. Departments are requested to increase the number of ICT classes so that the syllabus could be completed before Sessional examination.
4. Academic calendar of the departments are to be submitted to the Academic coordinator with the following details
 - i. Lesson plan to be distributed at the beginning of the session.
 - ii. Activities of the departments such as student's seminar/ group discussion/ field visit etc.

Item no.6. Principal's address

In his address Principal of Rangia College appraised his plans and programmes for the session to come. He intimated the members of the meeting that he has already taken some steps regarding student's welfare and teachers in general.

At the end he offered thanks to all members present in the meeting for the suggestions

With regards



(Monoj Kr Singha)
Coordinator, IQAC, RC

Minutes of the IQAC meeting of Rangia College held on 23 May 2020 at 7.30 p.m. (online)

Members of the IQAC present in the meeting

1. Dr. Brajendra Saikia, Principal, RC
2. Dr. Debraj Sarma, Department of Geography.
3. Dr. Rina Barman, Department of Physics.
4. Dr. Leena Bardoloi Baruah, Department of English.
5. Dr. Prem Kisha Singha, Department of Zoology.
6. Dr. Dinesh Lahkar, Department of Economics
7. Mrs. Majushree Devi, Librarian, RC
8. Mr. Ramoni Rajbongshi, Supervising Assistant.

Agenda:

- 1..Discussion on the present situation arises due to the COVID 19 pandemic.
2. Submission of AQAR as per NAAC guidelines.
3. Organize webinars as a part of the activity.
4. Any other matter

The online meeting was chaired by Dr. Brajendra Saikia, Principal. He welcomed all the members of the IQAC and started the meeting specially called to discuss the emergency situation created due to the COVID 19 pandemic. He asked the coordinator, IQAC to initiate the meeting as per agenda points.

Item no 1. Discussion on the present academic situation

Initiating the discussion coordinator, IQAC said that the unprecedented situation arises due the COVID 19 pandemic. Due to the nationwide lockdown announced by the Govt. of India from 23 March 2020, the academic environment has been abruptly disrupted. All regular activities of the institution has been cancelled and forced the teachers and students to stay at home for safety. In this situation the main question is to communicate with the students and support them to overcome the trauma they have been facing. Coordinator requesting the members to put forward their suggestions in this regards. Coordinator also intimated the members that the steps that have been taken by IQAC to generate awareness on COVID 19 and precautions to stay safe in the neighboring villages in collaboration with the NSS and Library unit of the Institution.

In this regards the following resolutions are taken

- a. Organize webinar in collaboration with the partner institute ICT Academy on current topics.
- b. Departments are requested to organize webinar/ online FDP in relevant subject.
- c. Teachers are requested to continue online classes to support the students.

Item no 2: Submission of AQAR

Coordinator IQAC intimates the members about the progress of the preparation of the AQAR reports and expected to submit the same before time.

Item no 3: Organize webinar on present situation

Coordinator IQAC intimated the members that a webinar on “Empowerment of Education in a Post Pandemic World” is organized in collaboration with ICT academy on 4th June 2020. The resource person for the webinar are as follows

1. Daniel Jacob, Vice President-HR, EC Group International
2. L. Sanjeevi Raj, VP chief HR HR & Administration
Servall Engineering Works(P) Ltd.
3. K.A. Vijayan, DGM, ICT Academy

Item no.4. Principal’s address

In his address Principal of Rangia requested the members and all the faculty of the institution that they must keep in touch with the students and help them in their study availing the online facilities available. This will give moral support to the students to meet the situation. He offered vote of thanks to all and hope all will stay home and safe.

With regards



Coordinator, IQAC