



Government of Tripura
Ramthakur College
Agartala, Tripura

No.F. 7(103)RTC/Estt/IQAC/2014

Date – 01-11-2019

Minutes of the 4th meeting of IQAC, 2019-20 held on 1st November, 2019 at 2:30 p.m. in the IQAC, Ramthakur College.

Members (Internal) present:

- | | |
|-----------------------------------------------------------------------------|-------------------|
| 1. Dr. Amiya Kumar Pan
Principal, Ramthakur College | Chairperson, IQAC |
| 2. Sri Nabendu Sengupta
Associate Prof., Dept. of Botany | Member, IQAC |
| 3. Dr. Ratan Deb
Associate Prof., Dept. of Commerce | Member, IQAC |
| 4. Sri Bibhuti Palit
Associate Prof., Dept. of Political Science | Member, IQAC |
| 5. Dr. Shukla Saha
Associate Prof., Dept. of English | Member, IQAC |
| 6. Dr. Kalipada Adhikari
Associate Prof., Dept. of Physics | Member, IQAC |
| 7. Dr. Anant Kumar
Assistant Prof., Dept. of Pali | Member, IQAC |
| 8. Dr. Arjun Gope
Assistant Prof., Dept. of Commerce | Member, IQAC |
| 9. Dr. Abhijit Nath
Post Graduate Teacher, Dept. of Physics | Member, IQAC |
| 10. Sri Ramkrishna Bhattacharjee
Librarian, Ramthakur College | Member, IQAC |
| 11. Dr. Ruma Saha
Associate Prof., Dept. of Economics, Ramthakur College | Coordinator, IQAC |

The Chairperson welcomed all the members present in the meeting and advised to formulate a task team for the preparation of AQAR 2018-19. The Convenor also informed that this report is required to submit online in the NAAC Website as per guidelines of the NAAC and later also to be uploaded in the website of Ramthakur College. The latest format of the AQAR was also placed before the committee members.

Based on elaborate discussion, following decisions were taken:

1. It was decided that AQAR 2018-19 should be ready by the 1st week of December for the final online submission to NAAC within 31st December, 2019.
2. It was decided that following groups of the Task Team will prepare the AQAR 2018-19.

Group No.	Criteria (C) No.	Name of the Task Team Members
1.	Part-A, C-1	Dr. Ruma Saha, Associate Prof., Dept. of Economics
2.	C-2	Sri Nabendu Sengupta, Associate Prof., Dept. of Botany & Dr. Ratan Deb, Associate Prof., Dept. of Commerce
3.	C-3	Dr. Abhijit Nath, Post Graduate Teacher, Dept. of Physics
4.	C-4	Sri Bibhuti Palit, Associate Prof., Dept. of Political Science & Sri Ramkrishna Bhattacharjee, Librarian
5.	C-5	Dr. Kalipada Adhikari, Associate Prof., Dept. of Physics & Dr. Anant Kumar, Assistant Prof., Dept. of Pali
6.	C-6	Dr. Arjun Gope, Assistant Prof., Dept. of Commerce
7.	C-7	Dr. Shukla Saha, Associate Prof., Dept. of English & Dr. Ruma Saha, Associate Prof., Dept. of Economics

3. The team members are requested for preparing the soft copy of AQAR 2018-19 in the NAAC format. It was decided that the coordinator will provide the soft copies to the members of the above Task Team for needful action.
4. It was also decided that the Task Team will meet 1st opening day of every week to review the progress of work till the uploading of AQAR 2018-19 in the IQAC room.

The meeting ended with a vote of thanks to the chair.

Ruma Saha
01-11-2019

(Dr. Ruma Saha)
Coordinator, IQAC
Ramthakur College
Agartala, Tripura

Amiya Kumar Pan
01.11.2019

(Dr. Amiya Kumar Pan)
Chairperson, IQAC
Ramthakur College
Agartala, Tripura