



Government of Tripura
Ramthakur College
Agartala, Tripura

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

Date – 04-10-2019

Minutes of 1st meeting of IQAC, 2019-20 held on 25-9-2019 at 2:30 p.m. in the IQAC, Ramthakur College.

Members present:

- | | |
|--|----------------------------|
| 1. Sri Sushil Bir
Principal-in-Charge, Ramthakur College | Chairperson, IQAC |
| 2. Dr. Chhanda Bhattacharyya
Member, Consumers' Dispute & Redressal Commission (State Commission) | Member (External),
IQAC |
| 3. Dr. Ruma Saha
Associate Prof., Deptt. of Economics, Ramthakur College | Coordinator, IQAC |
| 4. Dr. Ratan Deb
Convenor, Discipline Committee, TC, Ramthakur College | Member, IQAC |
| 5. Sri Bibhuti Palit
Convenor, Development Committee, Ramthakur College | Member, IQAC |
| 6. Dr. Shukla Saha
Convenor, Academic Committee, TC, Ramthakur College | Member, IQAC |
| 7. Dr. Kalipada Adhikari
Coordinator, RUSA Committee, Ramthakur College | Member, IQAC |
| 8. Dr. Anant Kumar
Convenor, Examination Committee, TC, Ramthakur College | Member, IQAC |
| 9. Dr. Arjun Gope
Assistant Prof., Deptt. of Commerce, Ramthakur College | Member, IQAC |
| 10. Dr. Abhijit Nath
Joint Secretary, TC, Ramthakur College | Member, IQAC |
| 11. Sri Paritosh Chakraborty
Cashier, Alumni Association | Member (External),
IQAC |
| 12. Sri Ramkrishna Bhattacharjee
Librarian, Ramthakur College | Member, IQAC |
| 13. Sri Nabendu Sengupta
Head, Deptt. of Botany | Invitee Member |
| 14. Dr. Manika Das
Head, Deptt. of Bengali | Invitee Member |
| 15. Dr. Surajit Biswas
Head, Deptt. of Chemistry | Invitee Member |
| 16. Smt. Susmita Das
Head, CSE | Invitee Member |

17.	Smt. Poly Bhowmick Head, Deptt. of Hindi	Invitee Member
18.	Dr. Ruma Bhattacharya Head, Deptt. of History	Invitee Member
19.	Dr. Partha Chakraborty Head, Deptt. of Human Physiology	Invitee Member
20.	Smt. Madhumita Choudhury (Das) Head, Deptt. of Philosophy	Invitee Member
21.	Smt. Mallika Das Head, Education	Invitee Member
22.	Sri Dipak Bardhan Head, Commerce	Invitee Member
23.	Dr. Dipankar Majumdar Head, Deptt. of Physical Education	Invitee Member
24.	Dr. Jivak Prasad Head, Deptt. of Pali	Invitee Member
25.	Dr. Mihir Pal Head, Deptt. of Physics	Invitee Member

Dr. Sarmistha Banerjee, Member, IQAC (Associate Prof., Deptt. of Zoology) informed that inability to attend the meeting due to prior engagement in the Department of Zoology. Head, Deptt. of Zoology and Head, Deptt. of Mathematics informed that they were busy with the documentation of SSR. Head, Deptt. of Sanskrit was on CCL. Sri Abhijit Sarkar, Student Representative, Member, IQAC informed that he was unable to attend the meeting due to a sudden engagement in a state level deputation on the day.

The Coordinator of IQAC welcomed all the members present in the meeting and requested all for sharing in the development action plan.

Thereafter, the Coordinator highlighted about the introduction of new general courses / add-on courses / value-added courses and also proposed about the introduction of Botany Honours course. Sri Nabendu Sengupta, Head, Deptt. of Botany supported the proposal for 20 seats and in this connection he proposed for the maintenance of some Microscopes in the Department. Dr. Kalipada Adhikari, Coordinator, RUSA Committee said that a fund may be allocated for the maintenance of Microscopes in the Department of Botany from the coming RUSA fund. The Principal-in-Charge and Chairperson of IQAC, Sri Sushil Bir also supported this proposal.

A detailed discussion regarding the viability of the language laboratory, adequacy of faculty members for the introduction of Certificate Course in Spoken English was made among the senior members and Head of the Deptt. of English.

Dr. Chhanda Bhattacharyya, Member (External), IQAC proposed for taking the initiative of the introduction of NIELIT sponsored Certificate Course on Computer for students. Moreover, she suggested and motivated regarding the issues for: (a) displaying the Annual Action Plan in a flex; (b) displaying the Academic Calendar in a flex; (c) inclusion of important national / international celebrating days in the Annual Action Plan; (d) arrangement for Departmental Discussion / Seminar / Workshop and calling paper from students also & arrangement for best

paper presenter among students; (f) displaying result analysis in the Principal's room and in the respective Departments; (g) for maintaining departmental students cocurricular activities record; (h) Departmental clippings.

A broad discussion on students' feedback analysis was made among the IQAC members and HODs. She also proposed for analysing students' grievances and making an action taken report. With reference to the students' feedback analysis regarding the cleanliness of the classroom, it was proposed that block-wise students and teachers of the respective Departments under the supervision of NSS, NCC and Class representatives of different semesters will participate twice in a month (1st and 3rd Wednesday) in the 2nd half of the day for one hour. It was also suggested that 1st Wednesday of the month October, 2019 is 2nd October (Birth Anniversary of Mahatma Gandhi). To begin this cleaning drive, 1st October, 2019 may be chosen.

A discussion was made about the completion of OPAC process into the library which has been stopped recently due to lack of funds among the respective Coordinators, IQAC & RUSA Committee and librarian of the College.

Based on elaborate discussions the following decisions were taken and finalised in the next meeting among the members of IQAC and respective HODs held on 3rd Oct', 2019 under the Chairmanship of newly joined Principal, Dr. Amiya Kumar Pan.

At the outset, Honourable Principal and Chairperson of IQAC, Ramthakur College welcomed the members present in the meeting. He asked about the status of the Annual Quality Assurance Reports (AQARs), students' feedback, MOUs/collaborations, outreach programmes, status of adopted village activities, alumni contribution.

Thereafter, the Coordinator of IQAC informed that the AQARs for the period (2011-12) to (2017-18) have been uploaded time-to-time as per NAAC guidelines. Now AQAR for the year (2018-19) is due and we need a clarification about the date of submission. Then the Chairperson & Coordinator IQAC under the initiation of the Principal talked directly with the Officer-in-Charge, NAAC, Bengaluru and clarified the matter. Then an elaborate discussion regarding the students' feedback was made among the Principal, members of IQAC and respective HODs present in the meeting. Then the Chairperson of IQAC proposed the issues for: (a) documentation; (b) maintaining mentoring records of slow and advanced learners; (c) making MOUs/ collaborations for the introduction of add-on courses/ value-added courses/ diploma courses/ certificate courses; (d) for setting up a dust free well-equipped smart classroom; (e) maintaining departmental library lending register; (f) installation of *iron removal* for the drinking water.

1. It is resolved that AQAR (2018-19) is to be uploaded by mid November, 2019.
2. A plan of action for the year (2019-20) is chalked out :
 - (a) Pursue to introduce Botany Honours course for 20 seats.
 - (b) Maintenance of Microscopes & instruments for the Departments of Botany and Human Physiology.
 - (c) To introduce Certificate Course in Spoken English. For this, appointment of two additional guest faculty members for the Deptt. of English have to be assured.
 - (d) To collaborate/ MOU for the value education course
 - (e) To collect semester-wise Department-wise students' feedback, analyse, preparation of action taken report and uploading in the institutional website.

- (f) To take an initiative for the block-wise cleanliness drive into the College campus under the supervision of NSS, NCC and Class representatives of different semesters.
- (g) To install modern teaching tools in the smart classroom.
- (h) To strengthen the mentoring system identifying slow learners and advanced learners.
- (i) To equip the smart classrooms of the College and well-equip to the classroom N₆;
- (j) To collect feedback from all stakeholders, analyse, preparation of action taken report and uploading in the institutional website.
- (k) To conduct Academic Audit (bi-annual) for the year (2019-20).
- (l) To organise Seminars / Workshops / Discussion / Training on quality related themes/ outreach programmes/ initiatives across the Departments: (1) to conduct Computer skill Development Programme for 5th Semester Hons. students in the month Nov' 2019 by the Deptt. of Computer Science; (2) to arrange industrial tour for the students of Economics-Commerce at Budjangnagar in the month Nov' 2019; (3) to celebrate/ observe national/ international important days with outreach programmes (*National Unity Day* on 31st Oct', 2019; *Legal Service Day* on 9th Nov', 2019; *World AIDs Day* on 1st Dec', 2019 by NSS; *National Pollution Control Day* on 2nd Dec', 2019; *World Day of the Handicapped* on 3rd Dec', 2019; *Indian Armed Force Flag Day* on 7th Dec', 2019 by NSS & NCC (Male & Female wings); *World Energy Conservation Day* on 14th Dec', 2019; *Republic Day* on 26th Jan', 2020 by Ramthakur College; *National de-worming Day* on 10th Feb', 2020 (state supported) by NSS/NCC; *International Mother Language Day* on 21st Feb', 2020 by the Deptt. of Bengali; *National Science Day* on 28th Feb', 2020 by Science Forum; *International Women's Day* on 8th Mar', 2020; *World Environment Day* on 5th June, 2020) (4) to conduct discussion on 'Gender Budgeting' in the end of month April, 2020 by the Deptt. of Economics; (5) to conduct *Workshop on 'Intellectual Property Rights'* in the month Nov' 2019 by IQAC; (6) to conduct *Popular Talk on 'Scope of Agro Processing based Entrepreneurship Development in Tripura'* on 10th Jan', 2020 supported by Indian Science Congress Association (ISCA), Dharmanagar Chapter; (7) to organise a sensitisation programme on the '*Use of Fire Distinguisher*'; (8) to organise Blood Donation Camp by Students' Unit, NCC & NSS in the month Nov' 2019; (9) To complete the OPAC process into the library.

Members present in the meeting held on 3rd Oct', 2019:

- | | | |
|----|--|-------------------|
| 1. | Dr. Amiya Kumar Pan
Principal, Ramthakur College | Chairperson, IQAC |
| 2. | Dr. Ruma Saha
Associate Prof., Deptt. of Economics, Ramthakur College | Coordinator, IQAC |
| 3. | Dr. Ratan Deb
Convenor, Discipline Committee, TC, Ramthakur College | Member, IQAC |
| 4. | Sri Bibhuti Palit
Convenor, Development Committee, Ramthakur College | Member, IQAC |
| 5. | Dr. Shukla Saha
Convenor, Academic Committee, TC, Ramthakur College | Member, IQAC |
| 6. | Dr. Kalipada Adhikari
Coordinator, RUSA Committee, Ramthakur College | Member, IQAC |

- | | | |
|-----|---|----------------|
| 7. | Dr. Anant Kumar
Convenor, Examination Committee, TC, Ramthakur College | Member, IQAC |
| 8. | Dr. Arjun Gope
Assistant Prof., Deptt. of Commerce, Ramthakur College | Member, IQAC |
| 9. | Dr. Abhijit Nath
Joint Secretary, TC, Ramthakur College | Member, IQAC |
| 10. | Sri Ramkrishna Bhattacharjee
Librarian, Ramthakur College | Member, IQAC |
| 11. | Sri Nabendu Sengupta
Head, Deptt. of Botany | Invitee Member |
| 12. | Dr. Manika Das
Head,, Deptt. of Bengali | Invitee Member |
| 13. | Dr. Surajit Biswas
Head, Deptt. of Chemistry | Invitee Member |
| 14. | Smt. Susmita Das
Head, CSE | Invitee Member |
| 15. | Dr. Ruma Bhattacharya
Head, Deptt. of History | Invitee Member |
| 16. | Dr. Partha Chakraborty
Head, Deptt. of Human Physiology | Invitee Member |
| 17. | Smt. Mallika Das
Head, Education | Invitee Member |
| 18. | Sri Dipak Bardhan
Head, Commerce | Invitee Member |
| 19. | Dr. Dipankar Majumdar
Head, Deptt. of Physical Education | Invitee Member |
| 20. | Dr. Jivak Prasad
Head, Deptt. of Pali | Invitee Member |
| 21. | Dr. Mihir Pal
Head, Deptt. of Physics | Invitee Member |

Copy for kind information to:

All concerned persons for information.

Ruma Saha
04-10-2019

(Dr. Ruma Saha)

Coordinator, IQAC
Ramthakur College
Agartala, Tripura

Amiya Kumar Pan
04.10.2019

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