

Government of Tripura
Ramthakur College
Agartala, Tripura

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

Dated – 15-09-2018

Minutes of 2nd meeting of the Internal Quality Assurance Cell (IQAC), 2018-19 held on 15-09-2018 at 2:30 p.m. in the Professors' Common Room, Ramthakur College

Members Present

- | | |
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| 1. Dr. Md. Mojahid Rahaman, Principal-in-Charge | Chairperson, IQAC |
| 2. Dr. Ruma Saha, Associate Prof., Economics | Coordinator, IQAC |
| 3. Dr. Ivy Choudhury, Associate Prof., English | Member, IQAC |
| 4. Sri Gautam Das, Associate Prof., Mathematics & D.D.O., Ramthakur College | Member, IQAC |
| 5. Sri Saumendu Sengupta, Assistant Prof., Physics | |
| 6. Dr. Arijit Das, Assistant Prof., Chemistry | Member, IQAC |
| 7. Sri Mani Bhusan Debbarma
Head Clerk, Ramthakur College Office | Member, IQAC |
| 8. Sri Biswajit Debnath
L.D.C., Ramthakur College Office | Member, IQAC |

Office Staff Present:

- | | |
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| 1. Smt. Madhuri Debbarma, O.S. | 2. Smt. Lal mawizuali Hauhnar
P.A., Principal |
| 3. Sri Mani Bhusan Debbarma
Head Clerk | 4. Sri Ramkrishna Bhattacharjee
Librarian |
| 5. Smt. Kalpana Chakraborty, U.D.C. | 6. Smt. Debdasi Deb, U.D.C. |
| 7. Sri Sajal Kanti Deb Roy, U.D.C. | 8. Sri Bipad Bandhu Bhowmik, U.D.C. |
| 9. Sri Biswajit Debnath, L.D.C. | 10. Smt. Sandhya Rani Das, L.D.C. |
| 11. Smt. Durba Roy, L.D.C. | 12. Sri Ashok Deb, L.D.C. |
| 13. Smt. Minati Rani Deb, L.D.C. | 14. Saddam Hossain, L.D.C. |
| 15. Sri Chandan Ghosh, Group-D | |

Dr. Md. Mojahid Rahaman, Principal-in-Charge (Chairperson, IQAC) welcomed all the members of the Committee and Office Staff present in the meeting. He shared his views discussed in the workshop on Awareness of NAAC held on 12 Sep', 2018 organised by the Department of

Higher Education (State Project Directorate Rastriya Uchchatar Shiksha Abhiyan) at Shiksha Bhawan.

1. To discuss the office correspondence records management

It was decided that a correspondence file will be opened at each section of the College Office to meet the requirement of NAAC Accreditation.


- a) Academic Correspondence Records in the Academic Section on (i) Revision/Update of Syllabi/Examination System; (ii) New Departments/ Programmes/ Centers Introduced; (iii) Courses/ Programmes Discontinued; (iv) Intake Capacity in different Courses/Programmes Changed; (v) Reservation policy for Admission of Tripura University.
- b) Fund Correspondence Records in the Cash Section on (i) LOC of all Funds received except salary and Audited Utilization Statements, if any (ii) Letter of Interest; Letter of funds sanctioned; Letter of funds received & Audited Utilization Statements of Major & Minor Research Projects.
- c) Fund Correspondence Records in the Stipend Section on Sanction Letter of the List of Students benefited by Scholarship under all different schemes of State & Central Governments.

It was also decided that Dr. Ruma Saha will prepare guideline for the same.

The meeting ended with thanks to the Chair.

Rumasaha
15.9.2018

(Dr. Ruma Saha)
Coordinator
IQAC
Ramthakur College


15.09.18

(Dr. Md. Mojahid Rahaman)
Chairperson
IQAC
Ramthakur College

Copy for information to:

1. The Principal/ Principal I/C, Ramthakur College.