

Government of Tripura
Ramthakur College
Agartala, Tripura

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

Dated – 19-11-2018

Minutes of 3rd meeting of the Internal Quality Assurance Cell (IQAC), 2018-19 held on 17-11-2018 at 3:00 p.m. in the Conference Hall, Ramthakur College.

Members Present

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| 1. Principal/ Principal-in-Charge (Ex-Officio) | Chairperson, IQAC |
| 2. Dr. Ruma Saha, Associate Prof., Economics | Coordinator, IQAC |
| 3. Dr. Shukla Saha, Associate Prof., Deptt. of English
Convenor, Academic Committee, Teachers' Council (Ex-Officio) | Member, IQAC |
| 4. Sri Bibhuti Palit, Associate Prof., Deptt. of Political Science
Convenor, Development Committee, Teachers' Council (Ex-Officio) | Member, IQAC |
| 5. Dr. Anant Kumar, Assistant Prof., Deptt. of Pali
Convenor, Examination Committee, Teachers' Council (Ex-Officio) | Member, IQAC |
| 6. Dr. Kalipada Adhikari, Assistant Prof., Deptt. of Physics
Co-ordinator, RUSA Committee, Ramthakur College (Ex-officio) | Member, IQAC |
| 7. Dr. Dipankar Majumdar , Assistant Prof., Deptt. of Physical Science
Programme Officer, NSS, Ramthakur College (Ex-officio) | Member, IQAC |
| 8. Sri Dipak Bardhan, Associate Prof., Deptt. of Commerce | Member, IQAC |
| 9. Dr. Ratan Deb, Associate Prof., Deptt. of Commerce | Member, IQAC |
| 10. Dr. Arijit Das, Assistant Prof., Deptt. of Chemistry | Member, IQAC |
| 11. Smt. Susmita Das, Assistant Prof., CSE | Member, IQAC |
| 12. Sri Paritosh Chakraborty, Cashier, Alumni Association | Member, IQAC |
| 13. Sri Saikat Saha, Student Representative, Ramthakur College | Member, IQAC |
| 14. Sri Abhijit Sarkar, Student Representative, Ramthakur College | Member, IQAC |
| 15. Sri Saumendu Sengupta, Secretary, Teachers' Council | Invitee member |
| 16. Dr. Ivy Choudhury, Convenor, NAAC Committee | Invitee member |

Sri Mani Bhushan Debbarma (Head Clerk, Ramthakur College Office) was on leave on the day. Dr. Abhijit Nath (Post Graduate Teacher, Deptt. of Physics) informed that inability to attend the meeting due to prior engagement in the Department of Physics.

The Principal-in-Charge and Chairperson of IQAC welcomed all the members present in the meeting and requested all for sharing in the development action plan.

Then Sri Bibhuti Palit, Convenor, Development Committee told that we have limited funds for making a development action plan.

Thereafter, the Co-ordinator of IQAC said that NAAC has highlighted some expected functions of IQAC for the purpose of maintaining/enhancing the institutional quality in the revised guidelines. We can try to prepare a plan of action within our limited scope on enhancement of academic and administrative activities and requested the members for sharing in the action plan preparation.

The Chairperson told in respect to the students' database preparation that we have to immediately start the process for making students' database. He also proposed for taking initiative in strengthening the placement cell.

Among the student representatives, Sri Abhijit Sarkar requested to improve the students' reading room facility in the library. Sri Saikat Saha requested for providing one more lavatory at the ground floor of the New Academic Block for female students.

The Co-ordinator of IQAC and Sri Paritosh Chakraborty (Cashier, Alumni Association) discussed about the alumni registration, activity plan and fund utilisation audit.

Sri Dipak Bardhan (Ex-Convenor of Admission Committee), Dr. Anant Kumar (Convenor of Examination Committee) and the Co-ordinator of IQAC talked on Annual Admission Review.

Dr. Shukla Saha (Convenor of Academic Committee), Sri Saumendu Sengupta (Secretary, Teachers' Council), Chairperson and Co-ordinator of IQAC discussed on departmental students' feedback for enriching the teaching-learning system.

Based on elaborate discussions the following decisions were taken:

1. A plan of action for the year (2018-19) is chalked out towards quality enhancement of the College:
 - (a) conducting academic audit for the last five years (2013-14) to (2017-18).
 - (b) conducting academic audit for the current academic year in the two shift – once in the month May and next in the month August.
 - (c) documentation of the various programmes /activities and to prepare the Annual Report of Ramthakur College for July 1, 2018 to June 30, 2019.
 - (d) conducting student satisfaction survey on overall institutional performance.
 - (e) collection and analysis of feedback from the stakeholders.

- (f) strengthening the placement cell. It was resolved that Dr. Arijit Das (Assistant Prof., Deptt. of Chemistry) will look after the matter as per guidelines of the Department of Higher Education.
- (g) conducting more ICT-enabled teaching in most of the subjects. It was resolved that Dr. Kalipada Adhikari (Co-ordinator, RUSA), Dr. Arijit Das (Assistant Prof., Deptt. of Chemistry) and Dr. Anant Kumar (Assistant Prof., Deptt. of Pali) will take the initiatives.
- (i) renovating the water reservoir point by the side of the New Academic Block for using students' practical for the Department of Botany.
- (j) introducing solar laboratory in the Science block.
- (k) redesigning the College Website following the NAAC guidelines.
- (l) preparation and submission of AQAR for the year (2018-19) before 31st December, 2019.
- (m) connecting the College including the reading room of the library under the CC TV camera surveillance.

Ruma Saha
19-11-2018

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


19.11.2018

(Dr. Md. Mojahid Rahaman)
Chairperson, IQAC
Ramthakur College
Agartala, Tripura