

Minutes of the extended IQAC meeting of Rangia College held on 9th February 2019 at 11.30 p.m. at Conference Hall.

Members of the IQAC committee present in the meeting were

1. Dr. Dwijendra Nath Deka, Principal i/c, Rangia College.
2. Ms. Madhurima Das, Department of Philosophy
3. Dr. Debraj Sarma, Department of Geography.
4. Dr. Leena Bordoloi Baruah, Department of English.
5. Dr. Dilip Kr Deka, Department of Commerce
6. Mr. Dinesh Lahkar, Department of Economics
7. Dr. Ibrahim Ali, Department of Arabic
8. Mr. Ramesh Ch Narzary, Department of Bodo.
9. Mrs. Manjushree Devi, Librarian, Rangia College

**Item no 1. Welcome to the members**

Chairperson Dr. D.N Deka, Principal i/c, initiated the meeting with a welcome address and explained the purpose of the *extended IQAC meeting*.

**Item no 2: Discussion on probable time for NAAC visit**

Members present in the meeting discussed the pros and cons and preferable time for NAAC visit. Members were agreed on the fact that the need for a permanent principal in the college is essential for the smooth running administration of the college. Members requested the Directorate of Higher Education, Govt. of Assam for immediate fulfill the post of the permanent Principal in the college.

**Item no 3: Discussion on Reversed Accreditation Framework (RAF)**

Coordinator IQAC intimated the members of the meeting that NAAC has changed the process of accreditation framework in the month of July 2018. Since the college was already working in the direction of the next NAAC assessment coordinator requested all the members to work hard for the change that took place in the procedure and be ready for the third cycle of the accreditation

process. He presented the details of the reversed accreditation framework (RAF) and the procedure of the NAAC visit.

**Item no 4: Distribution of responsibilities**

The coordinator, IQAC, distributed responsibilities ( Annexure I) to all the teaching and non-teaching staff members. He hoped that all will work for the purpose and for the best result.

**Item no 5: Extended IQAC**

1. Members of the meeting requested the coordinator to organize the workshop "Quality assurance and maintenance: Preparation for NAAC accreditation" in the next extended IQAC meeting.

Enclosed herewith:

1. *Workload distribution chart.*
2. *Signature of the members of the extended meeting.*

With regards



(Monoj Kr Singha)  
Coordinator, IQAC, RC

Minutes of the extended IQAC meeting of Rangia College held on 27th April 2019 at 1.30 p.m. at Conference Hall.

*Members of the IQAC present in the meeting*

1. Dr. Dwijendra Nath Deka
2. Ms. Madhurima Das
3. Dr. Debraj Sarma
4. Dr. Dilip Kr Deka
5. Mr. Dinesh Lahkar
6. Mrs. Majushree Devi
7. Mr. Ramesh Ch Narzary

*Agenda:*

1. Criterion wise reporting of the SSR committees.
2. Discussion on online feedback.
3. Discussion on best practice of the college.
4. Any other matter.

**Item no 1. Welcome to the members**

Chairperson Dr. D.N Deka, Principal i/c, welcomed the faculty members present in the extended meeting. He asked the coordinator IQAC to start the agenda points.

**Item no 2: Criterion wise reporting**

Convener of the criteria reported on behalf of their committee that has been constructed in the last IQAC meeting on 9<sup>th</sup> February 2019. The conveners presented their progress report on both quantitative and qualitative matrix.

**Item no 3: Clarification on RAF procedure**

Coordinator IQAC clarified doubts regarding the methodology of preparing the database for each criterion.

**Item no 4: Online feedback system and ICT classes for the major students**

Dr. Ranjita Tamuli Talukdar, convener of the criterion I requested to conduct online feedback of the students for the session.

The members of the meeting requesting Coordinator IQAC Dr. M.K. Singha to conduct orientation programs for ICT classes for the major students of all the three streams and B.Voc students with hands-on training. Teachers are requested to assign home assignment on the ICT platform so that students could interact with the teachers beyond class.

**Item no.5: Best practices of the college**

Dr. Leena Baruah Bordoloi, Coordinator of the extension education cell of the college explaining the activities of the Counseling and Mentoring classes of the college. She expresses satisfaction over the dedicated service offered by the mentors and conveners in their classes. Since its inception in 2017, this is the third year and presently ten club classes are running. Gradually the activities of the clubs draw the interest of the students and help to enhance the holistic development of the students. She expresses happiness for selecting Mentoring and Counseling as one of the best practices of the college.

**Item no 5: Vote of thanks**

The chairperson requesting all members for their participation in the accreditation process and offers thanks for their suggestions.

With regards



(Monoj Kr Singha)  
Coordinator, IQAC, RC

Coordinator  
IQAC, Rangia College