



INTERNAL QUALITY ASSURANCE CELL
RADHAMADHAB COLLEGE, SILCHAR

Sonai Road, Dist. Cachar, Assam. Pin – 788006

NAAC RE-ACCREDITED

Email: rmcollege71@gmail.com

Website: www.rmcollege.org

Ref: RMCIQAC/NAAC/79/2022/238

Date: 09/02/2022

From: 1) Sri Arunabha Bhattacharjee, Coordinator

2) Sri Sudarshan Gupta, Coordinator

3) Dr. Sonali Choudhury, Coordinator

NOTICE

A general meeting of the teaching, non-teaching, library and office staff will be held on **12/02/2022 (Saturday) at 01:00 P.M.** in the conference hall to discuss some important issues relating to IQAC and devising strategies for overall academic development of the college.

All members of the teaching, non-teaching, library and office staff are cordially requested to remain present in the said meeting.

The Principal and Chairman IQAC has kindly consented to preside over the said meeting.

Countersigned by

(Dr. Debashish Roy)

Principal

Radhamadhab College

Silchar – 788006

Principal
Radhamadhab College
SILCHAR - 788006

(Sri Arunabha Bhattacharjee)

Coordinator

I.Q.A.C

Radhamadhab College
Silchar-6

(Sri Sudarshan Gupta)

Coordinator

I.Q.A.C

Radhamadhab College
Silchar-6

(Dr. Sonali Choudhury)

Coordinator

I.Q.A.C

Radhamadhab College
Silchar-6

Proceedings cum resolutions of the general Meeting of the teaching, Non-teaching, Library and office staff with the Coordinators IQAC and Principal and chair IQAC on the chair held at 1.00 P.M on 12.02.2022 in the Conference Hall of the College.

Members Present

1. Debarshik Roy
2. Rahul Chakrabarti
3. Arunabha Bhattacharya
4. Sonali Choudhury
5. Rudradh Choudhury
6. Nabanita Debnath
7. Swarnali Roy Choudhury
8. Ch. Mani Kumar Singh
9. Santosh Borah
10. Sujayendra
11. Kalipada Das
12. Bedhan Barman
13. Reetam Roy
14. Sumit Banerjee
15. Rahul Saran
16. Sneha Nath
17. Debonmita Roy Choudhury
18. Paurnita Roy
19. Preksha Bhattacharya
20. Baishali Chakraborty
21. Chandrima Dutta
22. Piya Das
23. Anandhadi Bhatta Choudhury
24. Ashima Ray
25. ~~_____~~
26. Gouri Sankar Das
27. Proneel Kumar Das

28. Jibon

29. Barhab Das Podar

30. Kalkoukri Dutta

Proceedings of the General Meeting of IQAC held on 12/02/2022 :

On 12/02/2022 the IQAC of Radhamadhab College held a General Meeting to discuss some issues related to over-all academic and administrative areas of college management. Sri Arunabha Bhattacharjee, Sri Sudarshan Gupta & Dr. Sonali Choudhury Coordinator, IQAC, convened the meeting and the following issues were discussed :

1. The issue of non-response from the different Cells of IQAC regarding the furnishing of their Activity-details from 2018 to 2020 was discussed. The Convenors of different Cells assured that the reports will be sent to IQAC soon and that they are positively working on that.
2. Promotion-related issues were discussed. The IQAC requested all academicians of the college to submit their promotion-related files and documents to the IQAC at least one to three months prior to the due date of promotion. This request was made keeping in mind the smooth, hassle-free and proper functioning of the IQAC, so that no files are turned back from DHE, Assam. Upon submission, the IQAC will process and clear the files within 30 days.
3. The IQAC Coordinators requested all Convenors of the different Cells that a certain mechanism be developed to ensure that all Cell Activities are such that they aim at benefitting the stakeholders, primarily the student community. In this connection, it was decided that all Cells of IQAC have to submit their program or activity-related proposal to the IQAC first. Once the IQAC approves these proposals, the Cell can organize the program or activity. After the Activity is completed, a Report of that should be given to the IQAC within one week. For Departmental Activities, there is no need to put a proposal to the IQAC; however, the report of the Departmental Activities should be sent to the IQAC within one week.
4. The IQAC made a proposal in the house urging the Departments to conduct a National Seminar by the end of 2022. Many Departments, like Philosophy, Bengali, Economics and English, showed willingness to do so. The H.O.D, Department of English, said that she is willing to collaborate with other Departments and conduct a National Seminar.
5. IQAC Coordinator and Librarian, RMC, Dr. Sonali Choudhury, informed everyone present that a collaboration was done with ICT Academy, which will be conducting many programs for the next five years, that would benefit both the teachers and the students. They will sign MOUs with the college; one collaboration is done and two more are underway. The programs will be conducted in both online and offline modes. Industry-related Training Programs, Seminars, Guest Lectures, etc. will be arranged for students and teachers. All the members present showed enthusiasm and appreciation for this, and the IQAC Coordinators were requested to kindly circulate the necessary documents related to the programs organised by the ICT Academy.

6. Some issues and Problems related to the Library were discussed. Some problems that have surfaced in terms of filling up of the AQAR were mentioned. These are related to :
 - a. Number of people (Faculty and Students) visiting the Library everyday.
 - b. Number of people using Library Facilities
 - c. Library Memberships not being used
 - d. No proper usage of online Library resources

In this regard, an appeal was made to the members present to increase the number of physical visits in the Library as well as to access the online resources from time to time. The Librarian was requested to once again share the User-Id and Password for accessing the Online Library Resources. The Librarian also proposed that a Register will be kept in the Library from henceforth to keep a record of who have visited the Library.

7. Discussion on the importance of Website Development. The IQAC coordinators informed everyone that in the current format of NAAC, 70% of AQAR and SSR is online-based, and only 30% depends on the physical visit of NAAC peer team. So that increases the importance of Website development and management manifold. Hence, all activities have to be posted online and a respective link should have to be put in the website.

A series of major points of discussion followed this agenda, and the following important issues were discussed :

- a. All Cells and Departments should give online reports of their activities, and it should be in MS Word Format. Every Cell, every Department and every Faculty will have separate pages in the Website and from there, it can be accessed online.
- b. Every proposal of the Cells should be routed through IQAC. Henceforth, IQAC will not permit any program if it is not been proposed through proper channel. The most important thing is to keep in mind the targeted audience and the number of beneficiaries. The Reports of each program/activity should also mention the number of beneficiaries, etc.
- c. The Report of each activity/program should be given within one week of the activity/program. Every Cell member and Convenor should be well aware of all things that are being uploaded in the college website.
- d. It was mentioned that in the 2nd Cycle of NAAC visit, a concession was made for North-Eastern colleges that within 2 to 2.5 points will be allowed. But now, for the 3rd Cycle, it has to be over 2.5 points.
- e. For Departmental and Cell Activities, H.O.Ds and Cell Convenors must coordinate with the IQAC Coordinators for preparation of reports by 31st March, 2022. Also, by the end of March, the individual profile of all the faculty members and other staffs should be uploaded.
- f. Feedback forms should be made online and from now onwards, all the feedback from all stakeholders will be received online.
- g. Academic Profile of the Teachers should be submitted soon.

8. Dr. Rahul Chakraborty, Convenor, Admission and IT Cell discussed his take on the issue of Website Management. The Cell is looking to rebuild the entire website by updating and re-designing it. The Convenor mentioned that by March the entire website should be created and he expects everyone to help him with this herculean task. He also appealed that whatever is asked for should be sent digitally or online, and in this regard, he sought everyone's cooperation.
9. Discussion on the Feedback-form from all stakeholders, developed by the Academic Monitoring Cell. Dr. Arundhati Dutta Choudhury, Convenor, Academic Monitoring Cell, placed the different types of Feedback Forms that were created by the Cell in the House. She mentioned that as per NAAC AQAR requirement, 5 types of Feedback Forms are required for 2018-19 and 2019-20 session. These are - Student, Teacher, Employer, Alumni, and Parent's Feedback. From 2020-21 onwards, only 4 types of Feedback forms are required - Parents' Feedback form is not required. With these informations, she thoroughly read out all the points and content of all these types of Feedback forms.

Suggestions made by IQAC Coordinators with regard to Feedback Forms :


- a. "Name of the Student" in the Student's Feedback Form should be made optional.
 - b. The Language of the Feedback Forms should be modified a bit and made easy.
 - c. Bringing down the Parameters of the Part 1 of Students' Feedback Form to five points.
 - d. The Employer Feedback Form be kept on hold for further discussion.
 - e. Some specific suggestions were also made that were duly noted down by the Convenor of Academic Monitoring Cell.
 - f. A suggestion was made that from 2020-21 onwards the Feedback should be received in the format of Google-forms. Prior to that, Feedback should be received in offline mode.
10. A promotion-related issue was discussed. It was decided that members should apply to the respective Cell Convenor and the Convenor should mention the performance of that particular member and forward the application to the Principal. The Principal will decide whether or not to issue that Certificate.
 11. IQAC Coordinator and Convenor, Publication Cell, Sri. Sudershan Gupta, took some undertaking in his capacity as the Convenor of the Publication Cell, which are as follows :
 - a. To print the Souvenir of Golden Jubilee.

- b. To publish 5 books with ISBN.
- c. To publish a Teachers' Profile.
- d. To publish RMC Research Journal for 2020-21 and 2021-22.

12. A suggestion was made to take up the "Mentor-Monitor Program" by IQAC in a meeting organized by Academic Monitoring Cell. In that meeting IQAC co-ordinator has suggested to give a proper name of that programme. In relation to that a name was suggested by Dr. Arundhati Dutta Choudhury, Head of the department of English. It was also suggested to start this programme in the English department on an experimental basis and it was found viable to conduct the programme. Following this, it was suggested in the general meeting to take up this programme in each department and submit the report to the IQAC by 28th February'22. This proposal was accepted by everyone present in the meeting. Under this program, each Department should create a Data-base for each department. The aim is to identify the top 25 students and then each faculty member should monitor 5 students.

13. Lastly, it was discussed that keeping in mind the upcoming NAAC visit, 5 best practices should be formed. The following 5 areas were identified as the 5 best practices :

- a. Library Facilities
- b. Health Care Centre
- c. E-Learning Platform
- d. Collaboration with Netaji School, Public School and Radhamadhab Patsala
- e. Initiation of an Exchange Program with other academic institutions of the region.


(DR. DEBASHISH ROY)
Chairman, IQAC,
Radhamadhab College,
Silchar - 788006



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From: 1) Sri Arunabha Bhattacharjee, Coordinator
2) Sri Sudarshan Gupta, Coordinator
3) Dr. Sonali Choudhury, Coordinator

Date: 23/04/2022

NOTICE

In continuation of the notice issued by Admission, Computer & IT Cell, Radhamadhab College on 22/04/2022, it is further notified that a General meeting of the IQAC with the Teaching (including Part-Time), Non-teaching & Library Staff of the College will be held on 25/04/2022 (Monday) after the end of the meeting of the IT Cell. In the said meeting the criterion allotted to the faculty members will be explained and distributed by the undersigned.

All are cordially requested to positively attend the said meeting.

Countersigned by

Debashish Roy

(Dr. Debashish Roy)

Principal

Radhamadhab College

Silchar – 788006

Sri Arunabha Bhattacharjee

(Sri Arunabha Bhattacharjee)

Sri Sudarshan Gupta

(Sri Sudarshan Gupta)

Dr. Sonali Choudhury

(Dr. Sonali Choudhury)

Proceedings cum resolutions of the general meeting of the teaching (including part-time), non-teaching and library staff of the college held on 25/04/2022 in the Conference Hall.

Agenda: To explain and distribute the criterion allotted to the faculty members as per DHE's instruction.

Members present:

1. ~~Subashree~~
2. Anurabha Bhattacharjee
3. Ruma Nath Choudhury
4. Ashima Ray
5. Reba Choudhury
6. ~~Zudarsan~~ ~~Cousin~~
7. Nabavita Debnath
8. Ch. Mani Kumar Singh
9. Bidhan Kumar
10. Swarnali Roy Choudhury
11. Piya Das
12. Dr. ~~Shishu~~ Taru Roy
13. Sanyasa Das
14. Dr. Santosh Borah. 25/4/2023
15. Paavita Roy
16. Sneha Nath
17. Tapati Choudhury
18. Niranjana Sae
19. N. Gitanjali deyi
20. Sonali Choudhury
21. Arup Paul
22. Kalipada Das
- 23.
- 24.
25. Sumita Bose

Resolution No. 1

The Condemnor IBAC apprised the House that as per letter no. AHE. 544/2021/9, Dt. 11/02/2022 the DHE has instructed the college to expedite the process of NAAC Accreditation in the provincialised colleges and take necessary steps in this regard. Moreover, the college should form 7 Special Committees for 7 Criteria of NAAC (1-7, Criteria wise) for preparation of ABARs and NAAC Reports.

As stated by DHE to form the committees with the Associate Professors which is not available in the college the Principal takes the prerogative to involve other teachers as per DHE's instruction. After a thorough discussion, the Special Committees with the following members have been formed:

Special Committee

Name of members

- | | |
|--|--|
| 1) Curricular Aspects | { i) Dr. Rabind Sarania
ii) Dr. Swajyasa Deb |
| 2) Teaching, Learning & Evaluation | { i) Smt. Arundhali Dutta Chandhury
ii) Dr. Nabanita Deb Nath |
| 3) Research, Innovation & Extensions | { i) Dr. Ch. Mani Kumar Singha
ii) Dr. Piya Das |
| 4) Infrastructure & Learning Resources | { i) Dr. Rabind Chakraborty
ii) Smt. Swarnali Roy Chandhury |
| 5) Student Support & Progression | { i) Dr. Bidhan Bannan
ii) Dr. Kalipada Das |

