



INTERNAL QUALITY ASSURANCE CELL  
**RADHAMADHAB COLLEGE, SILCHAR**

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

NAAC RE-ACCREDITED

Email: [rmcollege71@gmail.com](mailto:rmcollege71@gmail.com)

Website: [www.rmcollege.org](http://www.rmcollege.org)

Ref: RMC/IQAC/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

Coordinator

I.Q.A.C

Radhamadhab College  
Silchar-6

(Dr. Sonali Choudhury) Coordinator

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 in 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. Debarshi Roy
2. Rahul Chakrabarti
3. Arunabha Bhattacharya
4. Souvik Choudhury
5. ~~Prudh - Gupta~~
6. Nabanita Debnath
7. Swarnali Roy Choudhury
8. Ch. Mani Kumar Singh
9. Santosh Borah
10. Surjendra
11. Kalipada Das
12. Bedhan Barman
13. Rupam Roy
14. ~~Sant. Bandyopadhyay~~
15. Rahul Saran
16. Sruha Nath
17. Debonita Roy Choudhury
18. Paurnita Roy
19. Preksha Bhattacharya
20. Baishali Chakraborty
21. Chandima Dutta
22. Piya Das
23. Anandhadi Kutta Choudhury
24. Ashima Ray
25. ~~[Signature]~~
26. Gouri Sankar Das
27. Pranita Kumar Singh

28. Jib
29. Barhab Das
30. Kiboukri 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 Semina.
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 :
- Number of people (Faculty and Students) visiting the Library everyday.
  - Number of people using Library Facilities
  - Library Memberships not being used
  - 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 :

- 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.
- 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.
- 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.
- It was mentioned that in the 2<sup>nd</sup> 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 3<sup>rd</sup> Cycle, it has to be over 2.5 points.
- For Departmental and Cell Activities, H.O.Ds and Cell Convenors must coordinate with the IQAC Coordinators for preparation of reports by 31<sup>st</sup> March, 2022. Also, by the end of March, the individual profile of all the faculty members and other staffs should be uploaded.
- Feedback forms should be made online and from now onwards, all the feedback from all stakeholders will be received online.
- 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 I 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 28<sup>th</sup> 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.

*Debashish Roy*  
(DR. DEBASHISH ROY)  
Chairman, IQAC,  
Radhamadhab College,  
Silchar – 788006





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**Ref:**

**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. Debashree M
2. Anurama Bhattacharya
3. Kuma Nath Choudhury
4. Ashima Roy
5. Reba Choudhury
6. Sudarshan Gupta
7. Nabanita Debnath
8. Ch. Mani Kumar Singh
9. Bidhan Kumar
10. Swarnali Roy Choudhury
11. Piya Das
12. Dr. ~~Debi~~ Taru Roy
13. Seemayee Das
14. Dr. Santosh Borah. 25/4/2023
15. Soumita Roy
16. Sneha Nath
17. Tapati Choudhury
18. Niranjana Sae
19. N. Gitanidhi 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 AQARs 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:

<u>Special Committee</u>	<u>Name of members</u>
1) Curricular Aspects	{ i) Dr. Rahul Sarania ii) Dr. Swajyasa Deb
2) Teaching, Learning & Evaluation	{ i) Smt. Arundheli Dutta Chandhury ii) Dr. Nabanita Debnath
3) Research, Innovation & Extensions	{ i) Dr. Ch. Mani Kumar Singha ii) Dr. Piya Das
4) Infrastructure & Learning Resources	{ i) Dr. Rahul Chakraborty ii) Smt. Swarnali Roy Chandhury
5) Student Support & Progression	{ i) Dr. Bidhan Bannan ii) Dr. Kalipada Das



- 6) Governance, Leadership & Management { (i) Dr. Ruma N. Choudhury  
(ii) Sri Tiban Das }  
7) Institutional Values & Best Practices { (i) Dr. Ashima Roy  
(ii) Dr. Santosh Borah }

The members of the Special Committee shall be requested to work upon the criterion as assigned to them.

There being no other agenda the meeting ended with thanks to and from the chair.

Dated SILCHAR  
25/04/2022

Debashish Roy,  
Dr. Debashish Roy  
Chairman, IQAC  
Radhanadhab College,  
Silchar - 6.





Internal Quality Assurance Cell

**RADHAMADHAB COLLEGE, SILCHAR**

Souai Road, Dist. Cachar, Assam. Pin- 788006

Ref. No.:

From: Dr. Debashish Roy, M.A., Ph.D  
Principal & Chairman, IQAC  
Radhamadhab College, Silchar.

Date: 30/01/2023

**NOTICE**

This is for information to all that an emergent joint meeting of the IQAC Body, Teaching, Non-teaching & Library staff of the college has been convened on 04/02/2023 (Saturday) at 11:00 A.M. in the Conference Hall of the college to discuss on the following agenda:

Agenda:

1. Creating a roadmap towards NAAC 3<sup>rd</sup> Cycle Accreditation of the college.

Sri L.K. Bhattacharjee, Hon'ble President, Governing Body will be the special invitee in the meeting. All concerned are hereby requested to be present in the said meeting positively. Further, the members of Seven Special Committee for Seven Criteria of NAAC are requested to present the updated status of their assigned work in the meeting.

(Dr. Debashish Roy)  
Principal & Chairman, IQAC  
Radhamadhab College, Silchar.

Memo No.: RMC/IQAC/NAAC/79/2023/246-260

Date: 30/01/2023

Copy to:

1. Sri L.K. Bhattacharjee, President, Governing Body (Special Invitee)
2. Dr. Arunabha Bhattacharjee, Coordinator, IQAC
3. Dr. Sonali Choudhury Biswas, Coordinator, IQAC
4. Dr. Ashima Roy, Senior Administrative Officer, IQAC
5. Sri Pamiendu Dns, Senior Administrative Officer, IQAC
6. Dr. Rahul Chakraborty, Teacher member, IQAC
7. Dr. Arundhati Dutta Choudhury, Teacher member, IQAC
8. Dr. Rahul Sarania, Teacher member, IQAC
9. Dr. Angshu Kumar Roy, Hon'ble member from Governing Body, IQAC
10. Dr. Pronoy Ranjan Deb, Nominee from local society, IQAC
11. Sri Prasanta Chandra Goswami, Nominee from local society, IQAC
12. Sri Kabir Hussain, Nominee from local society, IQAC
13. Sri Pinak Paul, Entrepreneur, IQAC
14. Sri Rajdeep Adhikari, Alumni, IQAC
15. All Teaching, Non-teaching & Library staff
16. Office File.

Debashish Roy  
(Dr. Debashish Roy)  
Principal & Chairman, IQAC  
Radhamadhab College, Silchar-6

Proceedings - w.m - Resolutions of the emergent joint meeting of IQAC, Teaching, Non-Teaching & Library Staff of the College on 04/02/2023 (Saturday) at 11 A.M in the Conference Hall of the College.

Members Present:

1. Debashish Roy
2. Sonali Choudhury
3. Arundhati Dutta Choudhury
4. ~~Arundhati Dutta Choudhury~~
5. Shivali Ghosh
6. Rahul Sarania
7. Piya Das
8. Anam Ghosh
9. Kalipada Das
10. Sumon Das
11. Dr. Sumita Bose
12. Dr. Santosh Borah. 4/2/23
13. Dr. Rupam Roy
14. Anil Saha Das
15. Surajit Roy
16. Anand Paul
17. ~~Arundhati Dutta Choudhury~~
18. Rahul Sarania
19. Galim Ganguly
20. Rahul Chakraborty
21. Swarnali Roy Choudhury
22. ~~Arundhati Dutta Choudhury~~
23. Pinak Paul
24. ~~Arundhati Dutta Choudhury~~
25. Sumon Das
26. Debonita Roy Choudhury
27. Ananya Bhattacharjee
28. Pami Dey
29. Baihali Chakraborty



31. Nabanita Debnata
32. Paumita Roy
33. Sonali Choudhury
34. Sabnam Barbhuiya
35. Pooja Sharma
36. Raajeev Adhikari
37. Ch. Mani Kumar Singha

**Minutes and Resolutions of the Emergent Joint Meeting of IQAC with the Teaching, Non-Teaching & Library Staff held on 04/02/2023 (Saturday) at 11 am in the Conference Hall of College:**

At the outset, Dr. Debashish Roy, Principal, Radhamadhab College, in his capacity as the Chairperson of IQAC, initiated the discussion and highlighted the need of re-structuring of IQAC in view of NAAC 3<sup>rd</sup> Cycle Accreditation, the induction of 03 new faculty members and untimely demise of 02 members of the teaching staff. After a threadbare discussion it was resolved that:

1. Dr. Sonali Choudhury, Librarian, Radhamadhab College, be selected as the IQAC Coordinator and Dr. Arunabha Bhattacharjee and Smt. Swarnali Roy Choudhury be selected as Assistant Coordinator(s) of IQAC.

The Chairman IQAC and all the members raised the issue of induction of new members in the IQAC and it was resolved that:

2. Owing to the untimely demise of Late Dr. Surat Basumatary and Late Sri. Sudarshan Gupta, Dr. Arunabha Bhattacharjee, Dr. Santosh Borah and Smt. Swarnali Roy Choudhury be inducted as members of IQAC. Moreover, it was resolved that Sri Saptayudh Dutta Choudhury, a student of TDC 5<sup>th</sup> Semester, be inducted as the student member in place of Smt. Gayatri Kangsabanik, who has already passed out from the college.

The house then took up the issue of restructuring of the different Cells and Sub-Committees of IQAC and after a detailed discussion with all the stakeholders it was resolved that:

3. Three new faculties, Smt. Namrata Nath, Smt. Shurabhi Ghosh and Smt. Shabnam Sorongsa, be inducted as members in the Cells and Sub-Committees of the IQAC. Moreover, it was resolved that the Cells and Sub-Committees be restructured as follows:

**RESTRUCTURED CELLS & SUB-COMMITTEES UNDER IQAC**

1. **Admission, Computer & IT Cell**

1. Dr. Rahul Chakraborty (Associate Professor & HOD, Bengali):	Convener
2. Dr. Piya Das (Assistant Professor, Deptt. of Economics):	Member
3. Dr. Surjyasen Deb (Assistant Professor, Deptt. of Bengali):	Member
4. Sri Sazedul Alam Barbhuiya	Member
2. **Examination Cell**

1. Dr. Rahul Chakraborty (Associate Professor & HOD, Bengali):	Convener
2. Dr. Bidhan Barman (Assistant Professor, Deptt. of Political Science):	Convener
3. Dr. Arunabha Bhattacharjee (Assistant Professor, Deptt. of English):	Convener

3. **Academic Monitoring Cell**

1. Smt. Arundhati (Dutta) Choudhury (Associate Professor & HOD English):	Convener
2. Dr. Ch. Mani Kumar Singha (Assistant Professor & HOD, Manipuri):	Member
3. Dr. Surjyasen Deb (Assistant Professor, Deptt. of Bengali):	Member
4. Dr. Ashish Taru Roy (Assistant Professor, Deptt. of Commerce)	Member
5. Smt. Namrata Nath (Assistant Professor, Deptt. of English)	Member
6. Sri Shailen Das (Grade IV):	Member
4. **Students' Health Care Centre & Red Ribbon Club:**

1. Dr. Ashima Roy (Vice-Principal, Associate Professor & HOD Pol. Science):	Convener
2. Dr. Ruma Nath Choudhury (Associate Professor & HOD Philosophy):	Member
3. Dr. Bidhan Barman (Assistant Professor, Deptt. of Pol. Science):	Member
4. Sri Jiban Das (Assistant Professor, Deptt. of Pol. Science):	Member
5. Smt. Swarnali Roy Choudhury (Assistant Professor, Deptt. of Philosophy)	Member
6. Dr. Rupam Roy (Assistant Professor & HOD Deptt. of Commerce)	Member
7. Sri Basab Das Podder (Grade IV):	Member
5. **Library Committee:**

1. Dr. Sonali Choudhury (Librarian):	Convener
2. Dr. Ashima Roy (Associate Professor, HOD Pol. Science & Vice-Principal):	Member
3. Dr. Arunabha Bhattacharjee (Assistant Professor, Deptt. of English):	Member
4. Sri Arup Paul (Assistant Professor, Deptt. of Commerce)	Member
5. Sri Galim Gangmei (Library Assistant)	Member
6. **Career Guidance, Anti-Ragging & SC/ST Cell:**

1. Dr. Rahul Sarania (Assistant Professor & HOD, Economics):	Convener
2. Dr. Ch. Mani Kumar Singha (Assistant Professor & HOD, Manipuri):	Member
3. Dr. Piya Das (Assistant Professor, Deptt. of Economics):	Member
4. Smt. Sabnam Sorongsa (Assistant Professor, Deptt. of Economics)	Member
5. Sri Purnendu Das (Senior Assistant):	Member
7. **NSS (as per NSS guideline):**

Dr. Ch. Mani Kumar Singha (Assistant Professor & HOD, Manipuri):	Programme Officer
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8. **Committee for Games & Sports, Cultural cum Extra-Curricular Activities & Grievance Redressal Cell:**

1. Dr. Ruma Nath Choudhury (Associate Professor & HOD Philosophy):	Convener
(Female)	
2. Dr. Kalipada Das (Assistant Professor, Deptt. of Bengali):	Convener
(Male)	
3. Sri Jiban Das (Assistant Professor, Deptt. of Pol. Science):	Member
4. Dr. Nabanita Debnath (Assistant Professor, Deptt. of Economics):	Member
5. Dr. Santosh Bora (Assistant Professor, Deptt. of Education):	Member
6. Sri Peter Noah Rongmei (Junior Assistant):	Member
9. **Research & Publication Cell:**

1. Dr. Surjyasen Deb (Assistant Professor, Deptt. of Bengali):	Convener
2. Sri Arup Paul (Assistant Professor, Deptt. of Commerce):	Member
3. Smt. Namrata Nath (Assistant Professor, Deptt. of English)	Member
4. Sri Gouri Sankar Dhar (Junior Assistant):	Member
10. **Self Financing Cell:**

1. Dr. Sonali Choudhury Biswas (Librarian):	Convener
2. Dr. Ashima Roy (Vice-Principal, Associate Professor & HOD Pol. Science):	Member
3. Dr. Ruma Nath Choudhury (Associate Professor & HOD, Philosophy):	Member
4. Dr. Nabanita Debnath (Assistant Professor, Deptt. of Economics):	Member
5. Smt. Swarnali Roy Choudhury (Assistant Professor, Deptt. of Philosophy):	Member
6. Smt. Shurabhi Ghosh (Assistant Professor, Deptt. of Political Science):	Member
7. Dr. Ashish Taru Roy (Assistant Professor, Deptt. of Commerce):	Member
8. Sri Surajit Roy (Junior Assistant):	Member



11. **Women's Cell (as per VISHAKHA Commission Guideline):**

1. Dr. Nabanita Debnath (Assistant Professor, Dept of Economics);
2. Dr. Ashima Roy (Vice-Principal, Associate Professor & HOD Pol. Science);
3. Smt. Arundhati Dutta Choudhury (Associate Professor & HOD English);
4. Dr. Ruma Nath Choudhury (Associate Professor & HOD, Philosophy);
5. Dr. Sonali Choudhury Biswas (Librarian);
6. Dr. Piya Das (Assistant Professor, Deptt. of Economics);
7. Smt. Swarnali Roy Choudhury (Assistant Professor, Deptt. of Philosophy)
8. Smt. Supriya Roy

Convenor  
Member  
Member  
Member  
Member  
Member  
Member

12. **NCC (as per NCC guideline)**

Dr. Santosh Borah (Assistant Professor, Deptt. of Education): Caretaker Officer

Consequent upon the restructuring of IQAC, the Principal requested cooperation from all stakeholders – Teaching, Non-Teaching, Library Staff, Alumni and Students of the college for the smooth conduct of Assessment and Accreditation by NAAC. He insisted that all the staff be present in the college for atleast 5 hours every day and help the IQAC Coordinator with NAAC related works as and when required. Dr. Arunabha Bhattacharjee, former Coordinator of IQAC, discussed the pros and cons of NAAC accreditation in the coming days and highlighted the importance of working sincerely so that the accreditation status of the college is adequately maintained. Moreover, Dr. Arunabha Bhattacharjee, former Coordinator IQAC, Radhamadhab College informed the house that as per DHE letter no. DHE/NEP/2020/2022/018 dated 27/01/2023, the Director of Higher Education, Assam, has instructed all the faculty members of all Higher Education Institutions to complete a mandatory Faculty Development Programme on New Education Policy, 2020, within 28/02/2023. In tune with this, the Principal instructed all the faculty members to comply with the DHE's letter for submitting the compliance report within 28/02/2023.

Further, the former IQAC Coordinator, Dr. Arunabha Bhattacharjee, highlighted that as per IQAC letter no. RMC/IQAC/NAAC/79/2022/240 dated 09/04/2022 Seven Special Committees were formed with a few Assistant Professors along with Associate Professors (due to the lack of sufficient Associate Professors) of the college who were entrusted with the responsibility of filling up the AQAR of 2021-22 & 2022-23 and subsequently the SSR when required. Subsequently, a second letter was issued by the IQAC, bearing letter no. RMC/IQAC/NAAC/79/2022/245 dated 02/12/2022 as a 'Gentle Reminder' to the faculty members for the submission of the details related to AQAR. He expressed his disappointment in this regard and informed the house that the data submitted by these Committees were not adequate for filling up the AQAR and require certain modifications. The Coordinator highlighted the modifications required to the concerned members of the Seven Criteria in black and white. In this connection, he also circulated hard copies of four important documents related to AQAR and SSR submission (SOP, SSR Manual, Benchmark Document & Data Template Format) to the members of the seven criteria and requested them to make the necessary modifications. In view of this, it was resolved that :

4. The members of the 5 Criteria (which require modification) be requested to submit their respective filled-in Criteria with the requisite and required modification and supporting documents latest by 19/02/2023. It was also resolved that a follow-up meeting will be held on 20/02/2023 to discuss the status-report of the 5 Criteria, the time of which would be notified in due course.

Apart from these, different dynamics related to NAAC Assessment and Accreditation were discussed, with special reference to strengthening the Mentor-Monitor Program, Collaboration with other HEIs, and initiation of MOOC Courses in SWAYAM portal, etc. Following this, it was resolved that :

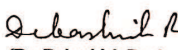
5. Dr. Ch Manikumar Singha and Dr. Rupam Roy be entrusted with the responsibility to initiate the process of collaboration with other institutions. The H.O.Ds of all the academic departments were entrusted with the responsibility of initiating the process of students' registration in MOOC and SWAYAM courses, etc.

In the light of the post-pandemic and post-flood normalcy, it was discussed that from the next academic session 75% offline attendance of the students will be mandatory and no concession will be given to them (regarding class attendance) in any circumstance. An issue was raised in the house by Dr. Arundhati Dutta Choudhury regarding the extended admission process that makes it difficult to prepare the class Register and note down the attendance of the students. In this regard, a solution was offered by Dr. Rupam Roy that a provision can be made to insert the names of the late admitted students manually in the class register by the concerned teachers. The issue of uploading study materials in the E-Learning portal of the college website was discussed and it was resolved that :

6. The Odd Semester study materials provided by the HODs of the various departments be uploaded in the E-Learning link of the college website, and the HODs be requested by the IQAC Coordinator to provide the study materials of Even Semester also at the earliest.

Dr. Sonali Choudhury Biswas, IQAC Coordinator, thanked the house for reposing faith in her and also sought whole-hearted participation and cooperation from all the stakeholders of the college. She stressed on the significance of NAAC Accreditation for the future of the college and the need to assure and maintain quality in order to be recognized as a premium institution of the valley. She requested the Convenors and Cell Members of the different Cells and Sub-Committees to cooperate for successful Accreditation by NAAC. She also requested the Secretary of Alumni Association of Radhamadhab College, Sri. Rajdeep Adhikari, to initiate the process of Alumni Registration under Society Registration Act, and also requested him to take the initiative of active engagement of the alumni for the development of the college.

The meeting concluded with a Vote of Thanks from the chair and singing of the National Anthem and State Anthem.

  
(Dr. Debashish Roy)  
Principal & Chariman, IQAC  
Radhamadhab College, Silchar.  
Chairman  
IQAC  
Radhamadhab College  
Silchar-8



Website: www.rmcollege.org  
Email: rmcollege71@gmail.com  
NAAC RE-ACCREDITED



Ph. No.: 03842-295960 (O)  
94351-73948 (M)

**Internal Quality Assurance Cell**  
**RADHAMADHAB COLLEGE, SILCHAR**

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

Ref. No.: RMC/IQAC/NAAC/79/2023/266

Date: 17/04/2023

**NOTICE**

This is for information to all Teaching, Non-Teaching and Library Staff of the college that a general meeting of IQAC of the college will be held on 24/04/2023 (Monday) at 12:30 P.M. in the Conference Hall of the college to discuss on the following agenda:

- 1) Students' Election
- 2) NAAC Preparatory works
- 3) Miscellaneous

All are requested to positively attend the same.

Countersigned by

(Dr. Debashish Roy)  
Principal & Chairman, IQAC  
Radhamadhab College, Silchar

**Chairman**  
**I.Q.A.C**  
**Radhamadhab College**  
**Silchar-6**

(Dr. Sonali Choudhury)  
Coordinator, IQAC  
Radhamadhab College, Silchar

**Coordinator**  
**I.Q.A.C**  
**Radhamadhab College**  
**Silchar-6**

(Dr. Arunabha Bhattacharjee)  
Asstt. Coordinator, IQAC  
Radhamadhab College, Silchar

**ASSISTANT COORDINATOR**  
**I.Q.A.C.**  
**Radhamadhab College**  
**Silchar**

(Smt. Swarnali Roy Choudhury)  
Asstt. Coordinator, IQAC  
Radhamadhab College, Silchar

**ASSISTANT COORDINATOR**  
**I.Q.A.C.**  
**Radhamadhab College**  
**Silchar**

Proceedings cum Resolutions of the general meeting of IQAC on 24/04/2023 (Monday) at 12:30 P.M. in the Conference Hall of the college.

- Agenda :
1. Students' Election
  2. NAAC Preparatory Works
  3. Misc.

Members present :

1. Debashish Roy
2. Ashim Roy
3. Sonali Choudhury
4. Rakul Choudhury
5. Anandhathi Natta Choudhury
6. ~~Swarnali Roy~~
7. Surejit Roy
8. Kalipada Das
9. Swiparna Das
10. Dr. Sandhya Borah
11. Arup Paul
12. Bidhan Barman
13. Shivali Ghosh
14. Sabina Sarangi
15. ~~Carly~~
16. Ananya Bhattacharjee
17. Samita Roy
18. Swiparna Das
19. Anam Ghosh
20. Sabina Barthuis
21. Anisara Das
22. Prity Sharma
23. Sonali Choudhury



Minutes and Resolutions of the General Meeting of IQAC with Teaching, Non-teaching & Library Staff held on 24.04.2023 (Monday) at 12:30 P.M. in the Conference Hall of the College

At the outset Dr. Debashish Roy, Principal, Radhamadhab College in his capacity as the Chairperson of IQAC initiated the discussion and requested the IQAC Coordinator Dr. Sonali Choudhury to highlight on the agenda of the meeting. She first of all, stressed on the need to form a Students' Union for the current session in the college followed by the need to discuss on some vital points related to NAAC preparatory works.

**Resolution No. 01:** The issue of forming Students' Body was discussed thoroughly and resolved that the college should conduct Students' Union Election for the current session. The said election will be held as per the existing constitution of Students' Union of Radhamadhab College and also following the guidelines of Lyngdoh Commission. Further, it was resolved that the entire election process shall be completed within a span of 10 days as per the following schedule:

- 1<sup>st</sup> May – Election Notification
- 3<sup>rd</sup> May – Submission of Nomination
- 6<sup>th</sup> May – Withdrawal of Nomination
- 8<sup>th</sup> May – Publication of Final List of Candidates
- 13<sup>th</sup> May – Election

The House finally resolved that the entire process of Election shall be looked after by the Committee as formed with the following members:

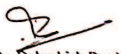
1. Dr. Arundhati Dutta Choudhury – Returning Officer
2. Dr. Santosh Borah – Member
3. Dr. Surjyasen Deb – Member
4. Smt. Namrata Nath – Member
5. Dr. Rupam Roy – Member

**Resolution No. 02:** On matter relating to undertaking of some important works for associated NAAC preparations, the following resolutions were taken:

- a) The need for reformation/restructuring of the Alumni Association of the college was explained by the IQAC Coordinator and it was resolved that a 03 member committee with Dr. Rahul Chakraborty, Dr. Arundhati Dutta Choudhury and Dr. Surjyasen Deb, be formed to shoulder the responsibility for strengthening the Alumni Association.
- b) The House expressed gratitude to Dr. Rupam Roy for taking all the necessary steps for signing of MoUs with Public H.S. School, Silchar and N.C. Paul Memorial College, Silchar and requested him to shoulder the responsibility to initiate collaborative teaching with both the institutions.
- c) With regard to conduct of Academic Audit and Energy Audit in the college campus, the Assistant Coordinator, IQAC, Dr. Arunabha Bhattacharjee and the Coordinator, IQAC, Dr. Sonali Choudhury took the responsibilities on themselves respectively to initiate the process.

- d) The House entrusted the responsibility of renovation of Girls' Common Room and other necessary works relating to installation of Pad Vending Machine and Incinerator to the Convenor, Women's Cell, Dr. Nabanita Debnath.
- e) With regard to the Boys' Common Room, Dr. Debashish Roy, Principal and Chairman, IQAC took upon himself the responsibility to renovate and restructure the same.
- f) With regard to the Code of Conduct of the college, it was informed by the Coordinator, IQAC that A Handbook of Code of Conduct of the college has been published by the Research and Publication Cell, Radhamadhab College and in connection with this, a 03 member committee with Dr. Ashima Roy (Convenor), Dr. Rahul Chakraborty (Member) and Dr. Arundhati Dutta Choudhury (Member) has been formed to implement the same and also conduct an Annual Awareness Programme relating to the same.
- g) The House entrusted the responsibility of making an Eco-friendly and plastic free campus to the Programme Officer, NSS Unit Dr. Ch. Mani Kumar Singha. He is requested to take steps to form a Vermi Compost pit in the college campus and look after the management of Degradable and Non-Degradable solid wastes.
- h) For applying in the portal of NIRF (National Institute Ranking Framework), the House entrusted the responsibility to Dr. Arunabha Bhattacharjee, Assistant Coordinator, IQAC and Sri Gouri Sankar Dhar, Junior Assistant of the college for initiating the process.
- i) With regard to the composition of ICC (Internal Complaint Cell) of the college, it was resolved that Dr. Arunabha Bhattacharjee be inducted as Member in place of Late Sri Sudarshan Gupta. The House further requested the Convenor of IQAC, Dr. Ashima Roy to convene a meeting informing all about the existence of the cell.
- j) Regarding conduct of SWAYAM and MOOC courses for the student of the college, the House entrusted the responsibility to Dr. Santosh Borah and Dr. Ch. Mani Kumar Singha to initiate the process.

As there being no other agenda, the meeting ended with vote of thanks to and from the Chair.

  
(Dr. Debashish Roy)  
Principal &  
Chairman, IQAC  
Radhamadhab College  
Silchar – 788006  
Chairman  
IQAC  
Radhamadhab College  
Silchar-6



Website: www.rmcollege.org  
Email: rmcollege71@gmail.com  
NAAC RE-ACCREDITED



Ph. No.: 03842-295960 (O)  
94351-73948 (M)

Internal Quality Assurance Cell

# RADHAMADHAB COLLEGE, SILCHAR

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

Ref. No.: RMC/IQAC/NAAC/79/2023/238


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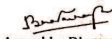
## NOTICE

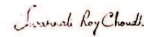
A General Meeting of the IQAC with the Teaching, Non-teaching and Library Staff of the college is hereby convened on 09/10/23 at 01:30 pm in the Conference Room to discuss on the following Agenda:

1. Accomplished works for NAAC Assessment
2. Preparation of SSR
3. Distribution of Templates of Seven Criteria of SSR to respective Committees

All are requested to attend the meeting positively.

  
(Dr. Sonali Choudhury)  
Coordinator, IQAC  
Radhamadhab College, Silchar

  
(Dr. Arunabha Bhattacharjee)  
Asstt. Coordinator, IQAC  
Radhamadhab College, Silchar

  
(Smt. Swarnali Roy Choudhury)  
Asstt. Coordinator, IQAC  
Radhamadhab College, Silchar

Proceedings cum Resolutions of the General Meeting of IQAC on 09/10/2023 (Monday) at 01:30 P.M. in the Conference Hall of the College.

- Agenda:-
1. Accomplished works for NAAC Assessment
  2. Preparation of SSR
  3. Distribution of Templates of 07 Criteria of SSR to respective committees.

## Members Present:-

- 1.
- 2.
3. Kalipada Das
4. Jibendra Das
5. Arunabha Bhattacharjee
6. Sonali Choudhury
7. Ruman Nath Choudhury
8. Rajul Sarania
9. Surinorees
10. Dr. Devidi Tam Goy
11. Amar Ghosh
12. Purnika Roy
13. Ananya Bhattacharjee
14. Tapati Choudhury
15. Sabnam Borthakur
16. Moumita Nandi
17. Jui Nath
18. Sonali Chouda
19. Debonita Roy Choudhury
20. Bilkeni Pradhan
21. Sumita Bose
22. Baishali Chakraborty
23. Debjani Deb
24. Nabanita Debata
25. Sabnam Soren

Handwritten signatures and dates on the left side of the page, including dates like 05/10/23, 05/10/2023, and 05/10/23.



26. Ch. Mani Kumar Singh  
 27. Surajit Roy  
 28. M. Sunny Singh

① Regarding Accomplished Works for NAAC Assessment: -  
 At the outset, the Co-ordinator of IQAC, Dr. Sonali Choudhury, placed in front of the House the list of all accomplished works carried out by IQAC for the purpose of NAAC assessment. She informed the House that the IQAC took initiative and conducted Green and Energy Audit of the college (in remote-auditing mode), Registration of the Alumni Association of the college, Rain-water Harvesting project, Smart and Virtual Classrooms, Workshops on different aspects, for the benefit of the students and the like for the over-all improvement of the college.

② Regarding Preparation of SSR: -

The Co-ordinator of IQAC presented a brief overview of the Self Study Report (SSR) upon which the NAAC assessment and accreditation will be done. She informed the House that the SSR is to be prepared maintaining the five-year period time-frame, i.e. from 2018 to 2023. The hard copies of SSR Manual for Affiliated Colleges, Benchmarks, Data Templates, etc. were presented before the House and an overview on the preparation of SSR was shared by the Co-ordinator (4).

③ Regarding Distribution of Templates of Seven Criteria of SSR to respective Committees: -

Templates of the Seven Criteria of SSR were distributed to the members of 07 Special Committee, which were constituted vide IQAC Notification vide No. RMC/IQAC/NAAC/79/2022/240 dt. 09/09/2022 as per DJE's order vide No. AHE.544/2021/9 dt. 11/02/2022. The Co-ordinator requested all the members to start their work on SSR preparation (for the time-period 2018 to 2023) and submit their respective Criterion (both soft and hard copies) within 18/10/23 positively.

The meeting concluded with singing of the National Anthem.

Debashish Roy  
 (Dr. Debashish Roy)  
 Principal & Chairman  
 IQAC  
 Radhanath College, Silchar





**INTERNAL QUALITY ASSURANCE CELL  
RADHAMADHAB COLLEGE, SILCHAR**

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

Ph. No.: 03842-295960 (O) Website: [www.rmcollege.org](http://www.rmcollege.org)

Email: [rmcollege71@gmail.com](mailto:rmcollege71@gmail.com), [iqaqrme@gmail.com](mailto:iqaqrme@gmail.com)

Ref. No.: RMC/IQAC/NAAC/179/2023/283

Date: 19/12/2023

**NOTICE**

A general meeting of IQAC of the College will be held on 21-12-2023 (Thursday) at 12:00 Noon in the Conference Hall of the College to discuss on various issues relating to NAAC preparedness of the College. In this regard, all the Teaching, Non-Teaching & Library staff of College are requested to attend the meeting positively.

*Sonali*

(Dr. Sonali Choudhury)  
Coordinator, IQAC  
Radhamadhab College, Silchar

*Arunabha*  
(Dr. Arunabha Bhattacharjee)  
Asstt. Coordinator, IQAC  
Radhamadhab College, Silchar

*Swarnali*  
(Smt. Swarnali Roy Choudhury)  
Asstt. Coordinator, IQAC  
Radhamadhab College, Silchar

*Debashish Roy*  
(Dr. Debashish Roy)  
Principal & Chairman, IQAC  
Radhamadhab College, Silchar

Proceeding Cum Resolution of IQAC General Meeting  
Held on 21/12/2023 at 12:00 noon in the  
Conference Hall of the college to discuss on  
various issues relating to NAAC preparedness.

Members Present: -

1. Debashish Roy
2. Sonali Choudhury
3. Amadhata Kutha Choudhury
4. Rakul Sarania
5. Jiban Das
6. Biphan Barman
7. Seempranali
8. M. Sunny Disha
9. Rahul Chakrabarti D. Ch.
10. Arunabha Bhattacharjee - *Bhattacharjee* 21/12/23
11. Nabanita Debnath - *Debnath* 21/12/23
12. Swarnali Roy Choudhury - *RC* 21/12/23
13. Namali Nath - *Nath* 21/12/2023
14. Shrabati Ghosh - *Shrabati Ghosh* 21/12/23
15. Dr. Debashish Taru Roy - *DR* 21/12/23
16. Dr. Santosh Borah - *Borah* 21/12/2023
17. Jui Nath - *Nath* 21/12/23
18. Ananya Bhattacharjee - *AB* 21.12.23
19. Parnita Dey - *Dey* 21.12.23
20. Dr. Sumita Bose - *Sumita Bose* 21/12/2023
21. S.A. Banthuiya - *Banthuiya* 21/12/2023
22. Swarajit Roy - *Swarajit* 12:00 pm 21/12
23. Shailor Das
24. Bhabu Das Podder - *Podder*
25. Kamalash Das



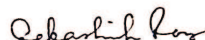
At the outset the Chairman of IQAC, Dr. Debashish Roy placed before the House a status-update regarding the institution's preparedness for NAAC Assessment & Accreditation. He informed the House that the IQAC is planning to submit the SSR by 31/01/2024 and henceforth all efforts should be channelized towards submission of SSR. The Coordinator of IQAC Dr. Sonali Choudhury, informed the House that the draft of some of the criteria were not submitted to IQAC email within stipulated time and requested the members to submit the same at the earliest. She also informed the House that an Academic and Administrative Audit will be conducted in the month of January wherein experts will come and assess the Academic and Administrative functioning of the college and preparedness for SSR submission and NAAC peer team visit. In this regard, she requested all Teaching, Non-teaching and Library staff of the college to sincerely carry out the assigned responsibilities and be updated with records as per guidelines of SST. The Coordinator also distributed two sets of Notices one to the Head of all academic departments and other to the Convenors of different Cells/Committees which specified all the requisite documents and paperworks necessary for the forthcoming audit.

Additionally, the Coordinator also interacted with the members of the House and it was decided to ensuing NAAC visit be undertaken and accordingly the following tasks were assigned to different members of Teaching, Non-teaching and Library staff:

- 1) Campus cleaning, Gardening and enabling the Campus is a "plastic-free" zone - Dr. Ch. Mani Kumar Singha, Sri Surajit Roy and Sri Shailen Das.
- 2) Publishing the Annual News Letter and College Journal - Dr. Surjyasen Deb
- 3) Documentation of the prevailing paper works and doing the needful with regard to Collaborative Teaching with the Institutions with whom MOUs have been signed - Dr. Rupam Roy and Dr. Surjyasen Deb
- 4) Organising an Alumni Meet and conducting Workshop for students regarding Student Satisfaction Survey (SSS) on behalf of IQAC - Dr. Arundhuti Dutta Choudhury, ~~Dr. Arundhuti Dutta Choudhury and Sri Purnendu Das.~~
- 5) Upgradation of the Weaving Centre and Beautification of Girls' Common Room - Dr. Nabanita Debnath.
- 6) Beautification of Boys' Common Room and Teachers' Common Room - Sri Jiban Das, Dr. M. Sunny Singha and Sri Kelhokri Rutsa.
- 7) Arrangement, Documentation and Classification of relevant Reports related to NAAC Assessment - Smt. Namrata Nath, Smt. Shabnam Sarongsa, Smt. Shurabhi Ghosh and Dr. Santosh Borah.
- 8) Documentation and updation of the ICT facilities of the college - Dr. Rahul Chakraborty and Dr. Bidhan Barman.
- 9) Organising Community Outreach Programs - Dr. Kalipada Das, Dr. Ch. Mani Kumar Singha.
- 10) Organising Sports Week - Dr. Kalipada Das, Sri Jiban Das, Dr. Bidhan Barman, Sri Peter Noah Rongmei.

- 11) Data Collection and Template preparation for SSR - Dr. Rahul Sarania, Sri Arup Paul, Sri Gouri Sankar Dhar
- 12) Upgradation of College Canteen - Sri Surajit Roy, Sri Peter Noah Rongmei and Sri Kamalesh Das
- 13) Upgradation of Yoga facilities - Smt. Swarnali Roy Choudhury
- 14) Upgradation of Education Laboratory - Dr. Santosh Borah and Sri Sandip Nath
- 15) Maintenance of Library facilities - Sri Galim Gangmei, Sri Kamalesh Das and Sri Sandip Nath

The meeting concluded with the singing of National Anthem.

  
 (Dr. Debashish Roy)  
 Principal & Chairman, IQAC  
Radhamadhab College, Silchar