



IQAC Meeting

Date: 15.10.2019
Place: Principal's Chamber
Time: 1:00 PM

Agenda:

1. Conducting Workshop
2. Formation of Various Committees
3. Others if any

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Iqbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Ashif Iqbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. The meeting unanimously resolves to organize the NAAC sponsored national workshop on the scheduled date as approved by NAAC.
2. The meeting decides to distribute to works among the stakeholders and for this, various committees are formed for smooth functioning of the event.
3. The meeting also urges on the cells to perform their stipulated policies and programmes within the period as fixed.

Action Taken Report of the Meeting Dated 15.10.2019

1. All arrangements have been made to conduct the workshop on the scheduled date.
2. Head-wise distributions of duties and responsibilities have been entrusted with the respective cells as food and logistic support cell, publication cell and reception cell.
3. Necessary steps have been taken to complete the entire work by the end of the session for uploading the annual data timely.


Principal
RUPAHI COLLEGE
Rupahi, Nagaon . Assam

IQAC Meeting with Teaching Staff

Date: 07.11.2019
Place: IQAC Room
Time: 1:00 PM

Agenda:

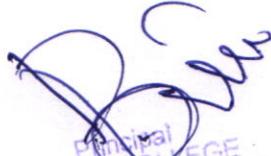
1. Discussion on holding NAAC sponsored Workshop
2. Discussion on improvement of IQAC Work
3. Discussion on Forthcoming NAAC Assessment in 2020
4. Others

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Iqbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Ashif Iqbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. The meeting decides to make engage the faculties to the workshop and make the event a grand success.
2. The meeting unanimously decides to upload the AQAR for the year to NAAC portal. Therefore all concerned are entrusted with their duties and responsibilities to perform quickly.
3. The meeting unanimously decides to invite NAAC Peer Team within validity period. Therefore, hasty performance from all concerned is required in every field of SSR as per criterion.


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Action Taken Report of the Meeting Dated 07.11.2019

1. Necessary arrangement for Two Day NAAC Sponsored National Workshop on "Revised NAAC Process" has been done and will be conducted on the stipulated date and time.
2. AQAR of 2018-19 has been successfully prepared and the same is pending for approval of the Governing Body of the College.
3. The process of inviting NAAC Peer Team in due course of time is continued and all stakeholders are working for the same.


Principal
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Rupahi, Nagaon . Assam

IQAC Meeting

Date: 15.11.2019

Place: Principal's Chamber

Time: 1:00 PM

Agenda:

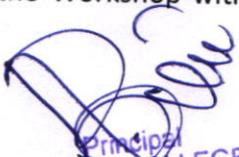
1. Submission of AQAR-2018-19 in the NAAC's Portal
2. Preparation of IIQA and NAAC Process
3. Publication of Proceeding of Two Day National Workshop on NAAC Process
4. Others if any

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Iqbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Ashif Iqbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. The meeting decides to upload the AQAR 2018-19 before deadline given by NAAC to hasten the process of upcoming NAAC's Assessment.
2. The meeting unanimously resolves to constitute criterion-wise committee for preparation of SSR and IIQA in order to complete the entire process of Assessment within validity period.
3. The meeting unanimously resolves to publish the proceeding of the Workshop within three days without delay.


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4. The meeting resolves to organize an innovative practice considering it as a best practice for this year and the same responsibility is entrusted with the Innovation Cell of the College.

Action Taken Report of the Meeting Dated 15.11.2019

1. Criterion wise committees have been formed to prepare the SSR quickly.
2. Online AQAR for the year 2018-19 has been uploaded in the NAAC's portal as well as college website within the time framed by NAAC.
3. Proceeding of Two Day NAAC Sponsored National Workshop on Revised NAAC Process has been published in course of time and submitted to NAAC.
4. Best Practices have been done including the exchange programmes collectively organized by the colleges in presence of MOUs between them.


Principal
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IQAC Meeting

Date: 17.01.2020
Place: IQAC Room
Time: 11:00 AM

Agenda:

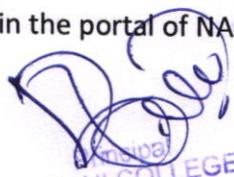
1. Discussion innovative teaching and lesson plan
2. Monitoring the works of various cells & Departments
3. Dialogue on conducting of online internal examination
4. Discussion on the plan of action
5. Discussion on remedial classes
6. Others if any

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Asif Ikbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. Today's meeting unanimously decides to adopt some innovative teaching methods in every department in pursuant to the nature of subject required for along with effective lesson plan for even semester classes.
2. Today's meeting resolves to perform the activities of departments and various cells within the stipulated period for time bound submission of AQAR in the portal of NAAC.


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3. The meeting unanimously decides to start online internal examinations in every department and to attain this goal; the IT Cell of the college has been entrusted with the responsibilities to train the faculties for this purpose.
4. The meeting discusses on the plan of action prepared by the planning board of the college and suggests some addition in the plan to be added for creating resources more actively.
5. Today's meeting decides to arrange coaching classes for competitive examinations and remedial classes for weak learners in every department. Therefore, career counseling and guidance cell of the college has been entrusted with the responsibilities to sensitize the faculties to arrange remedial classes in the month of March-April and to arrange coaching classes for competitive examination for the alumnae.

Action Taken Report of the Meeting Dated: 17.01.2020

1. Innovative teaching method in every department has been introduced for this session and lesson plan in every department has been prepared.
2. Annual activities and extension programmes of departments and cells have been monitored and suggested to perform the planned activities timely.
3. Necessary steps have been taken to familiarize the faculties with online attributes of ICT use and online examination thereof.
4. Plan of action chalked out and added with the task to arrange remedial classes in course of time of solve the problems of weak learners.


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IQAC Meeting

Date: 13.03.2020

Place: Principal's Chamber

Time: 2:00 PM

Agenda:

1. Discussion on the progress of departmental activities
2. Discussion on mentoring and feedback
3. Discussion on innovative practices
4. Discussion on outreach programme
5. Others

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Asif Ikbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting dated 13.03.2020

1. The meeting resolves that all departmental activities should be completed within the fixed period of time and the HODs are entrusted with liabilities to perform it.
2. Today's meeting decides to provide adequate mentoring to the students of honours subjects individually and the regular subjects in collective way as well as feedback from all stakeholders to be collected within this month and the same is entrusted with the HODs of the College.


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3. Regarding the innovative practices of the college the meeting extensively elaborates the matter and decides to perform innovative practice based on the local needs like water purification technique, innovation in agricultural sector etc. and the same is entrusted with the innovation cell of the college to take steps on it with immediate effect.
4. Regarding the outreach programme in meeting elaborately discusses in importance for local people. Therefore the meeting decides to organize some outreach program in the catchment area of the college based on the local needs and issues. It is also decided that Extension cell of the college will take steps with immediate effect to design and organize the outreach programmes with the help of departments.

Action Taken Report of the meeting dated 13.03.2020

1. Schedule of the departmental activities have been done and entrusted with the HODs.
2. Mentoring of the students has been continued and feedback from various stakeholders has been collected.
3. Innovative practice in outreach programme has been introduced and decided to continue it in every aspect of activities apart from teaching, research, best practices and outreach programme as well.
4. Outreach programmes in various backward places have been organized under UBA-2.0 and under extension activities cell of the college on various issues and local needs of the catchment masses.


Principal
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IQAC Meeting

Date: 16.07.2020
Place: IQAC Room
Time: 12:00 Noon

Agenda:

1. Discussion on Online class
2. Regarding online admission and examination
3. Regarding SSR writing
4. Others

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Asif Ikbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. Regarding the COVID -19 pandemic the meeting elaborately discusses the loss suffered by the students during this period should be recovered even through online mode. Therefore the meeting strongly decides to introduce online classes giving preference to honors students. To familiarize with the online classroom management and delivery IQAC of the college is entrusted with the creation of necessary ability and awareness


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regarding online device and platform like Zoom, Google Meet, Kahoot etc. among the facilities.

2. The meeting decides to publish online prospectus through college website for new admission considering COVID -19 pandemic. Regarding final examination of even semester, it is decided that the same will be done as per the schedule of Gauhati University.
3. Today's meeting decides to submit IIQA within validity period and prepare the SSR within the timeline fixed by the NAAC if the normal situation happens.

Action Taken Report of the Meeting dated 16.07.2020

1. Online classes for even semester student have been started in various platforms convenient to the teacher and student.
2. Preparation for online prospectus has been started. And examination of even semester and new admission will start vide notification of affiliated Gauhati University.
3. The process of SSR writing will start just after the situation becomes normal and as per the instruction of NAAC on this regard.


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IQAC Meeting with all Heads

Date: 12.10.2020
Place: IQAC Room
Time: 1:00 PM

Agenda:

1. Discussion on Departmental Activities.
2. Discussion on NAAC preparation
3. others

Members Present:

1. Dr. B.N. Pattanaik, Principal & Chairman
2. Dr. Azizul Hoque, Coordinator
3. Dr. Ferdusi Begum, Vice-Principal, Member
4. Dr. Abdul Hye, GB Member
5. Swapna Das, Guardian Member, Stakeholder
6. Nurul Islam, Associate Prof., Member
7. Ikbal Hussain, Associate Prof., Member
8. Riazul Hoque, Associate Prof., Member
9. Dr. Babita Baruah, Asstt. Prof., Member
10. Dr. Abdul Jalil, Librarian, Member
11. Abdul Maleque, Head Asstt., Member
12. Ashif Iqbal Hussain, Secretary, Alumni Association, Member
13. Abul Bashar, President, Students' Union, Member

Minutes of the Meeting:

1. Today's meeting elaborately discusses about the departmental activities which have performed and yet to be performed before the upcoming NAAC Peer team visit. The meeting decides to submit the report of activities to IQAC quickly for preparation of


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Annual Report – 2019-20 and the same is entrusted with the HOD's to make necessary arrangement for the same.

2. Today's meeting decides to submit IIQA & SSR in due course of time within the period of NAAC validity. For this, the IQAC will take immediate steps to converse with various stakeholders for their active participation in this respect.
3. This meeting decides to arrange some innovative activities including coaching class for competitive examinations under the guidance of career counseling and guidance cell of the college.
4. The meeting decides to organize workshop on Fish rearing through bio- flock method for the alumnae and self sufficient.

Action Taken Report of the Meeting dated 12.10.2020

1. The department has submitted the report of activities already performed and a schedule has been prepared to perform in the next before the NAAC Peer Team visit.
2. Steps have been taken to submit AQAR, IIQA and SSR in due course of time without delay.
3. B.ED. entrance examination coaching has been done. Innovative practices have been undertaken and steps have been taken to organize workshop on Fish & Fishery regards.
4. Innovation cell of the college has been entrusted with the responsibility to schedule and organize innovative practice relevant to the local needs and issues.


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