



INTERNAL QUALITY ASSURANCE CELL
RAMKRISHNA MAHAVIDYALAYA
Kailashahar, Unakoti, Tripura



Internal Quality Assurance Cell, Ramkrishna Mahavidyalaya, Kailashahar
Minutes of Different Meeting of IQAC During the year 2023

Meeting on 14.09.2022: In this meeting discussion was done on formation of IQAC for the year 2022-2023. In this meeting, IQAC of this college was reformulated with the following members. The Principal in-charge (President of IQAC) Dr. Pinaki Pal was nominated as Chairperson of IQAC. The following faculties were selected as Members of IQAC. The faculties are – Dr. Sandeep Acharya, Dr. Sanjesh Choudhury, Smt. Lily Debbarma, Sri Sujan Debbarma, Sri Suman Mandal, Sri Venkat Raman Tripura. The following members - Sri Lalit Mahan Debbarma and Smt. Indrani Saha were selected as members from Office Administrative staff. Two nominees from Alumni Association, Sri Dipak Ranjan Paul and Sri Sikkim Sinha, were selected as member. One Student Representative Miss Shilpa Chakraborty was also selected as member of IQAC along with Dr. Suman Das as Coordinator. of IQAC.


Meeting on 28.10.2022: In this meeting discussion was done on preparation of NAAC peer team visit. IQAC requested the HoDs and faculties to extend their helping hands for the upcoming NAAC process. Initiatives had been taken by all members to collect data from various departments and sections. IQAC requested the individual departments to organize seminars/ workshops/ awareness programmes/ student induction programme at the department level.


Meeting on 30.03.2023: In this meeting discussion was done on change of the IQAC Coordinator, RKM. It was decided on the meeting that Dr. Sandeep Acharya, Assistant Professor, Department of Botany, R.K. Mahavidyalaya would be new Coordinator of IQAC, RKM. The faculty members were Sri Samsat Debbarma, Dr. Animesh Dey, Smt. Lily Debbarma, Sri Sujan Debbarma. Sri Suman Mandal, Secretary of Teachers Council, Dr. Saman Das and Smt. Angkita Dewan. Members from Office Administrative staff were Sri Lalit Mahan Debbarma. OS and Smt. Indrani Saha, Library Assistant, R.K.M. Two nominees from Alumni Association, Sri Dipak Ranjan Paul, Educationist, Joint Secretary of Alumni Association and Sri Sikkim Sinha, Social Activist and Secretary, Alumni Association were reselected as member. One Student Representative Miss Shilpa Chakraborty was also selected as member of IQAC.

Meeting on 22.05.2023: In this meeting discussion was done on Institutional Development Plan (IDP) preparation. As per the decision taken in the meeting, the following points had been distributed among the members of IQAC. Inferences from SWOT analysis was

distributed to Sri Suman Mandal. Strategic plan based on SWOT analysis was distributed to Sri Samsat Debbarma and Sri Sujan Debbarma. Key activities proposed in IDP linked with SWOT was distributed to Dr. Animesh Dey. Objectives and expected results was distributed to Dr. Tarun Sinha. Action plan preparation was distributed to Smt. Lily Debbarma and Smt. Indrani Saha.

Meeting on 31.05.2023: In this meeting discussion was done on decision making on annual developmental works/responsibilities for NAAC purpose and AQAR preparation. It was decided in the meeting that different awareness programmes and other academic programmes would be submitted to IQAC along with Notices by the respective departments. Progression of Higher Education data of respective department would be submitted within due date. Job related placement data of all departments would be submitted by Academic section within due date. Yearly/Annual report would be submitted by different cells and committees within due date. Yearly report would be submitted by Cultural Committee with photo proof. Academic Committee would submit all students names of First semester (odd semester) along with registration number and roll number given by the Tripura University. Examination committee would submit list of students with name and roll number in soft form (odd and even semester). An Induction programme on 6th semester project for general students of various departments would be held on 07.06.2023 at 12.00 noon. Speakers for the Language group would be all four existing HoDs of departments of Bengali, English, Sanskrit & Kokborok. Speakers for the Social Sciences group would be – B. Dam, S. Mandal, J. DevBarma and Mithan Das.


Signature of Coordinator, IQAC


(Dr. Pinaki Pal)
Principal
Ramkrishna Mahavidyalaya
Kailashahar, Unakoti, Tripura



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Plan of Action and Achievements/ Outcome

Sl No.	Plan of Action	Outcome/Achievements
1.	Annual Developmental works/responsibilities for NAAC purpose and Preparation and Submission of AQAR	Annual developmental works completed and AQAR submitted successfully
2.	Formation of new IQAC committee	Formed and working successfully
3.	Institutional Development Plan (IDP) Preparation and Submission	Prepared and Submitted successfully
4.	IQAC executed feedback and student satisfactory survey through online mode	Feedback and student satisfactory survey completed
5.	IQAC helped in carry out teaching-learning process and looks after the college development work.	Performed successfully
6.	Participation in NIRF	Participated successfully

Sandeep Chandra

Signature of Coordinator, IQAC

(Dr. Pinaki Pal)

Principal

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Number of IQAC Meeting held during the year 2023

Sl No.	Item/Initiative by IQAC	Date and Duration	No. of participants
1.	Formation of IQAC for the year 2022-2023	14.09.2022 1 hour	13
2.	Preparation of NAAC peer team visit	28.10.2022 1 hour	11
3.	Change of the IQAC Coordinator, RKM	30.03.2023 1 hour	08
4.	Institutional Development Plan Preparation	22.05.2023 1 hour	06
5.	Annual Developmental works / responsibilities for NAAC purpose and AQAR preparation	31.05.2023 2 hours	18

Sandip Chandra
Signature of Coordinator, IQAC

(Dr. Pinaki Pal)
Principal
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