Rabindranath Thakur Mahavidyalya, Bishalgarh

Date: 17th & 18th June, 2019

Time: 1 to 5 p.m.

Venue: Smart Classroom

Present Members	Absent Members
 Dr Chitra Pal, Chairperson Smt Lipika Debbarma, Member Sri Nakatjyoti Chakma, Member Dr Kalpana Das, Member Mr. Uttam Mitra, Coordinator Smt. Taniva Chowdhury, Member Smt Rithi Majumdar, Member Dr Anupam Guha, Member Smt Kalyani Roy, Member Smt Sankari Das Deb Shri Subham Biswas 	Adv Nitai Chaudhuri, Member Sri Dhruba Charan Hota, Member.

Agenda:

1. Implementation of the recommendations of the NAAC Peer Team

All the members of the IQAC and the other faculty members are welcomed to the meeting in the Smart Classroom of the college on 17th & 18th June, each day from 1 to 5 p.m. and the meeting was presided over by Dr Chitra Pal, the Principal In-charge of the college. The functions of the IQAC and the recommendations given by the NAAC Peer Team discussed in the meeting and some strategies are outlined for the implementation of the recommendations.

Recommendation 1: Establish a language lab for developing language skills and soft skills Strategies:

- ❖ A language lab will be established. A list of equipments required for language lab to be prepared. (Eng Deptt)
- You tube videos for the beginners will be selected and then the students will be asked to practise in the smart class room.
- Some Study materials will be prepared and shared with the students.
- English Department will be asked to enrich the Language Lab.

Recommendation 2: Improve ICT Facilities (More smart classrooms, more computers, internet, wifi etc)

Strategies.:

- All the departmental rooms will be made smart class rooms.
- Laptops will be given to each department.
- ❖ A letter will be given to Jio Info Ltd for installation of equipments.



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Computer Lab will reorganised with AC and other facilities.

Recommendation 3: Improve library and laboratory facility Strategies:

- Automation process to be completed.
- Department wise list for requisition of books to be made. (HODs)
- Journals and newspapers, map are to be kept.
- Students and teachers must be trained to use INFLIBNET. (Library In-charge/HODs)
- ❖ Log book to be maintained regularly.
- Proper furniture (Reading Tables, Computers, Photocopier) to be provided.
- A list of labware is to be prepared for the improvement of the Science Labs
- Separate Science Block is to be constructed with all the facilities for the Science Departments.

Recommendation 4: Introduce mentoring and appoint a regular counsellor

Strategies:

- Honours students to be mentored by the HODs
- The rest students will be divided among the other faculty members.
- A room to be allotted for counselling with required equipments.
- All the teachers will counsel the students as and when approached by the students
- A Counsellor to be appointed
- ❖ A specialist may invited to the college time to time for couselling sessions with the students.

Recommendation 5: Coaching for professional and competitive Exams Strategies:

- ❖ Opportunities to be explored with the Municipality/ Employment Exchange Board for providing coaching (Pramatha Sir)
- Study materials and job opportunities related newspapers are to be arranged. (Placement Cell)
- Online links to be provided to the students and the news related to the job to displayed on the notice board. (Placement Cell)
- Classes are to be taken on a regular basis by the faculty members as per the routine of the college.

Recommendation 6: Principal, Librarian and PI Strategies:

- Letter is to be given for the Library and the PI
- An Annual Sports Event is to be arranged



Rabindranath Thakur Mahavidyalya, Bishalgarh

Date: 17th & 18th June, 2019 Time: 1 to 5 p.m. Venue: Smart Classroom

- List of the students who are participating in the national level is to be prepared. (Rithi Ma'am with the Principal)
- University to be contacted for arranging Intra College Sports Event.

Recommendation 7: More UG Courses, Diploma, certificate and add on course

Strategies:

- Application to be submitted for introducing Physical Science Department.
- Physical Education, Environment Science, Sanskrit, Geography are to be introduced.
- Increase the number of intake capacity for all the honours subject.
- Introduce Honours in Botany and Human Physiology.
- Certificate and Diploma programmes for IT, English, Beautician, Tailoring, Food and nutrition, Tourism, Journalism courses are to be explored in collaboration with other institutions like George Telegraphy, TU, NEILIT, Tourism deptt. etc.

Recommendation 8: Prepare vision document with action plan for next 10 years

Strategy:

❖ At first 3 year Institutional Development Plan will be prepared.

$\label{eq:Recommendation 9: More faculties with M.Phil and Ph.D.} Recommendation 9: More faculties with M.Phil and Ph.D.$

Strategies:

- Existing faculties those who do not have M.Phil or Ph.D. will be encouraged to pursue these research degrees.
- Directorate of Higher Education will be written about it.

Recommendation 10: Facilities: Hostel, Transport, Drinking Water, Canteen, Common Room

Strategies:

- Local Authorities to be contacted to provide private transport to come up to college considering the interest of the students and staff.
- Possibilities will be explored to make A cycle stand at the entrance of the College approach Road so that students can keep their cycles.
- ONGC will be applied for Drinking Water.
- Central Jaill has been approached for opening a bakery outlet in the college campus.
- Tender will invited for providing Canteen facility in the college.
- Drinking Water, Mirror, Indoor Sports Materials, Magazines, TV and sufficient benches are to be provided in the students' common room.

Minutes of the IQAC, RTM, Bishalgarh, Triprua

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Rabindranath Thakur Mahavidyalya, Bishalgarh

Date: 17th & 18th June, 2019 Time: 1 to 5 p.m. Venue: Smart Classroom

Dr Chitra Pal, the Chairperson of the committee thanked all the members for attending the meeting and the meeting came to an end at 5 p.m.

Signature of the Coordinator:

Signature of the Chairperson

Shilka Pal . 06. 2019

Rabindranath Thakur Mahavidyalaya, Bishalgarh

Venue: Smart Classroom

Date: 29th August, 2019

Time: 1 p.m.

Present Members 1. Dr Chitra Pal, Chairperson 2. Smt Lipika Debbarma, Member 3. Sri Nakatjyoti Chakma, Member 4. Dr Kalpana Das, Member 5. Mr. Uttam Mitra, Coordinator 6. Smt. Taniva Chowdhury, Member 7. Smt Rithi Majumdar, Member 8. Dr Anupam Guha, Member	Absent Members 1. Adv Nitai Chaudhuri, Member 2. Sri Dhruba Charan Hota, Member. 3. Sri Subham Biswas, Member
9. Smt Kalyani Roy, Member	The state of the Sankar Sri Subir

Guests: Dr Shankari Das, Smt Krishnakali Das, Smt Bijali Bhowmik, Smt Gopa Sarkar, Sri Subir Sekhar Adhikari, Sri Pramatha Roy Chowdhury, Smt Archana Pal, Smt Mousumi Sarkar,

Agenda

- 1. Approval of the minutes of the previous meeting
- 2. Collecting Feedback from all the stakeholders
- 3. Self Appraisal Report by Faculty members
- 4. Improving Teaching-learning in the college
- 5. Library Week/Book Reading Week/Formation of Book Reading
- 6. Internal Assessment
- 7. Academic and Administrative Audit
- 8. Miscellaneous: Digitising Data, Creating Culture of Life long learning, Parent Teacher Meeting, Procurement of equipments

The meeting began with the Chairperson's welcoming all the members to the meeting at 1.00 p.m. in the Smart Classroom (Room No: 17). It was a special meeting where all the faculty members were invited to attend the meeting.

Agenda 1: Approval of the minutes of the 4th meeting: All the present members approved the minutes of the 4th meeting of the IQAC.

IQAC, Rabindranath Thakur Mahavidyalaya, Bishalgarh, Sepahijala, Tripura

Rabindranath Thakur Mahavidyalaya, Bishalgarh

Venue: Smart Classroom

Date: 29th August, 2019

Time: 1 p.m.

Agenda 2: Collecting Feedback from all the stakeholders

The members discussed the need of collecting feedback from the students, parents and alumni on various areas for improving the overall functioning of the college. The following decisions are taken in this regard;

2.1. Online and offline feedbacks will be collected from all the stakeholders.

2.2. Feedback form will be prepared by the IQAC and shared with all the HODs to receive feedback, and these must be analysed and plan has to be made to take actions based on the feedback. All these need to be documented in a proper manner and submitted to the IQAC.

2.4. The entire process of feedback to be completed by the 15th November, 2019.

Agenda 3: Self Appraisal Report by Faculty members

All the faculty members are to submit the Self Appraisal Report for this odd semester. The format of Self Appraisal Report is to be distributed to all the faculty members and they will be asked to submit it to the IQAC. The faculty members will also be given option for online submission of Self Appraisal Report and they will be encouraged to submit it online. The process must be completed by October, 2019.

Agenda 4: Improving Teaching-learning in the College

There was a discussion in length to improve teaching- learning in the college and the following resolutions were taken in consultation with all the distinguished faculty members.

4.1. Teaching Plan and Teaching Diary:

All the faculty members must have their own teaching plan for the entire semester and they must maintain teacher diary for the recording of their teaching efforts. All the diaries printed in the last semester has already been used and therefore, there is a need to print new diaries for this semester. The following resolutions were arrived at;

- 4.1.1. A Format will be shared with all the faculty members for helping them to make teaching plan for the subjects they are teaching in this semester.
- 4.1.2. Order will be placed for printing new teacher diaries for recording all the information relating to teaching efforts of the faculty members. Photocopy of the diary format will be shared with the HODs so that they records are maintained properly till the printed diaries are received from the press.
- 4.1.3. The HODs must ensure that diaries are being maintained by all the faculty members including the Guest Faculties and the status should be updated to the Principal and the IQAC as and when required.

4.2. Defining Learning Outcomes.

All the subjects must have written learning outcomes and the faculty members and the students must be made familiar with the Learning Outcomes of the particular subject. Learning Outcomes are already prepared for some of the subjects but a few subjects are remaining. All the HODs

IQAC, Rabindranath Thakur Mahavidyalaya, Bishalgarh, Sepahijala, Tripura

Rabindranath Thakur Mahavidyalaya, Bishalgarh

Venue: Smart Classroom

Date: 29th August, 2019

Time: 1 p.m.

will be requested to prepare Learning Outcomes of their subjects and share them with the students and teachers so that teaching-learning process remains focused and learning outcomes are achieved at the end of the semester.

4.3. Preparing Question Banks and Study materials:

The present faculty members agree that question banks and study materials are helpful for the students to make better result. The following decisions are taken in this regard;

- 4.3.1. Subject wise and unit wise question banks will be prepared and shared with the students.
- 4.3.2. Study materials of the topics of the syllabus which are not properly available in the book will be prepared and shared with the students. Efforts will be made to prepare e-content of the topics so that these may be uploaded in our website also.
- 4.3.3. HODs will ensure that all the question banks and study materials are preserved for the future reference and use.

4.4. Organising Departmental Seminars/Workshops:

All the departments are encouraged to organise departmental seminars or workshop for the deeper understanding on the important topics of the concerned subjects.

- 4.4.1. Seminar/Workshop shall be arranged by all the departments and these must be completed by the 15th November, 2019.
- 4.4.2. The department may invite external resource persons for arranging such seminars/workshops.
- 4.4.3. Academic Committee will make a timeline for arranging all the seminars/workshops.
- 4.4.4. The report with photographs will be shared with IQAC for record.

4.5. New Teaching Techniques:

A special workshop will be arranged to discuss and explore the new student centred teaching techniques that can be used in the context of our college. The faculty members will be encouraged to use collaborative learning approach/ constructivist approach for helping the students to take ownership of their own learning.

Agenda 5: Book Reading Week:

It has been noticed that the students hardly read any book beyond the books prescribed in their syllabus. It has been decided that a book reading week will be observed to cultivate the interest of book reading among the students. The following decisions are taken;

- 5.1. Book Reading Week will be observed from 22-29 October, 2019 in the college campus.
- 5.2. All the students and staff will have to read books in the week from 1 p.m. to 3 p.m. It will be compulsory for the honours students and the teaching faculties.
- 5.3. Books will be identified earlier and the goal will be to finish the book within the week.
- 5.4. After reading the book a small review of the book will have to be submitted to the library and a certificate will be issued to all who will submit the book review in the prescribed format.

IQAC, Rabindranath Thakur Mahavidyalaya, Bishalgarh, Sepahijala, Tripura

Rabindranath Thakur Mahavidyalaya, Bishalgarh

Venue: Smart Classroom

Date: 29th August, 2019

Time: 1 p.m.

Agenda 6: Internal Assessment

Internal Assessment of the students will be done like every year following the guidelines of the university. The following decisions are taken in this regard;

- 6.1. The 1st Internal Assessment will be conducted in the 3rd week of September and the 2nd one will be conducted in the 2nd week of November, 2019.
- 6.2. All the question papers will be printed and one copy of the printed question paper to be submitted to the Exam department well in advance of commencement of examination for making photocopies of the required number of the question papers.
- 6.3. The result will be published on the departmental notice boards and on the college website.
- 6.4. The record of all internal assessments must be preserved by the concerned departments.

Agenda 7: Academic and Administrative Audit:

The IQAC feels the need of having Academic and Administrative Audit of the college. It will be an internal audit by forming a committee of experts from the college itself. The following decisions are taken relating to academic and administrative audit;

- 7.1. The Academic audit committee shall consist of the following members
 - i) Coordinator of IQAC
 - ii) Convener of Academic Committee
 - iii) Convener of Examination Committee
- 7.2. The Administrative Audit Committee shall consist of the following members
 - i) Convener of College Development Committee
 - ii) DDO
 - iii) Head Clerk
- 7.3. The committees shall identify the parameters and prepare a format for auditing.
- 7.2. The report of audit has to be submitted to the Principal by the 30th November, 2019.

Agenda 8: Miscellaneous:

- **8.1. Digitising Data:** All the data relating to students and staff must be digitised and preserved in such a manner that these can be retrieved as and when required. All the data important should be preserved in G-Drive for easy access whenever required. (IT Deptt)
- **8.2. Parent-Teacher Meeting:** Parent-Teacher Meeting has to organised and Parent Teacher Association will be formed in a formal manner. The task should be completed by November, 2019 by Academic Committee.
- **8.3.** Creating culture of Life Long Learning: All the faculty members are encouraged to enrol to online courses offered by the prominent universities in portals like Swayam so that students may also be encouraged to register themselves in this kind of Courses and gradually become life long learners.

IQAC, Rabindranath Thakur Mahavidyalaya, Bishalgarh, Sepahijala, Tripura



Rabindranath Thakur Mahavidyalaya, Bishalgarh

Venue: Smart Classroom

Date: 29th August, 2019

Time: 1 p.m.

8.4. Procurement of equipments: RUSA committee will be coordinated for procurement of essential equipments and renovation of the facilities in the college for improving teaching-learning process in the college.

The meeting came to an end at 4.30 p.m. with vote of thanks given by the Chairperson of IQAC.

(Sri Uttam Mitra)

Assistance Professor & Coordinator of IQAC, Rabindranath Thakur Mahavidyalaya

Bishalgarh, Tripura

(Dr Chitra Pal)

Principal I/C & Chairperson of IQAC Rabindranath Thakur Mahavidyalaya

Bishalgarh, Tripura

Rabindranath Thakur Mahavidyalya, Bishalgarh

Date: 27 December, 2019 Time: 3 p.m.

Venue: Chamber of the Principal

Present Members	Absent Members
 Dr Chitra Pal, Chairperson Smt Lipika Debbarma, Member Sri Nakatjyoti Chakma, Member Dr Kalpana Das, Member Mr. Uttam Mitra, Coordinator Smt. Taniva Chowdhury, Member Smt Rithi Majumdar, Member Dr Anupam Guha, Member Smt Kalyani Roy, Member Smt Sankari Das Deb 	Adv Nitai Chaudhuri, Member Sri Dhruba Charan Hota, Member.

Agenda:

- 1. Making new Academic Calendar
- 2. Modifying the Format of the Teacher Diary
- 3. Co-opting new Members

1. Making new Academic Calendar:

It has been decided to plan a new calendar of activities for the forthcoming odd semester keeping in mind the holiday list and regular activities of the college. All the HODs will also be consulted while preparing the Academic Calendar. The Calendar will be finalised by the first week of January and uploaded on the college website so that it may referred by all the stakeholders of the college. Responsible Persons: Smt Sankari Das Deb, Associate Professor in Human Physiology and Smt Bijali Bhowmik, Associate Professor in Philosophy.

2. Modifying the Format of the Teacher Diary:

The Teacher Diary prepared by IQAC is quite helpful for the teachers to plan and keep record of their activities. But there were suggestions to modify it a little so that it becomes more useful to the teachers. It has been decided to incorporate the useful suggestions and share the modified format with all before printing the diaries for receiving final feedback. Responsible Person: Coordinator, IQAC

Rabindranath Thakur Mahavidyalya, Bishalgarh

Date: 27 December, 2019

Time: 3 p.m.

Venue: Chamber of the Principal

3. Co-opting new Members:

Shri Subham Biswas who was a Student Representative on the IQAC passed out in the last Semester and therefore, it has been decided to replace him with Shri Subham Saha who is a student of 5th Semester in B.Sc. General Course and plays an active role various activities of the college. It has also been decided to co-opt Smt Sankari Das Deb, Associate Professor in Human Physiology of the college. The new members will be intimated to attend the next meeting of IQAC.

Dr Chitra Pal, the Chairperson of the committee thanked all the members for attending the meeting and the meeting came to an end at 4.30 p.m.

DARM Milm. 27.12.19

Signature of the Coordinator:

Signature of the Principal

Rabindranath Thakur Mahavidyalya, Bishalgarh

Date: 4th May, 2020 Time: 12 noon Venue: Zoom Platform

Present Members:

- 1. Dr Chitra Pal, Chairperson
- 2. Smt Lipika Debbarma, Member
- 3. Sri Nakatjyoti Chakma, Member
- 4. Dr Kalpana Das, Member
- 5. Mr. Uttam Mitra, Coordinator
- 6. Smt. Taniva Chowdhury, Member
- 7. Smt Rithi Majumdar, Member
- 8. Dr Anupam Guha, Member
- 9. Smt Kalyani Roy, Member
- 10. Smt Sankari Das Deb, Member
- 11. Shri Subham Saha, Member

Guests: Smt Krishnakali Das, Smt Bijali Bhowmik, Smt Gopa Sarkar, Smt Mousumi Sarkar,

Agenda:

- 1. Organising Webinars for the students & staff during the lockdown
- 2. Conducting online classes and empowering the teachers
- 3. Conducting online assessment
- 4. Organising difference programmes online
- 5. Encouraging the staff to participate in various FDPs/Orientation Courses

1. Organising Webinars for the students & staff during the lockdown

To avail the opportunities of the lockdown, there was a long discussion to increase the online activities for promoting teaching learning and other planned activities of the college. It was also felt that the staff will have to be trained to use various online platforms (Zoom/Google Meet). There was a discussion to organise webinars and popular talks with the help of resource persons available in our state or out of state to make the students and staff familiar about the various relevant topics to abreast their knowledge and understanding in their respective departments. The following decisions are arrived at after a long discussion among the members;

- 1.1. All the departments will be asked to arrange online webinars/popular talks and invite students of their departments and all the faculties to attend in the programme.
- 1.2. IQAC will arrange a national level FDP and if required assistance will be sought from other institutions.
- 1.3. Departments will also be encouraged and supported to organise National and International Webinars/Symposiums In which faculty members from other institutions will also be invited.

Minutes of the 8th meeting of IQAC for preparing AQAR

RTM, Bishalgarh, Sepahijala, Tripura

Date: 1st June, 2020 Time: 3 p.m. Online Platform: Zoom

A meeting of the IQAC, RTM, Bishalgarh was arranged on the 1st June, 2020 at 3 p.m. using online platform with all the faculty members of the college to understand the process of AQAR and distribute the responsibilities among all the staff for the timely completion of the report. The meeting was presided over by Dr Chitra Pal, the Principal I/C of the college. She welcomed all the faculty members to this important meeting and asked the active involvement of everyone for preparing the report properly following guidelines of the NAAC and making arrangements for timely submission of the meeting.

The following members and faculty members were present in the meeting;

 Dr Chitra Pal 2. Smt Lipika Debbarna 3. Smr Sankari Das Deb 4. Smt Krishnakali Das 5. Smt Bijali Bhowmik 6. Dr Anupam Guha 7. Dr Kalpana Das 8. Dr Shankari Das 9. Shri Nakatjyoti Chakma 10. Smt Taniva Chowdhury 11. Smt Rithi Majamudar 12. Amt Anita Roy 13. Smt Kalyani Roy 14. Smt Gopa Sarkar 15. Smt Mousumi Sarakar 16. Smt Keya Bhowmik

Meeting Agenda:

- 1. Understanding AQAR
- 2. Distributing the responsibilities for preparing the AQAR of our college.
- 1. Understanding AQAR:

For understanding the various aspects of AQAR the details AQAR and its requirements criteria wise were discussed from the document prepared by NAAC by screen sharing and various queries of the faculty members were also addressed by the IQAC members.

2. Distributing the responsibilities for preparing the AQAR of our college.

The activities of the various sub committees became quite systematic after the visit of NAAC Peer Team and the college has taken a number of initiatives for quality enrichment in various areas among the criteria of NAAC. For preparing the AQAR, the IQAC decided to share the responsibilities among all the staff of the college so that everybody understands the process and contributes towards quality enhancement of teaching, learning and administrative areas of the college. The responsibilities are divided in the following manner;

Sl No	Area of responsibility	Responsible Person
1.	Basic Information & Updating Website	Smt Taniva Chowdhury
2.	Criterion – I: Curricular Aspects	Smt Lipika Debbarma, Shri Subir Shekhar
3.	Criterion – II: Teaching, Learning and Evaluation	Smt Sankari Das Deb & Smt Bijali Bhowmik, Smt Kea Bhowmik

Minutes of the meeting of IQAC, RTM, Bishalgarh

Minutes of the 8th meeting of IQAC for preparing AQAR

RTM, Bishalgarh, Sepahijala, Tripura

Date: 1st June, 2020 Time: 3 p.m. Online Platform: Zoom

4,	Criterion – III: Research, Innovations and Extension	Dr Anupam Guha and Dr Shankari Das & Dr Kalpana Das
5,	Criterion – IV: Infrastructure and Learning	Smt Krishnakali & Shri Pramatha
3,	Resources	Chowdhury
6.	Criterion – V: Student Support and Progression	Smt Anita Roy, Smt Archana
7.	Criterion – VI: Governance, Leadership and Management	Principal, DDO and
8.	Criterion – VII: Institutional Values and Best Practices	Smt Rithi Majumdar, Smt Bidhatri Dam, Smt Mousumi Sarkar,
9.	Exam Related Info	Convener, Exam Committee
10.	Admission Related Info	Convener, Admission Committee
11.	Department Related Info	HODs
12.	AAA (Academic & Administrative Audit)	Principal, Secretary of the Teacher Council, DDO, Convener Academic Committee, Coordinator, IQAC
13.	Documentation	English Department

- 3. Feedbacks from the Staff and Students Collection, Analysis and Action Taken Report have to done by the concerned responsible person. A format has been prepared by the IQAC and this may be further modified considering the present realities. If required online format of the feedback form will be prepared and shared.
- 4. The faculty members of English Department will extend their support in preparing the descriptive reports of all the criteria. The responsible faculty members are requested to contact the faculty members of the English Department.
- 5. A format for sharing the report of activities of every department and required information of the faculty members to be prepared by the concerned responsible person and to be shares with the HODs for furnishing the data in time.
- 6. The committee appointed for AAA has to meet and finalise the criteria and format for preparing the report of AAA.
- 7. All the conveners of different subcommittees are requested to update their records of minutes and update of the same in the next meeting.
- 8. Weekly meetings have to be arranged to get the updates of AQAR from now on and the meetings may be arranged every Monday at 3 p.m. for an hour.
- 9. There is a confusion about determining the academic area for which the report is to be prepared and for it the NAAC will be contacted and clarification will be sought in this regard. The Peer Team visited during the 2018 -19 Academic year and therefore, the

Minutes of the 8th meeting of IQAC for preparing AQAR

RTM, Bishalgarh, Sepahijala, Tripura

Date: 1st June, 2020

Time: 3 p.m.

Online Platform: Zoom

report seems to be prepared for that completed academic year and not of this current academic year.

The meeting came to an end at 4.40 p.m. with vote of thanks by the Chairperson of the meeting.

Coordinator, IQAC

Minutes of the meeting of IQAC, RTM, Bishalgarh