



RamkrishnaMahavidyalaya  
Kailashahar, Unakoti, Tripura

---

Date:10/07/2015

**Notice**

A meeting of the Internal Quality Assurance Cell (IQAC) of this college will be held on 14<sup>th</sup>July, 2015 at 12 Noon in the chamber of the Principal.

**Agenda of the Meeting:**

Formation of the Internal Quality Assurance Cell (IQAC) as per the guidelines of the National Assessment and Accreditation Council (NAAC)

The members of the existing IQAC are requested to attend the meeting to deliver their valuable opinion on the issues mentioned above.

(Dr. Sambhunath Rakshit)  
Principal, K. Mahavidyalaya,  
RamkrishnaMahavidyalaya, Tripura  
Kailashahar, Unakoti, Tripura



RamkrishnaMahavidyalaya  
Kailashahar, Unakoti, Tripura

## MEMORANDUM

Date: 14/07/2015

As per the notification dated 10<sup>th</sup> July, 2015, a meeting of the existing Internal Quality Assurance Cell (IQAC) of this college is held to reformulate the IQAC as per the guidelines of the National Assessment and Accreditation Council (NAAC) today on 14<sup>th</sup> July, 2015 in the chamber of the Principal. The members of the Cell unanimously agreed upon the composition of the IQAC with the following members:

1. Chairperson: Dr. Sambhunath Rakshit
2. Members (Faculty):
  - i) Smt. Soma Dutta, Associate Professor, RK Mahavidyalaya
  - ii) Sri Sanjib Choudhury, Assistant Professor, RKM
  - iii) Sri Ratnajit Deb, Assistant Professor, RKM
  - iv) Smt. Mahua Acharjee, Assistant Professor, RKM
  - v) Dr. Manish Nandi, Assistant Professor, RKM
  - vi) Sri Manidip Roy, Assistant Professor, RKM
  - vii) Sri Arupratan Chakraborty, Senior Faculty Member, RKM
3. Members (Administrative Officer/Office Staff):
  - i) Sri Milan Sinha, Accountant, RKM
  - ii) Md. Mujakkir Ahmed Choudhury, LDC, RKM
4. Members (Nominees from Local Society/Alumni Association)
  - i) Sri Gurudas Choudhury, Educationist & Former Vice Principal, RKM
  - ii) Sri Dipak Ranjan Paul, Educationist & Secretary Alumni Association, RKM.
5. Coordinator: Sri Sasanka Ghosh, Assistant Professor, RKM

(Dr. Sambhunath Rakshit)

Principal

RamkrishnaMahavidyalaya  
Kailashahar, Unakoti, Tripura

R. K. Mahavidyalaya,  
Kailashahar, Tripura.



RamkrishnaMahavidyalaya  
Kailashahar, Unakoti, Tripura

---

**Notice**

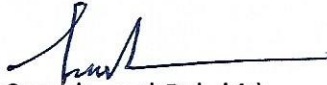
Date: 07/09/2015

A meeting of the Internal Quality Assurance Cell of this college will be held on 10<sup>th</sup> September, 2015 at 12 Noon with the following agenda in the chamber of the Principal:


1. Assessment of the existing status of documentation of the academic records of the students.
2. Maintenance of cleanliness of the campus.
3. Formulate feedback system
4. Academic and administrative audit
5. Staff empowerment programme
6. Seminar/ workshop/ conferences/ students' induction programme
7. Review of NAAC Peer Team report

The members of the IQAC are requested to attend the meeting to deliver their valuable opinion on the issues mentioned above.

Counter-Signed by

  
(Dr. Sambhunath Rakshit)  
Principal  
RamkrishnaMahavidyalaya  
Kailashahar, Unakoti, Tripura

*Principal,*  
R. K Mahavidyalaya,  
Kailashahar, Tripura

  
(Sri Sasanka Ghosh)  
Coordinator, IQAC  
Ramkrishna Mahavidyalaya



Ramkrishna Mahavidyalaya  
Kailashahar, Unakoti, Tripura

IQAC Meeting Minutes

Date: 10/09/2015

As per the notification dated 7<sup>th</sup> September, 2015, the Internal Quality Assurance Cell of this college meets with the following agenda in the chamber of the Principal:

1. Assessment of the existing status of documentation of the academic records.
2. Maintenance of Library, class room and laboratories and cleanliness of the campus.
3. Seminars/ Workshops/ Conferences/ Lectures/ awareness programme should be conducted.
4. Initiative to be taken for Feedback collection from stakeholders
5. Empowerment of the Teaching and non-Teaching staffs and student related programmes
6. Academic and Administrative Audit to be conducted
7. Review of NAAC Peer Team Report

The meeting has been presided by the Chairperson of IQAC, Dr. Sambhunath Rakshit and other members of the Cell from this institution remain present.

Members Present:

1. Smt. Soma Dutta
2. Sri Sanjib Choudhury
3. Sri Ratnajit Deb
4. Smt. Mahua Acharjee
5. Dr. Manish Nandi
6. Sri Manidip Roy
7. Sri Arupratan Chakraborty
8. Sri Milan Sinha
9. Md. Mujakkir Ahmed Choudhury

The members of the IQAC arrived at the following conclusions on the agenda mentioned above:

1. The Academic Section of the College will be given the responsibility of documenting the academic records.
2. The NSS and NCC Units of the College will be entrusted with the responsibility of maintaining cleanliness and create awareness among the students.
3. Faculties will be requested to organize Seminars/ Workshops/ Conferences/ Lectures/ awareness programme should be conducted.
4. Initiative will be taken for Feedback collection from stakeholders through proper format
5. IQAC will arrange a meeting to review the NAAC Peer Team.
6. IQAC will be taking initiative to organize teaching, non-teaching and student induction/ orientation programme
7. Academic and Administrative Audit will be conducted by IQAC
8. Library Maintenance responsibility is given to Library Committee and Maintenance of campus infrastructure is given to College Development Committee.

Counter-Signed by

(Dr. Sambhunath Rakshit)  
Principal  
Ramkrishna Mahavidyalaya,  
Kailashahar, Unakoti, Tripura

Sasanka Ghosh  
(Sri Sasanka Ghosh)  
Co-ordinator, IQAC




Ramkrishna Mahavidyalaya  
Kailashahar, Unakoti, Tripura

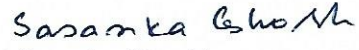
**Action-Taken Report 2015-16**

Date: 30/09/2015

Plan of Action	Action Taken
Documentation of academic records	It has been initiated
Maintenance of cleanliness in the campus.	NSS & NCC are asked to maintain cleanliness of the campus
Maintenance of Library, class room and laboratories	Maintenance works initiated
Seminars/ Workshops/ Conferences/ Lectures/ awareness programme may be conducted	Seminars/ Workshops/ Conferences/ Lectures/ awareness programme conducted
Planning to formulate feedback system	Initiative has taken to formulate Structure feedback system for collection
Academic and Administrative Audit	Academic and Administrative Audit initiated by IQAC
Review of NAAC Peer Team Report	IQAC took initiative to arrange a meeting in this regard

Counter-Signed by

  
(Dr. Sambhunath Rakshit)  
Principal  
Ramkrishna Mahavidyalaya,  
Kailashahar, Unakoti, Tripura

  
(Sri Sasanka Ghosh)  
Coordinator, IQAC  
Ramkrishna Mahavidyalaya