

Minutes of the 7th IQAC meeting held on 1st December' 2020

The 7th IQAC meeting was held on 1st December' 2020 in the Board room of the University. The following members were present.

Sl No	Name	Designation
1	Prof. (Dr.) N.C. Talukdar	Vice-Chancellor
2	Dr. Sunandan Barua	Dean, Engineering & Technology
3	Dr. B.K. Dey	Dean, Faculty of Pharmaceutical Science
4	Dr. C.K. Gogoi	Dean, Faculty of Humanities and Social Science
5	Dr. Manashi Sengupta	Dean, Faculty of Nursing
6	Dr. Abhijit Dutta	Dean I/c, Faculty of Paramedical Science
7	Prof. Bandana Dutta	Dean of Studies
8	Mr. Nitul Jyoti Das	Deputy Registrar Academic
9	Dr. Manash Pratim Kashyap	Associate Professor, Faculty of Science
10	Mr. Ankur Pan Saikia	IT Officer
11	Ms. Namrata Medhi	Assistant Manager, Marketing
12	Mrs. Manika Bora	Sr. Deputy Manager HR
13	Ms. Deepali Borthakur	Academic Officer and Assistant Professor, Faculty of Humanities & Social Science
14	Mr. Anjan Thakur	Director, Quality & Process and Coordinator, IQAC
15	Dr. Bidyut Bikash Das	HoD, Faculty of Commerce & Management

The chairman welcomed the participants. The committee considered the items of the agenda one by one.

Item No 1: Confirmation of the minutes of the 6th IQAC Meeting held on 29th July' 2020.

Item No 2: Action taken report on the resolution of 6th IQAC meeting.

Item No 3: Discussion on Gap Analysis and future plan of action relating to different criteria of NAAC.

Item No 1: Confirmation of the minutes of the 6th IQAC Meeting held on 29th July' 2020.

As there were no comments made on the draft minutes circulated earlier, the minutes of 6thIQAC meeting is confirmed.

Item No 2: Action taken report on the resolution of 6th IQAC meeting.

The member secretary IQAC presented before the committee the action taken on the resolutions of the 6thIQAC.

RESOLUTIONS AND ACTION TAKEN on 6thIQAC meeting

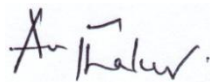
SL. NO.	RESOLUTION	ACTION TAKEN
1	It is resolved that the member secretary IQAC request concerned Deans to nominate at least 2 (two) faculties to be incorporated in the reconstituted NIRF committee. The committee members should be finalized after discussion with the honourable Vice Chancellor.	Based upon the nominations given by concerned Deans the committee members selected in consultation with honourable Vice Chancellor and NIRF committee reconstituted.
2	The proposed committee to initiate the ground work for QS-IGauge initiative submitted by member secretary IQAC is approved.	The committee constituted and discussion was held with Director Quality, QS-IGauge in virtual mode. Negotiation regarding professional fee to be paid to QS-IGauge completed.
3	It is resolved that the draft road map prepared by IQAC for improvement of grade under NAAC may be finalized after consultation with the competent authority and circulates to concerned Deans for their observation.	The draft road map for improvement of grade under NAAC finalized in consultation with honourable Vice Chancellor and circulated to concerned Deans for their observations.
4	It is resolved that IQAC should plan the 4 th internal audit in connection with ISO 9001:2015 when university re opens.	IQAC planned and carried out 4 th Internal Audit & Summary prepared.
5	It is resolved that member secretary IQAC should constitute a committee for implementation and monitoring of Green Campus initiative and take approval of the competent authority.	Committee yet to be constituted.
6	It is resolved that IQAC should finalize the composition of committee for preparation of Annual Report of the university after consultation with the honourable Vice Chancellor.	Committee for preparation of Annual Report is constituted and Annual Report preparation is in progress.

Item No 3: Discussion on Gap Analysis and future plan of action relating to different criteria of NAAC.

Criteria No. 1:

1. Programme outcome and programme specific outcome may be reviewed and should be prepared in line with NBA pattern. They should be aligned with vision and mission.
2. Choice Based Credit Courses should be increased by all faculties. A committee should be formed in each faculty to identify more no of CBCS course and its implementation.
3. Faculties should explore the possibilities of integrating issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. A small group in the faculty should be formed to do the exercise.
4. Respective Faculties should explore the scope for introduction of value added courses of 30 contact hours outside the curriculum. A small group should be formed in each faculty to collect information from reputed educational institutions. The course content for value added course may be designed and submitted to competent authority by the group.
5. Feedback proforma for teacher, employer, alumni and parents may be designed by IQAC. The existing student questionnaire may be reviewed and item with respect to examination system may be incorporated.
6. Performance appraisal system designed by IQAC and approved by BoM and Governing Body should be implemented as soon as possible.
7. Regarding student feedback IT officer will design a system where the identity of the student giving feedback can't be ascertained. The same should be presented by the IT officer in the next IQAC meeting.

Member Secretary



(Anjan Thakur)
IQAC Committee