

## **Minutes of IQAC meeting held on 29.01.2016 at VC's Conference Room, G.U.**

### **Members:**

1. Chairperson, VC, GU
2. Rector, GU
3. Registrar, GU
4. Secretary, University Classes, GU
5. Controller of Examinations, GU
6. Academic Registrar, GU
7. Prof. Bhabesh Chandra Goswami, Dept. of Chemistry, GU
8. Prof. Labananda Choudhury, Dept. of Statistics, GU
9. Prof. Ashok Kumar Bora, Dept. of Geography, GU
10. Prof. Archana Sharma, Dept. of Economics, GU
11. Prof. M.C. Kalita, Dept. of Biotechnology, GU
12. Prof. Nandana Dutta, Dept. of English, GU
13. Prof. Nayan Barua, Dept. of Commerce, GU
14. Prof. Birinchi Kumar Das, Head, Dept. of Chemistry, GU
15. Prof. Jogen Chandra Kalita, Dept. of Zoology, GU
16. Prof. Manjula Devi, Head, Dept. of Sanskrit, GU
17. Prof. Anurup Gohain Barua, Head, Dept. of Physics, GU
18. Sri J.P. Saikia, Member, Executive Council, GU
19. Prof. A.C. Bhagawati, Former VC, Rajib Gandhi University, Arunachal Pradesh
20. Dr. I.K. Bhattacharya, Former Principal, Cotton College, Guwahati
21. Dr. Hitesh Deka, Vice Chancellor, KKHSOU
22. Mr. Abhijit Barua, MD, Assam Air Products and Premier Cryogenics, Guwahati
23. Prof. Jyotiprakash Tamuli, Coordinator, GU

### **Agenda 1: Constitution of IQAC Steering Committee**

**Resolution:** The statutory committee member of GU-IQAC is large in number and there are practical difficulties in organizing IQAC meeting frequently. The committee discussed the matter and felt the need for constituting a Steering Committee to look after and extend the activities of GU-IQAC as required. Based on the provisions in UGC guideline, the committee requested the Hon'ble VC to constitute a Steering Committee of IQAC as soon as possible.

[**Action taken:** IQAC Steering Committee was constituted by the Hon'ble VC on 04-02-2016]

### **Agenda 2: Constitution of DQAC for submission of DAQAR**

**Resolution:** The committee resolved to constitute Departmental Quality Assurance Cell (DQAC) for preparation and submission of Departmental Annual Quality Assurance Report (DAQAR). The Head of the Departments will be the ex-officio Chairperson of the DQAC. [**Action taken:** Implemented]

### **Agenda 3: Issue of official email IDs to all faculty members and officers at GU url**

**Resolution:** The committee discussed about the matter of e-governance and effective communication among and within the faculty members and administrative officers through creation of official email IDs for each and every members. The Coordinator IQAC has been entrusted to follow up the matter for implementation.

[**Action taken:** Implemented through the GU Web Cell]

### **Agenda 4: Preparation of feedback form and introduction of online feedback system**

**Resolution:** The committee discussed about the acquiring of feedback and suggestions from all stakeholders so that these can be incorporated in the preparation of future road map for quality assurance of the University. The committee entrusted IQAC Coordinator to prepare a standard feedback form that can be used for getting online and offline feedback from the stakeholders at large.

[**Action taken:** The matter of feedback-form preparation and data acquiring was taken up in subsequent IQAC meetings for implementation]

### **Agenda 5: Computerization of administrative mechanism**

**Resolution:** The Committee discussed about the effective data handling, circulation and sharing in GU administration and after threadbare discussions, it was suggested for computerization of administrative mechanism so as to make data sharing and handling more easily.

[**Action taken:** The matter was taken up in subsequent IQAC meetings for implementation]

### **Agenda 6: Gearing up of Placement cell and Career Counseling**

**Resolution:** The committee discussed the status of GU placement cell and carrier counseling cell, and expressed the need for gearing up the cells for better employability to the students. The committee recommended organizing career counseling for the students.

[**Action taken:** IQAC's recommendation for organizing career counseling was notified to GU placement cell and also to all the academic departments of GU]

### **Agenda 7: Incorporation of external non-academic members in CCS**

**Resolution:** The committee resolved to incorporate external non-academic members in CCS so as to incorporate course contents required by the employers in different fields.

[**Action taken:** The decision was notified to all the CCS committees under GU for implementation]

### **Agenda 8: Introduction of CBCS coupled with revision of syllabus**

**Resolution:** Keeping in view MHRD's insistence on Curriculum Revision and Development of Skill, which has also been a requirement of the NAAC, the committee discussed and resolved to incorporate the

Choice Based Credit System (CBCS) for the next Academic session. The committee entrusted the IQAC Coordinator for necessary arrangement and logistic supports in the whole process CBCS introduction and revising the PG syllabi as per the modus operandi of UGC for CBCS courses.

[**Action taken:** The resolution was notified to the concern authorities for further action.]

**Agenda 9: Conduction of pre-screening examination in case of large number of applicants in recruitment process**

**Resolution:** The committee discussed the matter and finally resolved to conduct pre-screening examination in case of large number of applicants (say, >20) for Assistant Professor Level or any other non-teaching staff recruitment.

[**Action taken:** Implemented, e.g. Assistant Professor recruitment in Env. Science, 2016]

**Agenda 10: Preparation and submission of AQAR to UGC**

**Resolution:** The matter of AQAR preparation and submission to UGC was discussed by the committee and it was strongly recommended to submit the AQARs within one month. The Coordinator, IQAC has been entrusted to make all the necessary arrangements for submitting the AQARs within the time frame.

[**Action taken:** The process of AQAR drafting was initiated as per the recommendations]

Sd/

Coordinator, IQAC

Sd/-

Vice-Chancellor, G.U.

## **Minutes of first Steering Committee Meeting held on 19.02.2016 at New Academic Building's Conference Hall, GU**

### **Members:**

1. Prof. Jyotiprakash Tamuli, Dept. of Linguistics, GU-Coordinator, IQAC
2. Prof. Anjana Kakati, Dept. of Computer Science, GU
3. Prof. Jogen Ch. Kalita, Dept. of Zoology, GU
4. Prof. Madhurjya Prasad Bora, Dept. of Physics, GU
5. Prof. Nissar Ahmed Baruah, Dept. of Economics, GU
6. Prof. Amit Choudhury, Dept. of Statistics, GU
7. Prof. Rajib Handique, Dept. of History, GU
8. Dr. Kandarpa Sarma, Dept. of Electronics & Communication Technology, GU

### **Agenda 1: Feedback from students**

**Resolution:** The committee resolved to constitute a sub-committee comprising of the following members to look after the entire process beginning with preparing the prototype of the feedback form to be computerized to the actual implementation of the process. The scheduling of the feedback process to be done in a similar fashion as the library orientation is done for students. It must be ensured that all students give their feedback and an effective mechanism be employed to that end. It was resolved that the tentative deadline to complete the entire process be **mid of March, 2016.**

- a) Prof. M P Bora as the Convener and Chairperson
- b) Prof. M P Bezbaruah
- c) Dr. Badan Barman
- d) Sri Kumaresh Sharma
- e) Dr. Sakira Sahin
- f) Ms. Meenakshi Das MTA, IQAC ( to assist as required for the purpose)

**[Action taken:** Sub-committee was formed and online feedback system was introduced for Master students]

### **Agenda 2: Introduction of CBCS in GU post graduate curricula**

**Resolution:** In connection to the previous IQAC meeting held on 29.01.2016, the committee taken up the matter of CBCS syllabi revision and introduction of the same in GU curricula. It was resolved that a sub-committee be formed comprising of the following members to look after the whole process of CBCS implementation in GU. The committee also resolved that the entire process be completed by **3<sup>rd</sup> week of April 2016.**

- |                                  |                       |
|----------------------------------|-----------------------|
| a) Prof. J. Tamuli (Chairperson) | d) Prof. R. Handique  |
| b) Prof. N A Barua               | e) Dr. Padmini Baruah |
| c) Prof. Amit Choudhury          | f) Dr. Kandarpa Sarma |
|                                  | g) Sri Kumaresh Sarma |

[**Action taken:** Sub-committee was formed and process of syllabi revision was started]

### **Agenda 3: Cluster meetings for preparation of DAQAR**

**Resolution:** The committee discussed the need to have cluster meetings of various departments to guide the departments on the filling up of the Departmental AQAR. The committee entrusted the Coordinator, IQAC for organizing such meetings.

[**Action taken:** Cluster meetings of DQAC mainly comprising the HoDs and Departmental Nodal Faculty members were organized from time to time. The first such meeting was held on 24<sup>th</sup> February 2016]

### **Agenda 4: Status on redressal of previous NAAC assessment report**

**Resolution:** The committee discussed about the status on redressal of previous NAAC assessment report. It was resolved to prepare a status report as a process of stock taking and analysing where we stand at present. A committee was constituted for the purpose comprising of the following members. The committee set a time line to complete the report within March 2016.

- |                                |                             |
|--------------------------------|-----------------------------|
| a) Prof. R Handique – Convener | d) Prof. Sauravpran Goswami |
| b) Prof. Amit Choudhury        | e) Prof. Mini Bhattacharyya |
| c) Prof. J. Tamuli             |                             |

[**Action taken:** The committee for report drafting was constituted and assigned to prepare the same within the time frame]

### **Agenda 5: Infrastructure development and budget allocation for IQAC cell**

**Resolution:** In order to implement the various activities planned the committee discussed the need to crystallize and draw out a budget. Besides, the committee discussed the need to turn IQAC into a hub and step up the infrastructures necessary for the same. The committee resolved that Dr. Kandarpa Sarma be assigned the task of preparing a tentative Budget for the same.

[**Action taken:** Budget was prepared and finally sanctioned by the GU authorities for implementation]

**Agenda 6: Initiatives for signing MoU with different agencies to bring employability options to the GU students**

**Resolution:** The committee discussed the issue of unemployment and taken up the possibility of attracting the various agencies for MoU in the line of ensuring employability of our students in those sectors/agencies. The Coordinator, IQAC was entrusted to take stock of such possibilities in coming days.

**[Action taken:** IQAC took the initiative for the GU-TSSC MoU signing which was held on 22-06-2016 at IST Conference Hall, G.U.]

Sd/

Coordinator, IQAC

## **Minutes of second Steering Committee Meeting held on 18.07.2016**

### **Members:**

1. Prof. Jyotiprakash Tamuli, Dept. of Linguistics, GU-Coordinator, IQAC
2. Prof. Anjana Kakati, Dept. of Computer Science, GU
3. Prof. Jogen Ch. Kalita, Dept. of Zoology, GU
4. Prof. Madhurjya Prasad Bora, Dept. of Physics, GU
5. Prof. Nissar A. Baruah, Dept. of Economics, GU
6. Prof. Amit Choudhury, Dept. of Statistics, GU
7. Prof. Rajib Handique, Dept. of History, GU
8. Dr. Kandarpa Sarma, Dept. of Electronics & Communication Technology, GU

### **Agenda 1: Organization of NAAC awareness/sensitization programme**

**Resolution:** The committee resolved to organize NAAC awareness programme for sensitizing the preparation process for upcoming NAAC assessment. The committee entrusted the Coordinator, IQAC to organize such programmes for all Heads of Departments, faculty members, administrative staffs and other stake holders like PGSU, GURSA, etc.

**[Action taken:** GU-IQAC organized awareness programmes on 15-09-2016, 24-09-2016, 09-10-2017, Talk on NAAC report drafting on 23-09-2016, NAAC report progress review meeting on 12-10-2017, RDC meeting on 24-08-2016, 07-09-2016, 16-09-2016, 23-09-2016, 04-10-2016, 26-12-2016, 09-01-2017, 23-01-2017, 07-03-2017, 26-08-2017, 21-09-2017]

### **Agenda 2: Formation of RDC for each NAAC criterion**

**Resolution:** The committee discussed about the requirement of forming report drafting committee (RDC) for each criterion of NAAC Report and resolved to form RDC committee for each criterion. The Coordinator, IQAC was entrusted to form the respective committees in consultation with the Hon'ble VC.

**[Action taken:** RDC committees were formed for each criterion and assigned to do the drafting]

### **Agenda 3: GU campus beautification and landscaping, Campus cleanliness drive, infrastructure development in all the departments**

**Resolution:** The committee discussed the matter and resolved to rejuvenate the campus beautification, landscaping, gardening, cleanliness drive, infrastructure development in all the departments. The Coordinator, IQAC was entrusted to send the message to all the concern authorities for action.

**[Action taken:** Circular was prepared for initiating such activity to all academics and administrative departments]

### **Agenda 4: Need of awareness drive on quality research and research ethics**

**Resolution:** The committee discussed about the certain norms of quality research, good laboratory practices and ethics on research. It was resolved to make mandatory to follow the proper guidelines of Human Ethics, Animal Ethics, Biosafety Regulations, Anti-plagiarism etc. for quality research. The Coordinator, IQAC was entrusted to organize/catalyze such awareness programme on relevant topics and send the message of following proper guidelines in research to all the academic departments.

**[Action taken:** Implemented, e.g. Workshop on IPR and Ethics on Human Research was organized on 14-09-2016; Awareness lecture on Plagiarism, conflict of interest and Impact factor of Journals was organized on 18.9.2017]

#### **Agenda 5: Revision of PhD regulation**

**Resolution:** The committee discussed the pros and cons of the existing PhD regulations and after threadbare discussions resolved to recommend the revision of PhD regulation. The Academic Registrar, GU has been entrusted to take the initiatives of revision for PhD Regulation.

**[Action taken:** Implemented and the Academic Registrar uploaded the new PhD regulation on the GU website on 26.09.2016]

Sd/

Coordinator, IQAC

## **Minutes of second IQAC Meeting held on 20-03-2017 at VC's Conference Hall, GU**

Members:

1. Chairperson, VC, GU
2. Rector, GU
3. Registrar, GU
4. Secretary, University Classes, GU
5. Controller of Examinations, GU
6. Academic Registrar, GU
7. Prof. Bhabesh Chandra Goswami, Dept. of Chemistry, GU
8. Prof. Labananda Choudhury, Dept. of Statistics, GU
9. Prof. Ashok Kumar Bora, Dept. of Geography, GU
10. Prof. Archana Sharma, Dept. of Economics, GU
11. Prof. M.C. Kalita, Dept. of Biotechnology, GU
12. Prof. Nandana Dutta, Dept. of English, GU
13. Prof. Nayan Barua, Dept. of Commerce, GU
14. Prof. Birinchi Kumar Das, Head, Dept. of Chemistry, GU
15. Prof. Jogen Chandra Kalita, Dept. of Zoology, GU
16. Prof. Manjula Devi, Head, Dept. of Sanskrit, GU
17. Prof. Anurup Gohain Barua, Head, Dept. of Physics, GU
18. Sri J.P. Saikia, Member, Executive Council, GU
19. Prof. A.C. Bhagawati, Former VC, Rajib Gandhi University, Arunachal Pradesh
20. Dr. I.K. Bhattacharya, Former Principal, Cotton College, Guwahati
21. Dr. Hitesh Deka, Vice Chancellor, KKHSOU
22. Mr. Abhijit Barua, MD, Assam Air Products and Premier Cryogenics, Guwahati
23. Prof. Jyotiprakash Tamuli, Coordinator, GU

### **Agenda 1: Promotion of research initiatives**

**Resolution:** Taking account on the current situation of research activities in GU, the committee urged the need of financial assistance to the young faculty members of GU for research. The committee requested the Hon'ble VC to take necessary steps in this regard.

[**Action taken:** The Registrar's office worked out the modalities for announcing the scheme and the concerned guidelines. ]

### **Agenda 2: Discussion on New NAAC data format**

**Resolution:** The committee took stock on the preparation for NAAC assessment and its difficulty in data incorporation and compilation by the RDC committee in the New NAAC data format. The committee expressed the dissatisfaction in the progress of AQAR preparation and application for NAAC assessment.

The committee urged to complete the process of NAAC report drafting and application for next assessment as early as possible. The Coordinator, IQAC was entrusted to take necessary action for solving the problems of data compilation in New NAAC Data Format.

[**Action taken:** The resolution was implemented as per the recommendations]

**Agenda 3: Strengthening and Expansion of RDC members**

**Resolution:** The committee discussed the status of AQAR preparation and resolved to expand and strengthen the RDC committees. The committee recommended that younger faculty members should be inducted into the existing RDC committees.

[**Action taken:** RDC committee were expanded as suggested, with due approval of the Hon'ble Vice-Chancellor]

Sd/

Coordinator, IQAC

Sd/-

Vice-Chancellor, G.U.

## **Minutes of third Steering Committee Meeting held on 03.04.2017 in IQAC Conference Room, GU**

### **Members:**

1. Prof. Jyotiprakash Tamuli, Dept. of Linguistics, GU-Coordinator, IQAC
2. Prof. Anjana Kakati, Dept. of Computer Science, GU
3. Prof. Jogen Ch. Kalita, Dept. of Zoology, GU
4. Prof. Madhurjya Prasad Bora, Dept. of Physics, GU
5. Prof. Nissar Ahmed Baruah, Dept. of Economics, GU
6. Prof. Amit Choudhury, Dept. of Statistics, GU
7. Prof. Rajib Handique, Dept. of History, GU
8. Dr. Kandarpa Sarma, Dept. of Electronics & Communication Technology, GU

### **Agenda 1: Development of online system for NAAC related data collection, documentation and management from academics and administrative departments**

**Resolution:** The committee resolved to create an ICT Management Cell for online data collection, documentation and management from academics and administrative departments. Dr. Utpal Sarma has been entrusted to form a ICT Management Team and act as the Convener of the ICT Management Cell.

[**Action taken:** Implemented and an online software was developed by the ICT Management Team for the same purpose and it was demonstrated in various IQAC meetings organized for Heads of Departments, Nodal Faculties, RDCs and other academic and non-academic staff]

### **Agenda 2: Discussion of the enhancing quality of research endeavour**

**Resolution:** The committee felt the necessity of taking steps to encourage faculty members in enhancing research publications for greater academic visibility in the National Institutional Ranking Framework (NIRF). The committee resolved to launch research awareness meetings with faculty members. It was further resolved that Hon'ble Vice Chancellor be requested to lead the initiative with the assistance of the IQAC Coordinator.

[**Action taken:** The Hon'ble VC took up the matter and led a series of five brain storming sessions in May 2017 for all the faculty members to inculcate greater research awareness]

### **Agenda 3: Feedback from Alumni, Parents/Guardian and Employers of GU students**

**Resolution:** Taking account of the New NAAC Data Format, the committee discussed the matter of taking feedback from students, alumni, parents/guardians and employers, in the same line of the

decision taken on previous IQAC meeting held on 29/01/2016 for feedback form formulation and online feedback acquiring from all the stake holders of GU as per the NAAC guidelines. The committee also advised to have a feedback system to be maintained centrally by the IQAC. The Coordinator, IQAC was entrusted to make necessary arrangement for achieving the same.

[**Action taken:** ICT Management team helped to develop an online feedback system and it was put into operation to obtain feedback from the target groups]

#### **Agenda 4: Upgradation of computer based management system**

**Resolution:** The committee again discussed the matter of upgrading the computer management system in GU that had discussed as Agenda 5 in the previous IQAC Committee meeting held on 29-01-2016. It was proposed that henceforth departments should be encouraged to input all data (relating to events, faculty appointments and promotions, new courses etc.) online so that everything would be on record and easily accessible online. It was also proposed that the annual report formats should be generated online. It was also felt that the university should seriously consider second generation of computing which would allow sophisticated assets to data through database mapping. A mother database with provisions more modularity would allow data scalability, reformulation, retrieval and data mapping.

[**Action taken:** The resolution has been intimated to the higher authority for implementation]

#### **Agenda 5: An arrangement of academic audit**

**Resolution:** The meeting proposed an internal academic audit and administrative audit to be done as early as possible. The Coordinator IQAC was entrusted to make necessary arrangement for completion of academic and administrative audit by consulting with the concern authorities of GU.

[Action taken: The process of academic has been initiated by the Academic Registrar]

#### **Agenda 6: Purchase of books for KKH Library, GU**

**Resolution:** The committee discussed the matter and recommended to prepare a list of books in consultation with all the departments for their requirements of books. The Librarian of KKH Library, GU was entrusted to give a circular asking list of books from each and every academic department.

[**Action taken:** Implemented as per recommendations]

#### **Agenda 7: Start up research grants to deserving researchers**

**Resolution:** In continuation to the previous IQAC Meeting held on 20-03-2017, the committee took up the matter of financial assistance in the form of startup grant to the deserving young faculty members.

**[Action taken:** The first round of applications for start up research grants have been invited by the Registrar's office]

Sd/

Coordinator, IQAC