

Minutes of 11th IQAC Meeting

Date: 21st August 2023

Venue: BOG ROOM Ground Floor, A-block

Members present:

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| 1) Professor S.P. Singh, Hon'ble Vice Chancellor | Chairperson |
| 2) Professor Anuradha Devi, Dean, RSPAS | Director, IQAC |
| 3) Professor Ankur Ganguly, Dean (Academics) | Member |
| 4) Prof (Dr) Rohit Singh, Pro vice-chancellor, RGU | Member |
| 5) Dr Diganta Munshi, Registrar RGU | Member |
| 6) Prof (Dr) L.K. Nath, Dean, RSP | Member |
| 7) Prof (Dr) B.S. Mipun, Dean (students' welfare) and Professor RSEES | Special invitee |
| 8) Prof (Dr) Anupam Chatterjee, Professor and Dean (RSBSC) | Special invitee |
| 9) Dr. Bipul Nath, Associate Professor, RSP | Coordinator, IQAC |
| 10) Dr N. Seema Devi, Assistant Professor, RSLSC | Co-coordinator IQAC |
| 11) Dr. Kaberi Saikia, Professor & Principal, RSN | Member |
| 12) Mr. Jugal Kishore Bhattacharya, Department of Economics | Member |
| 13) Dr. Niraj Singh, Assistant Professor, RSBSC | Member |
| 14) Dr Anup Malakar Assistant Professor, RSAPS | Member |
| 15) Dr Bimalendu Kalita, Assistant Professor, RSAPS | Member |
| 16) Ar. Amrita Sabhapandit, Assistant Professor, RSA | Member |
| 17) Dr Stuti Goswami, Assistant Professor, Department of English | Member |
| 18) Ms. Dipika T Agarwal, Assistant Registrar, HR, and Regulatory compliance | Member |
| 19) Ms. Joyeeta Bhattacharjee, Assistant Professor, Social Work | special invitee |

Leave of Absence was granted to the following members who could not attend the meeting due to exigencies.

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| 1. Mr. Ankur Pansari, Executive Vice President | Member |
| 2. Dr Saranga Ranjan Patgiri, Professor, Microbiology (RSBSC) | Special invitee |
| 3 Ms. Prajoyeeta Kashyap, Assistant Manager, PR, and Content Writer, RGU | Member |
| 4 Mr. Tanzin Jamba B.A. 1 st Semester, Public Administration | Member |
| 5 Dr. Arup Kr. Mishra, Chairman, Pollution control Board. | External Member |
| 6 Mr. Utpal Sarma, Tech Variable Pvt. Ltd | External Member |
| 7 Mr. R.S. Joshi, Former President, FINER | External Member |
| 8 Dr Ranumoni Choudhury, Insurance Medical Officer, ESIS, Narengi, GHY | External Member |

11.1 Welcome address by the Director, IQAC

Prof. Anuradha Devi, Director of the IQAC, started the meeting by thanking the former members of the committee; she also introduced all the new members of IQAC and special invitees and extended a warm welcome to them.

Resolution: The Chairperson IQAC, hon'ble VC suggested to conduct the next meetings in blended mode so that everyone can join, and no one misses out on any important discussion of the meeting.



11.2 Opening Remark by Chairperson, IQAC.

Discussion: Hon'ble VC Prof (Dr) S.P.Singh addressed the new members of IQAC by extending a warm welcome to all the members of IQAC and the special invitees. He also mentioned the important work IQAC is expected to carry out in the coming time as the submission of NAAC SSR is approaching. The chairperson suggested one model of SSR to be circulated to the department for departmental SSR. IQAC should handhold the departments for preparation of departmental SSR and IQAC must check the Departmental SSR, PPT and prepares filing of Departmental files before the visit of NAAC team. Ms Joyeeta Bhattacharya has been given responsibility to check departmental files.

11.3 Ratification of the Minutes of the 10th meeting of the IQAC along with the Action Taken Report

Discussion: Action Taken Report was presented by Prof (Dr) Anuradha Devi, Director of IQAC. On the Action Taken Report, few suggestions were put forward by the chairperson and other members which are noted below for further action.

Resolution:

1. Every month one IQAC meeting to be held with internal members till the submission of NAAC SSR.
2. External Audit to be sent to all the Administrative Departments.
3. A list of policies to be prepared where it needs to be endorsed by the competent authority.
4. Website will be reviewed by website review team comprising of Dean(Academics), Prof (Dr) N.K. Chrungoo, Prof (Dr) Anupam chatterjee ,Mr. Jugal Kishore Bhattacharyya, Dr Diganta Munshi and Director IQAC.
5. The chairperson also suggested the feedback report to include excellent, very good, good in one category. Poor and bad in one category and check the analysis.
6. To find a new representative for the Registrar to go on behalf of the Registrar in the Board of Studies.
7. He also emphasised creating the Royal reprographic Centre with proofreader, designer, and data analyst for all publications of RGU.

11.4 Activities of IQAC after 10th meeting

Discussion:

The activity report of PPT was presented by MS Joyeeta Bhattacharjee. All members of IQAC appreciated the style of presentation.

11.5 Status of SSR review Meeting

Discussion: The Coordinator of IQAC Dr. Bipul Nath has presented a brief report and status of the progress on the seven criteria of NAAC SSR based on the new benchmark introduced by NAAC. In his presentation he mentioned that self-assessment CGPA score according to the new benchmark till date is 3.21 which is the score for NAAC Grade A.

Resolution: All Members suggested to improve in few criterion so that grade accelerated to grade A+.

11.6 Discussion on conduct of:

- i. Green Audit
- ii. Environment Audit

Discussion: on the discussion, it was suggested by members to go for only Green Audit which is the requirement of NAAC. And in the process, both internal and external Green Audit needs to be



done. Prof Ankur Ganguly (Dean, Academic) suggested on hiring external agencies to conduct Green Audit.

Resolution: A committee comprising of few members from criteria VII to lead and other members from Electrical Engineering, Environmental Science Department, Estate and Asset departments also need to be included in the committee to conduct internal Green and energy Audit.

The members also suggested to conduct internal energy audit. The chairperson IQAC, Suggested IQAC to check whether sensors are used in the corridor, in lift, washrooms and hostels.

11.7 Analysis of stakeholder's feedback on curriculum on criterion 1

The feedback Analysis report was presented by Mr. Jugal Bhattacharyya in details. The course curriculum feedback on all stakeholders was presented. The report not only gives the data analysis but also suggestions from different stakeholders. All members discussed on the report and suggested to forward the report to the respective departments for putting up in the Board of Studies meeting.

11.8 Any other matter with the permission of the Chair

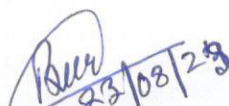
Discussion: The Chairperson IQAC suggested to go through few SSR of the Universities A or A++ while preparing the NAAC SSR.

The Chairperson IQAC advised the Director IQAC to arrange a meeting with all academic departments/ administrative departments who failed to submit required data.

The Dean (Academic)suggested to send the format of course files to all faculty members so that course files are ready before NAAC visit.

The Chairperson requested IQAC to write to all the heads of the department/school to purchase the reference books that are essential for the students.

11.9 Vote of thanks :The IQAC finally thanked all the members for their presence in the 11th IQAC Meeting and Chairperson IQAC has emphasized for follow up actions of the aforesaid discussions.


23/08/23
Dr. Bipul Nath
Coordinator, IQAC

Anuradha Devi
23/08/23
Prof. (Dr.) Anuradha Devi
Directpr, IQAC

