



### Minutes of 12<sup>th</sup> IQAC Meeting

**Date:** 4<sup>th</sup> December 2023

**Venue:** Royal Conferencia, A-block, 5<sup>th</sup> Floor

**Google Meet:** Meeting Link- <https://meet.google.com/zne-ekqb-pqu>, Meeting Code- zne-ekqb-pqu

#### IQAC 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) L.K. Nath, Dean, RSP  | Member              |
| 5) Mr. R.S. Joshi, Former President, FINER                                   | Member              |
| 6) Dr. Ranumoni Choudhury, ESIS  | Member              |
| 7) Ms, Antara Saikia Vauquiline, TechVariable Pvt Ltd                        | Member              |
| 8) Dr. Kaberi Saikia, Professor & Principal, RSN                             | Member              |
| 9) Dr. Bipul Nath, Associate Professor, RSP                                  | Coordinator, IQAC   |
| 10) Dr N. Seema Devi, Assistant Professor, RSLSC                             | Co-Coordinator IQAC |
| 11) Mr. Jugal Kishore Bhattacharya, Department of Economics                  | Member              |
| 12) Dr. Niraj Singh, Assistant Professor, RSBSC                              | Member              |
| 13) Dr Anup Malakar Assistant Professor, RSAPS                               | Member              |
| 14) Dr. Bimalendu Kalita, Assistant Professor, RSAPS                         | Member              |
| 15) Ar. Amrita Sabhapandit, Assistant Professor, RSA                         | Member              |
| 16) Ms, Prajyeeta Kashyap, Assistant Manager, PR, and<br>Content Writer, RGU | Member              |
| 17) Mr. Tenzin Jamba   | Member              |

#### Special Invitee:

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|---|-----------------|
| 1) Prof (Dr.) B.S. Mipun, Dean (Students' Welfare) and Professor, | Special invitee |
| 2) Dr. Saranga Ranjan Patgiri, Professor, Microbiology (RSBSC)    | Special Invitee |
| 3) Dr. Ishita Chakraborty, Assistant Professor, RSIT              | Special Invitee |
| 4) Mr. Mukesh Kalita, Assistant Professor, History                | Special Invitee |
| 5) 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. Prof. (Dr.) Rohit Singh, Pro-Vice Chancellor, RGU                   | Member          |
| 3. Dr. Diganta Munshi, Registrar, RGU                                  | Member          |
| 4. Dr. Arup Kr. Misra, Chairman, Pollution Control Board<br>Assam      | Member          |
| 5. Prof. (Dr.) Anupam Chatterjee, Dean (RSBSC)                         | Special Invitee |
| 6. Ms. Dipika T. Agarwal, Dy. Registrar,<br>HR & Regulatory Compliance | Special Invitee |



## 12.1 Welcome address by the Director, IQAC

Prof. Anuradha Devi, Director of the IQAC, started the meeting by welcoming all members of the IQAC who are present both physically and Mr. R.S. Joshi, Former President, FINER, Ms, Antara Saikia Vauquiline from Tech Variable and Dr. Ranumoni Choudhury, ESIS have joined the meeting via Google Meet. She then handed over the agenda to Prof(Dr.) S.P Singh, Vice Chancellor and Chairperson of IQAC,

## 12.2 Opening Remark by Chairperson, IQAC.

**Discussion:** Hon'ble VC Prof. (Dr.) S.P. Singh addressed by extending a warm welcome to all the members of IQAC and the special invitees. He also emphasized the important IQAC functions to be carried out in the coming time as the submission of NAAC SSR is approaching. The chairperson suggested one model departmental format in PPT. to be circulated to the department which may be presented before NAAC team if required. IQAC should handhold the departments for preparation of departmental SSR and IQAC must check the Departmental SSR, PPT and Departmental filing before the visit of NAAC team. He also suggested to concentrate on NAAC as well as NIRF. The AISHE data has to be collected and verified by the IQAC accordingly.

## 12.3 Ratification of the Minutes of the 11<sup>th</sup> 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.

### Resolutions:

1. SSR needs to verify again with the documentary evidence which will be submitted before the IIQA submission.
2. As per the direction given in IIQA, IQAC must submit IIQA data after uploading of AISHE data in portal.
3. Gender and Green Audit have been completed as discussed earlier on 11<sup>th</sup> meeting. It was notified by the Director, IQAC. Here, Director IQAC informed all members that Gender Audit and Green Audit have been completed and same will be reported as per agenda point 12.6.
4. A list of policies was prepared where it needs to be endorsed by the competent authority as discussed in 11<sup>th</sup> meeting. IQAC Director Prof (Dr.) Anuradha Devi has reported that IQAC has received some of the policies which have been verified and endorsed by competent authority.
5. Prof. (Dr.) L.K. Nath has put forward a proposal to maintain an Annual Report, prepared by the departments separately.

## 12.4 Activities of IQAC after 10<sup>th</sup> meeting

**Discussion:** The IQAC activity report after 11<sup>th</sup> was presented by Dr. N. Seema Devi, Co-coordinator, IQAC. The presentation was fruitful. All members appreciated the activities undertaken by IQAC.

## 12.5 Status of SSR review Meeting

**Discussion:** The Coordinator of IQAC Prof. (Dr.) Bipul Nath has presented a brief report and status of the progress after the 11<sup>th</sup> meeting. He also added that the IIQA form will be submitted after the completion of AISHE data submission for the session 2022-23, and the data of 2018-19 to 2021-22 have been verified by the IQAC with the help of the criteria members.



In his presentation he mentioned that self-assessment CGPA score according to the new benchmark till date is 3.25, which certifies the **NAAC Grade A**.

**Resolutions:**

1. All Members suggested improving wherever possible till the time of submission.
2. The reviewed SSR may further reviewed criteria wise with data verification by Hon'ble VC, SSR review committee members, Advisors and members of respective criterion. The process to start every day in the afternoon from 6<sup>th</sup> December 2023 at IQAC. He also suggested to invite the Registrar and all respective administrative department for respective criterion to the meeting.
3. All the reports regarding NAAC, AISHE and NIRF will be reviewed thoroughly. Modifications will be made if needed.
4. Data on participation in conferences by faculty members in sponsored and self-sponsored category needs to be collected with proper information which may increase points in Criterion VI.
5. IRINS data from all departments must be collected at the earliest. The departments who failed to submit the data to be called and asked to submit the data as soon as possible. Scholar IDs have to be created as soon as possible by all the faculty members from all the departments. (Although the flowcharts of ID creations have been sent to the Department by IQAC earlier)

**12.6 Brief presentation on:**

- i. **Green Audit**
- ii. **Environment Audit**

**(i) Green Audit:**

**Discussion**

The presentation was given by Mr. Pankaj Gogoi, coordinator of Criterion VII. The members were informed about the conduct of External Green Audit by Livolt Agency which is empaneled by NAAC. The Livolt Agency collected all required information and data and physically visited University for verification. The Green and Environment certificates have been received by the University. The internal Green Audit report has already been prepared by the Internal Green Audit Committee and the report is with Prof Nikhil Chrungoo, Chairperson of the committee.

**Resolution:**

The members resolve that, the recommendation of the Green Audit Committee to be forwarded to concerned academic and administrative departments.

**(ii) Gender Audit**

**Discussion**

The Gender Audit was presented by Mr. Pankaj Gogoi. He spoke about the mode of conduct of the Audit. The Gender Audit was done with registered students data received from academic section.

**Resolution:**

1. The Gender Audit to be done using AISHE enrollment data
2. The data may be represented by pie chart rather than bar diagram.



## 12.7 Analysis of Students' Satisfaction Survey (SSS) of current academic year under Criterion 2

**Discussion:** The SSS report was presented by Dr. Anup Malakar, Co Ordinator of Criterion 2.

### **Resolution:**

1. Departmental rankings regarding the curriculum and classes should be documented.
2. The suggestions and recommendations by the students have been examined thoroughly and it was suggested that students who have submitted the remarks casually for further rectification.
3. A counselling session will be held based on the matter by the departments.
4. Suggestions will be sent to the Deans and HoD's of the departments.

## 12.8 Any other matter with the permission of the Chairman

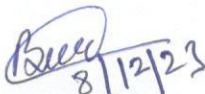
**Discussion:** Mr. R.S. Joshi, Former President, FINER has suggested that a timeline should be considered for SSS and Gender Audit.


Ms. Prajoyeeta Kashyap, Assistant Manager, PR, and Content Writer, RGU suggested to conduct the students' feedback on teachers in the absence of the teachers.

Mr. Tenzin Jamba, Student Member has suggested to conduct SSS after a counselling session regarding the submission of the Google Form prepared by the IQAC on SSS.

## 12.9 Vote of thanks

The Director, IQAC finally thanked all the members for their presence in the 12<sup>th</sup> IQAC Meeting and stated that the next meeting will be held on the 3rd week of January 2024. And Chairperson IQAC has emphasized for follow up actions of the aforesaid discussions.

  
8/12/23  
**Dr. Bipul Nath**  
Coordinator, IQAC

  
**Prof. (Dr.) Anuradha Devi**  
Director, IQAC  
08/12/2023

**Prepared by**  
Ms. Pompita Brahma  
Mr. Bikash Dutta

