

Minutes of 9th IQAC Meeting

Date: 20th December, 2022

Venue: Royal Conferencia, A Block 5th Floor

Members present:

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| 1) Professor S.P. Singh, Hon'ble Vice Chancellor | Chairperson |
| 2) Professor Anuradha Devi, Dean, RSPAS | Coordinator, IQAC |
| 3) Professor Rohit Singh, Pro Vice Chancellor | Special Invitee |
| 4) Professor AnkurGanguly, Dean (Academics) | Special Invitee |
| 5) Dr. BipulNath, Associate Professor, RSP | Member |
| 6) Dr.DigantaMunshi, Registrar | Member |
| 7) Mr. Jugal Kishore Bhattacharya, Department of Economics | Member |
| 8) Ms. Dipika T Agarwal, Assistant Registrar | Member |
| 9) Ms. Moon Moon Ahmed, Assistant Manager
(Non-teaching), IQAC | Co-coordinator |
| 10) Prof. S.R Patgiri, Department of Microbiology | Member |
| 11) Miss Juhi Phukan, Fourth Semester, BBA+ MBA (Integrated) | Student Member |
| 12) Dr. Niraj Singh, Assistant Professor, RSBSC | Special Invitee |
| 13) Dr. NSeema Devi, Assistant Professor, RSBSC | Special Invitee |
| 14) Dr.Mitrajit Deb, Assistant Professor, Zoology | Special Invitee |
| 15) Dr.AnupMalakarAssistant Professor, RSAPS | Special Invitee |
| 16) Ms. IshitaChakraborty,Assistant Professor, CSE | Special Invitee |
| 17) Mr. HimantaBiswaSaikiaAssistant Professor, RSP | Special Invitee |
| 18) Dr.BimalenduKalita, Assistant Professor, RSAPS | Special Invitee |
| 19) Mr.PankajGogoi, Assistant Professor, RSL | 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. MrAnkurPansari, Executive Vice President | Member |
| 2. Prof. P.J Mahanta,Dean (i/c), RSHSS | Member |
| 3. Mr. PabitraBuragohain, President, Federation of
Industry and Commerce of North Eastern Region (FINER) | External Member |
| 4. MrJaideepBaruah, Director ASTEC | External Member |
| 5. A.R Gautam Sharma, Dean Students Welfare | Member |
| 6. Mr. Ripunjit Borah, Alumni, RSB and Senior Manager, | Alumni Member |
| 7. Mr. WoomaSankar Deb Nath, Adviser, Library | Special Invitee |
| 8. Dr. StutiGoswami, Assistant Professor, Dept of English | Special Invitee |
| 9. Ar. Amrita Sabhapandit, Assistant Professor, RSA | Special Invitee |
| 10. Mr. H Imo Mani Singha, Assistant Professor, RSAPS | Special Invitee |



9.1 Welcome address by the Coordinator, IQAC

Prof. Anuradha Devi, Coordinator of the IQAC extended a warm welcome to all the members present. She requested for grant of Leave of Absence to the afore stated members who have informed about their inability to attend the meeting due to unavoidable prior commitments.

Prof. A. Devi requested Chairperson IQAC Prof. S.P.Singh, the Hon'ble Vice Chancellor to start the 9th IQAC Meeting and proceed with the agenda items for discussions.

Chairperson IQAC extended a warm welcome to all the members present and continues discussion with the members.

9.2 Ratification of the Minutes of the 8th meeting of the IQAC along with the Action Taken Report

Discussion: Prof. Devi stated that the minute of the 8th meeting has been circulated to all members for their comments if any and no comments/observation has been received so far. As there was no rectification suggested by the members, the Minutes of the 8th meeting was approved by the house.

The Action Taken Report of the 8th meeting of the IQAC were presented next for discussion.

1. Chairperson IQAC has suggested IQAC to conduct the meeting frequently as the gap between two meetings are very long. He further suggested IQAC to increase the numbers of meetings from 2 to 4 a year.
2. Chairperson IQAC has suggested the coordinator to appoint a separate coordinator for NAAC and NIRF.

Resolution: The Action taken Report on the Resolutions of eighth meeting of the IQAC has been accepted with all the above stated points of discussion.

9.3 Activities of IQAC after 8th meeting

Discussion: The activities taken up by IQAC after 7th meeting were presented by Dr. N. Seema Devi. She has presented the details of total 7 activities organized by IQAC after 8th meeting. The activities include:

1. A Panel discussion on "Curriculum Development and related issues in the context of NEP, 2020" (25th May 2022).
2. One Day Seminar on "Focus towards Quality Research" in association with Sri Anniuradha deva Sports University, Chabua for faculty and Ph.D. Scholars (17th June 2022).
3. A lecture cum discussion program was organized on "Learning Outcome based Curriculum Framework" (4th July 2022)
4. Internal Academic Audit successfully conducted on (17th, 18th and 22nd August 2022)
5. Inaugural Ceremony of IQAC Office (28th September 2022)
6. Seminar on "Research Proposal Writing for funding Agencies" (3rd November)
7. Panel Discussion on "Outcome based education: CO-PO Mapping and Course File Preparation" (8th November 2022)



9.4 Report on Progress of NAAC SSR

Discussion: The Co-coordinator of IQAC Dr. Bipul Nath has presented a brief report about the current status of seven criterions of NAAC SSR based on which marks are given by Peer team visit as well as the qualitative and quantitative metrices provided to the inspection team. In his presentations he mentioned that the present self-assessment CGPA score till date is 3.00 which indicate Letter Grade A as per NAAC 4 point graded scale weighted assessment. He also presented a road map for NAAC activities lined up by the NAAC steering committee team where he mentioned all the important dates and activities lined up before SSR submission.

Resolution: Chairperson IQAC suggested few changes in the road map regarding the dates. He also advised the IQAC to form a committee which will be responsible for refining the write ups of SSR prepared by respective criteria coordinators.

9.5 Analysis of Students' and faculty feedback on Course Curriculum

Discussion: Mr. Jugal Kishore Bhattacharyya, a member of IQAC presented the analysis of Students' and faculty feedback on Course Curriculum where he mentioned the percentage of positive and negative feedback and areas of improvement according to the feedback received.

Resolution: Chairperson IQAC suggested that feedback forms should not contain open ended questions. He also suggested that feedback questionnaire should include one question of pedagogy followed by another question about examination.

9.6 Conduct of Academic and Administrative Audit by external members

Discussion: Prof. A. Devi has informed that the external AAA will be scheduled to be conducted on 13th and 14th February, 2023. She also informed that the proposed external AAA committee members consent has been collected.

Resolution:

A five member external audit committee has been approved by the Hon,ble Vice Chancellor. The IQAC has given the responsibility to submit budget for the conduct of external AAA.

9.7 Discussion on reconstitution of IQAC

Discussion: Coordinator IQAC, Prof. Anuradha Devi informed the house that the tenure of the current IQAC committee is going to be over in the month of January, 2023 and about the need of reconstitution of the Committee with new members.

Resolution: The Chairperson IQAC suggests Prof. Devi to re-constitute the committee with some of the existing members and some new members. He suggested her to replace the members who fail to contribute in the cell due to their time constraints.



9.8 Any other matter with the permission of the Chair

Discussion: Prof. AnkurGanguly, Dean (Academics) suggested that course files to be incorporated for NAAC criterion II.

Ms. Dipika T Agarwal suggested that there should be some activities for training of administrative staff of University.

Resolution: Chairperson IQAC suggested that there should be a Plan of Action with defined bench marking with time to time. The Chairperson IQAC also asked to provide SOP for IIQA and there should be SOP's for Qualitative and Quantitative Metrics for the criterions.

9.9 Vote of thanks

The Coordinator IQAC finally thanked all the Members and Special Invitees for their presence in the 9th IQAC Meeting and Chairperson IQAC has emphasized for follow up actions of the aforesaid discussions before the conduct of the next IQAC Meeting.

Signed:

1. Professor Anuradha Devi, Dean, RSPAS
Coordinator, IQAC
2. Professor Saranga Ranjan Patgiri,
Co-coordinator (Teaching), IQAC
3. Ms. Moon Moon Ahmed
Co-coordinator (Non-Teaching), IQAC

Anuradha Devi





Professor S.P.Singh

Chairperson, IQAC

Prepared by: Dr. Bipul Nath

Ms. Subasana Phukan



