



THE ASSAM

ROYAL GLOBAL UNIVERSITY

The Assam Royal Global University
Fourth Meeting of the IQAC
16th September 2019

Venue: Board of Governors' Room, Block A, Royal Global University.

Time: 3:30 p.m.

Members Present:

- | | |
|--|----------------------|
| 1. Prof. (Dr.) S P Singh
Vice Chancellor, The Assam Royal Global University
Guwahati | Chairperson |
| 2. Prof. (Dr) O.K.Medhi | (Director ,IQAC) |
| 3. Mr. Ankur Pansari | (Member) |
| 4. Ms. Angira Mimani | (Member) |
| 5. Prof. Anuradha Devi | (Member) |
| 6. Prof B.Banerjee | (Member) |
| 7. Prof P.J.Mahanta | (Member) |
| 8. Ar. Anita P.Y. | (Member) |
| 9. Dr Rahul Nandi | (Member) |
| 10. Ms Vanita Agarwal | (Member) |
| 11. Mr Vishal More | (Member) |
| 12. Ms. Dipika T. Agarwal | (Member) |
| 13. Dr Monalisa B. Deka | (Member - Secretary) |

Leave of Absence for members

1. Prof Manoj Jain
2. Dr Jogen Barpuzari

Special Invitee

1. Dr T.Ashok Kumar
2. Dr Amarendra Rajput
3. Prof K.K.Baruah
4. Prof H.K.Baruah
5. Dr Gitumoni Konwar

PROCEEDINGS OF THE MEETING

Professor S. P. Singh, Vice Chancellor, RGU and Chairperson (Academic) presided over the meeting and called the House to order

4.1: Agenda: Welcoming the members of the Internal Quality Assurance Cell (IQAC)



(Handwritten signature)

Deliberations: The meeting commenced with welcoming the members by the Chairperson (Academic).

4.2. Agenda: Ratifying the minutes of the 3rd IQAC meeting held on 23rd April, 2019 and Action Taken Report.

Deliberations: Resolutions passed along with the Action Taken Report was read out by Professor O. K. Medhi. No objections were raised by the members present, on the resolutions passed and its Action Taken Report.

Resolutions: The Council ratified the minutes of the last meeting without any modifications along with the Action Taken Report.

4.3. (i) Agenda: To apprise about: (i) the Administrative Audit Form

Deliberations: Professor O. K. Medhi appraised the house about the information obtained from the various departments. He also notified the house that few information are yet to be received from some departments.

Points further discussed/suggested:

- It is suggested that Departmental budget should be submitted by each department based on last year expenditure, no of students and requirement for teaching and Research in the next Academic Year. A mail has to be sent from the Registrar's Office seeking the same.
- It was suggested that departmental Library should be started with books and books being donated by the Faculty members as well as issued to department by the Central Library.
- Hon'ble Vice Chancellor suggested that a Faculty may be made the In charge of the Library.

4.4 To discuss- a). Student assessment feedbacks forms which is available online.

Deliberations: Professor O. K. Medhi informed about the Student Assessment feedback form available online.

Prof S.P. Singh asked Mr. Vishal Mour to develop a module for online students' feedback at the earliest and accordingly the demo trials etc be done so that the online-feedback may start in November 2019. Mr Vishal Mour consented to this. He also suggested that IQAC shall supervise it with the help of Retired Senior professors who are not part of the evaluation system.

b) Nomination of a member from the Industry.

Deliberations: Prof O.K.Medhi seeked every member to nominate a member from the Industry so that he/She may be included as member in the IQAC.

c) Nominations of members to the Executive committee:

Deliberations: Hon'ble Vice Chancellor asked the members to nominate two to three members and also informed that as per the the UGC Paramarsh' Scheme for mentoring of NAAC accreditation aspirant institutions among the list of institutions provided (both government and private), the three best private Institutions/universities namely, - S.R.M. Institute of Science and Technology (previously known as SRM University), Siksha 'O' Anusandhan and Kalinga Institute of Industrial Technology (Deemed to be University)



Handwritten signature

have been identified and letters have been drafted to be sent requesting for mentoring Royal Global University on the process of NAAC Accreditation.

4.5 Any other matter with the permission of the Chair.

Deliberations: Professor O. K. Medhi mentioned that the duration of the centrally conducted Orientation Programme should be reduced as many things were repeated. To this Registrar, RGU suggested that some common modalities for Departmental Orientation should be planned Points further discussed –

- Prof A. Rajput also proposed that Orientation programme should be clear. After admission there should be counselling done course wise and the teacher concern note down all the problems.
- Prof S,P. Singh suggested that the common Orientation programme should be for few days and the rest of the days should be utilized for department specific and class specific orientation. The Department coordinator should be well trained on this aspect.
- Hon'ble Vice Chancellor also recommended that a workshop should be organized for the coordinators of Orientation programme before the summer break. A booklet of Orientation programme should also be designed.
- Prof O.K.Medhi said that the Slow learners should be identified during the Orientation Programme and a register is to be maintained in each department and the action taken for these slow learners has to be highlighted. To this Prof S.P.Singh added that a test should be conducted soon after the Orientation Programme based on whatever that had been taught during the Orientation Programme but should not be a part of Continuous Evaluation. All students should appear for this test and accordingly the Slow learners should be identified.
- Hon'ble Chancellor also suggested that tutorials should also be arranged for those papers where the students get more back.
- Prof O.K. Medhi informed that the Botanical names of all trees and Plants available in the RGU have been identified and scientific nomenclature has been completed. To this Professor S.P.Singh suggested that publication of small books on the plants/birds available in the RGU campus should be given a thought for.
- Prof S.P.Singh also suggested that a full assessment on teachers during the Orientation Programme should also be done. To this Prof. A. Rajput also added that Teacher's feed back mechanism should also be developed.

Resolutions: The Board resolved that-

- The common Orientation programme shall be for few days and the rest of the days would be utilized for department specific and class specific orientation. The Department coordinator should be well trained on this aspect. -2/10/20
- A workshop should be organized for the coordinators of Orientation programme before the summer break.
- A test shall be conducted soon after the Orientation Programme based on whatever that had been taught during the Orientation Programme. All students have to appear for this test and accordingly the Slow learners should be identified.

4.6 Vote of Thanks

The meeting concluded with a vote of thanks by Professor O. K. Medhi, Director, IQAC.



A handwritten signature in black ink, appearing to be "O. K. Medhi".