

Minutes of the Fifth IQAC meeting, held on March 9, 2021.

Members present:

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| 1. Professor S.P. Singh, Hon'ble Vice Chancellor | Chairperson |
| 2. Ms. Angira Mimani, Registrar | Member |
| 3. Professor Anuradha Devi, Dean, RSPAS | Member |
| 4. Professor Pradip Jyoti Mahanta, Dean (i/c), RSHSS | Member |
| 5. Ar. Gautam Sarma, Dean, Students' Welfare | Member |
| 6. Dr. Bipul Nath, Associate Professor, RSP | Member |
| 7. Dr. Aniruddha Deka, Head, Department of CSE and
CoOrdinator, RSIT | Member |
| 8. Mr. Jugal Kishore Bhattacharya, Department of Economics | Member |
| 9. Mr. Pabitra Buragohain, President, Federation of
Industry and Commerce of North Eastern Region (FINER) | Member |
| 10. Dr. Jaideep Baruah, Head, Environment Division
Assam Science Technology Environment Council (ASTEC)
and General Secretary, Assam Science Society | Member |
| 11. Ms. Dipika Tulshyan Agarwal, Assistant Registrar | Member |
| 12. Miss Juhi Phukan, Fourth Semester, BBA+ MBA (Integrated) | Member |
| 13. Professor Alak K Buragohain, Chairperson (Academic) | Co-ordinator, IQAC |
| 14. Professor S.R. Patgiri, Department of Microbiology | Co-coordinator
(Teaching), IQAC |
| 15. Ms. Moon Moon Ahmed, Assistant Manager | Co-coordinator
(Non- teaching), IQAC |
| 16. Mr. Wooma Sankar Deb Nath, Adviser, Library | Special Invitee |

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

1. Mr. Ankur Pansari, Executive Vice President, Gyan Sagar Foundation
2. Dr. Susmita Dey, Assistant Professor & Coordinator, Department of Zoology
3. Mr. Ripunjit Borah, Alumni, RSB and Senior Manager, Axis Bank, Guwahati

5.1. (i) Welcome Address by Coordinator, IQAC

Professor Alak K Buragohain, the Coordinator, IQAC extended a warm welcome to the members and especially to the new members to the fifth meeting of the IQAC. Professor Buragohain briefed about the critical importance of the IQAC in ensuring and enhancing the overall quality of the University in the teaching-learning process, research and innovation, extension activities and the professional management of the governance system of the University. He called upon the Hon'ble Vice Chancellor, Professor S.P. Singh to call the meeting into order and requested for his Opening Remark.

Professor S.P. Singh called the meeting in to order and at the outset recalled the great contribution of Late Professor O. K. Medhi, Emeritus Professor in the Department of

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Chemistry who was the first Coordinator of the IQAC of RGU. Paying rich tributes to Professor Medhi, who passed away recently Professor Singh called upon the members to stand in silence for three minutes praying for the departed soul.

5.1 (ii) Opening Remark by the Chairperson, IQAC

Professor Buragohain then requested Professor S.P. Singh, the Hon'ble Vice Chancellor to present his Opening Remark. In his Opening Remark, Professor Singh reiterated the great importance of the IQAC in bringing in qualitative improvement into every aspect of the functioning of the University. He appealed to the members to come forward with their valuable suggestions and advices in making the University a vibrant and academically rich institution of higher education in the region and the country. Professor Singh recalled how the IQAC took into serious consideration all the requirements for the NAAC from the first day of its inception. Professor Singh stated that the suggestions of the Hon'ble members should be well thought out so that they are practical and feasible.

5.2 Introduction of the Members and Felicitations of the New External Members

Professor Buragohain introduced the members, especially Mr. Pabitra Buragohain, the President of the FINER and Dr. Jaideep Baruah, Head, Environment Division of the ASTEC and the General Secretary, Assam Science Society to who have been newly nominated to the IQAC in portfolios as mandated by the UGC. Professor Buragohain felicitated the two external members with *phulam gamocha* and thanked them for their acceptance of their nominations.

5.3 Consideration of the Minutes of the Fourth Meeting of the IQAC and the Action Taken Report

Moving on to the next agenda item, Professor Buragohain presented the Minutes of the fourth meeting of the IQAC, held on 16 September 2019 along with the Action Taken Report (ATR).

Reacting to the ATR with relation to Mentoring of the University under the Paramarsh scheme of the UGC, Prof. S.P. Singh clarified that although the Paramarsh scheme is not there now, A similar program called Marg Darshak is there. He suggested that we should immediately contact Siksha O Anusandhan of Bhubaneswar, SRM University of Chennai and in addition to these, Chandigarh University be contacted for mentoring RGU under the Marg Darshak Scheme.

Deliberating on the ATR, Professor Singh observed that the Students Orientation Programs needs to be reviewed as the program is yet to become fully effective and truly meaningful in orienting the newly admitted students with all the necessary information about the various functioning of the University. Shri Wooma Shankar Deb Nath requested that separate Orientation Program be organized for the use of the University Library by the newly admitted students in batches in the Library. Since students are the main stake holders, Professor Buragohain requested the Student representative on the IQAC, Miss Juhi Phukan to put forward her views. Miss Phukan observed that the present program of Students' Orientation

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is a one-way process and it would be more effective if it could be made more interactive. Professor Mahanta suggested that the observations from the Deans' Listers may be considered. Professor Singh and all other members appreciated the observation of Miss Phukan and the suggestion of Professor Mahanta observation, and it was resolved that a Committee with the following members be formed to review the Module Development of the Students' Orientation Program, considering 7-day, 10-day and 15-day orientation programs:

1. Ar. Gautam Sarma, Dean, Students Welfare	Chairperson
2. Ms. Angira Mimani, Registrar	Member
3. Ms. Dipika Tulshyan Agarwal, Assistant Registrar	Member
4. Ms. Banani Das, Department of English	Member
5. Ms. Juhi Phukan, Fourth Semester, BBA+MBA (Int.)	Member
6. Dean's Listers from the RSB, RSLA, RSHSS, RSAPS, RSBSC	Members
7. Faculty from RSBAS & RSCOM	Members

The Committee's recommendation shall be put into practice immediately after approved by the Hon'ble Vice Chancellor. The approved recommendations shall also be incorporated in the Students' Orientation Booklet prepared by Ms. Banani Das. Further, it was also recommended that the following components be incorporated in Student's Orientation Programme:

1. Personality Test (P16)
2. Communication Skill
3. Bridge Course
4. Knowledge Test etc.

Prof. Singh also suggested that a mechanism be developed for comparative analysis of the students before they leave the university on completion of the courses in terms of their overall development with regard to their communication skill, attitudinal transformation and in their overall personality in the university from entry to exit.

5.4 To nominate member in place Ms. Urmi Jyoti Deuri

DISCUSSION: Professor AKB stated that Ms. Urmi Jyoti Deori from Royal School of Nursing who was nominated as a member on the IQAC is leaving the University and a new Faculty member is to be nominated in her place. After detail discussion it was proposed by Professor S.P. Singh that Mr. Santosh Anand, Asst. Professor of RSB and Assistant Controller of Examination may be nominated which was unanimously accepted by all members.

RESOLUTION: It was resolved that Mr. Santosh Anand, Assistant Professor of RSB and Assistant Controller of Examination was nominated in place of Ms. Urmi Jyoti Deori.

A. L. Anand



5.5: Appraisal of the assessment of the Student Feedback System

DISCUSSION:

Moving onto the next agenda item, Professor Buragohain requested Dr. Aniruddha Deka, the Head, Department of Computer Science & Engineering and Coordinator, RSIT to present a brief report on the Student Feedback System of the University. Dr. Deka presented a Powerpoint presentation on the Student Feedback module prepared by Mr. Vishal Mour, alumni of the RSET as per the resolution of the fourth meeting of the IQAC. Dr. Deka displayed the 17 questions included in the Student Feedback format to be filled in mandatorily through the Intra-net of the University at the end of the semesters. Dr. Deka also explained the analysis of the Feedback and the criteria for calculating the respective API scores to the Faculty Members on the basis of the feedback analysis. Professor S.P. Singh and Ms. Dipika T. Agarwal pointed out that there are three additional questions which have been decided earlier are to be incorporated in the feedback questionnaire by 10th March 2020. Professor Buragohain informed the members that a five member committee with Ar. Gautam Sharma as a Chairperson is working on reviewing the student feedback form taking into account the requirement of the NAAC.

RESOLUTION: The student feedback system should be analysed regularly and necessary action has to be taken accordingly. The pending analysis are to be completed within two weeks.

5.6 Preparation for NAAC:

DISCUSSION: Initiating the discussion, Professor Buragohain stated that the RGU is preparing for the first ever assessment and accreditation of the University by the NAAC this year. Professor Buragohain requested Professor S. R. Patgiri to apprise the members about the status of preparedness of the University for the NAAC. Professor Patgiri stated that before he joined the University, an online workshop was organized during the COVID lockdown period to familiarize the faculty members about the various aspects of the process for the NAAC in which two distinguished experts Shri B.S. Madhukar, Adviser and Member GC/EC NAAC and Professor R. S. Bawa, Pro- Chancellor, Chandigarh University explained the various aspects of the NAAC process on 20th October 2020. Subsequently, an in-house workshop was conducted under the aegis of the IQAC on 26th December 2020 to explain to the faculty members about the process of preparation of the Self Study Reports by the departments. Professor Patgiri stated that the Self Study Reports (SSR) from all the 33 Departments have been obtained. A committee headed by Professor K.K. Baruah has examined the SSR reports and found that many departments have not updated the Department related documents like the agenda note, minutes of various meetings of the Departments which need to be immediately updated. Professor S. P. Singh asked all Departments to immediately update their Departmental dossiers and retrieve all missing documents from the electronics sources. Ms. Dipika Tulshyan Agarwal, pointed out that that often the succession process in the event of change of Heads of Departments remain incomplete as the outgoing HoDs do not hand over the papers to the successors properly or do not explain about the departmental records

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properly. Prof. S. P. Singh requested to organize workshops for the faculty members on the roles and the responsibilities of the HoDs and the Coordinators.

RESOLUTIONS:

Resolved that a second workshop on preparations of the SSRs be organized within 31st March 2021, for all the HoDs and the departmental SSRs be finalized and submitted to the University latest by 15th April, 2021. Further, it was resolved that a workshop be organized for Examination cell and the Administration Section including the Finance and Accounts for their input for the NAAC SSR. Prof. Buragohain proposed a committee with the following members for organizing the workshop by 31st March 2021.

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| 1. Ms. Angira Mimani | Chairperson |
| 2. Professor P.J. Mahanta | Member |
| 3. Professor K.K. Baruah | Member |
| 4. Professor Saranga Ranajan Patgiri | Member |
| 5. Ms. Dipika Tulshyan Agarwal | Member |
| 6. Ms. Moon Moon Ahmed | Coordinator |
| 7. Professor A.K. Buragohain | Advisor |

5.7 Academic & Administrative Audit:

DISCUSSION: Continuing his presentation, Professor S.R. Patgiri mentioned that the Administrative and Academic Audit (AAA) for the University is to be conducted before the NAAC. Professor S.P. Singh suggested that a uniform format be developed for the AAA. Professor Buragohain added the first AAA for the University was conducted in 2018 with the Late Professor O.K. Medhi. Professor Buragohain also observed that, since the University now have several senior Professors from reputed institutions of the region, perhaps we may conduct the AAA with internal expert only. The members endorsed this proposal.

RESOLUTION: Resolved that a uniform format for conduct of AAA shall be developed by a committee comprising of the following members

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| 1. Professor A. K. Buragohain | - | Chairperson |
| 2. Professor P. J. Mahanta | - | Member |
| 3. Professor Saranga Ranjan | - | Member |
| 4. Ar. Gautam Sarma | - | Member |

The committee shall complete the task by end of March.

5:8 Status of Research Review in the light of NEP 2020.

DISCUSSION: Professor A. K. Buragohain briefed about the steps taken by the University in recasting/ revising the syllabus for the undergraduate program in the light of the NEP, 2020. The members noted the steps and Professor S.P. Singh pointed out that the final revisions with necessary changes in the rules and regulations shall be made by the appropriate bodies like the BOS, AC, etc., after receiving the Model Syllabus from the UGC and AICTE. Further Dr. Buragohain stated that as per the UGC guidelines provisions have been made for registering

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20% of the syllabus from the online platform like SWAYAMM, NPTEL, etc. He also informed that an E-Learning Centre has been formed by the University to facilitate online teaching-learning through the MOOCs. Departmental coordinators for online learning have also been assigned. Further, Professor Buragohain mentioned that, the Departments have been directed to develop credit-based syllabus for student internship programs in collaboration with relevant industries, corporate enterprises, etc.

RESOLUTION: Members took note of the development.

5.9 Status of Research and Innovation

DISCUSSION: Professor Buragohain gave a brief presentation on research and innovation of the University for the year 2019-2020. Giving an overview on research, he said that there is an increased engagement in research by the faculty members and to some extent by the students. He said that there are 96 publications by the faculty members in peer reviewed international and national journal, 39 Book Chapters and 25 publications in Conference Proceedings during 2019-2020. While appreciating the efforts of the faculty members in research publication, Professor S. P. Singh observed that the per capita publication from the faculty members must increase.

Professor Buragohain also said that the University is giving due emphasis on innovation, especially by the students and the young faculty members. Towards this end, the University has established the Institution's Innovation Council in the year 2019 under the aegis of the then MHRD, Government of India. Two incubatees shall be provided space and necessary facilities in the IIC very shortly to launch their startups. Professor Buragohain stated that a few faculty members from the Departments of Architecture and Mechanical Engineering and Physics have also earned consultancies.

The representative from the industries on the IQAC Mr. Pabitra Buragohain, President, FINER, appreciated the moves made by the University in setting up of the IIC for promoting the innovation and entrepreneurship. He strongly emphasized on the necessity of entrepreneurship development in the University through facilitating establishment of startups. He cited the brilliant example of PGS institute in Kottayam, which has more than 20 startups on the campus.

RESOLUTION:

The members took note of the development with appreciation.

5.10 Academic Collaboration and Industry Academia Interfacing

DISCUSSION:

Moving on to the next agenda item, Ms. Pahi Bhagabati, Placement Officer, made a power point presentation on the status of academic collaboration between RGU and other Higher Education Institutions and other organizations. RGU has academic collaborations with 17 HEIs and other organizations through Memorandum of Understanding. A few of these

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collaborations with organizations like Excel Health Care, Paris Air, etc., relate to training our students as parts of their academic programs. On the other hand, the collaborations with institutions like the IITG, National Institute for Pharmaceutical Science Education and Research (NIPER) Guwahati, Institute of Chemical Technology (ICT), Mumbai and Institute of Advanced Studies in Science and Technology (IASST), Guwahati, etc, relate to both academic and research collaboration. Professor Buragohain mentioned that a few joint collaborative research projects with some of these institutes are being developed. Besides these, online lectures by faculty members from these institutes are being regularly organized and faculty members and scientists from these institutes are regularly invited as Visiting Professors and Guest Lecturers.

Professor S.P. Singh stressed that emphasis should be on making each of these MoUs functional. He also mentioned about the efforts made in this direction through regular monitoring on the joint activities being organized by the concerned departments with these institutions.

Shri Pabitra Buragohain appreciated the collaborative work being pursued by the University. He proposed that there should be a MoU between RGU and the FINER which would facilitate stronger interfacing between RGU and the many industries that are members of the FINER. Professor Buragohain pointed out that the MoU with the FINER shall also be a great help in implementing the Students' Internship Programs more extensively.

Professor S.P. Singh called upon the faculty members to obtain membership to professional bodies like the FINER, He mentioned that as an institutional member of the FINER, he often attends the meetings and other events of the FINER and regretted that hardly any faculty member of RGU attends such events. Professor Singh strongly made his point that RGU faculty members should not only become members of the various professional bodies of their domain, but also frequently organize evening and weekend events and meetings of these bodies on the RGU campus.

Dr. Jaideep Baruah, who is the General Secretary of the Assam Science Society, proposed to organize the Annual Technical (Research) Conference of the Assam Science Society this year at RGU. Professor Singh heartily welcomed the proposal. Dr, Baruah also requested for establishing a branch of the Assam Science Society at RGU.

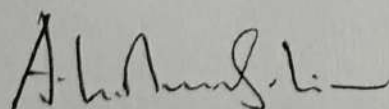
Resolution:

Resolved the advancement of RGU the process for a MoU with the FINER shall be started immediately. Further, faculty members shall strive for becoming members of various professional bodies. It was resolved that the Annual Technical Conference of the Assam Society for the year 2021 shall be held in RGU.

5.11 & 5.12 Important Cultural Events and Extension Activities organized by the University.

DISCUSSION:

Moving onto the last agenda item, Ms. Indrakshi B, made a power point presentation highlighting the major cultural events organized in the University since the last meeting of the



IQAC. The external members appreciated the organization of the various cultural events by the University and especially the organization of *Karmatsav*-the East Zone UNIFEST, 2019 under the aegis of the Association of the Indian University. Ms. Indrakshi also highlighted the various extension activities being regularly undertaken by the students, faculty members and the non-teaching staff of the University. Dr. Jaideep Baruah expressed his appreciation about the University's adoption of a village, Tetelia near the University where the students and the faculty members have been regularly organizing various activities. He suggested that the youth (students) and other members of the community of the village should also be invited sometimes to the campus for various activities.

Resolution:

The members noted the activities of the University with appreciation.

There being no other matter, Ms. Angira Mimani, Registrar, RGU offered the Vote of Thanks to the members. A special Vote of Thanks was offered to the support staff from the administration. Professor S. P. Singh expressed his profound thanks to all the members, especially, the external members for their active participation in the deliberation and for their good ideas for the advancement of RGU.

Signed:

1. Professor Saranga Ranjan Patgiri,
Co-coordinator (Teaching), IQAC
2. Ms. Moon Moon Ahmed
Co-coordinator (Non-Teaching), IQAC
3. Professor Alak K Buragohain
Coordinator, IQAC

A. K. Buragohain
23.04.21

S.P. Singh
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Professor S.P. Singh
Chairperson, IQAC

Minutes prepared by Ms. Dipamoni Chaudhury

