

Minutes of the Seventh IQAC meeting, held on November 09, 2021, in the Blended Mode

Members present Offline (BOG Room, A-Block, and Ground Floor):

1. Professor S.P. Singh, Hon'ble Vice Chancellor	Chairperson
2. Professor Anuradha Devi, Dean, RSPAS	Coordinator, IQAC
3. Professor S.R. Patgiri, Department of Microbiology	Co-coordinator (Teaching), IQAC
4. Ms. Moon Moon Ahmed, Assistant Manager	Co-coordinator (Non- teaching), IQAC
5. Professor Alak K Buragohain, Chairperson (Academic)	Member
6. Ar. Gautam Sarma, Dean, Students' Welfare	Member
7. Dr. Bipul Nath, Associate Professor, RSP	Member
8. Dr. Aniruddha Deka, Head, Department of CSE and Coordinator, RSIT	Member
9. Mr. Jugal Kishore Bhattacharya, Department of Economics	Member
10. Dr. Susmita Dey, Assistant Professor & Coordinator, Department of Zoology	Member
11. Ms. Dipika T Agarwal, Assistant Registrar	Member
12. Mr. Pabitra Buragohain, President, Federation of Industry and Commerce of North Eastern Region (FINER)	External Member
13. Miss Juhi Phukan, Fourth Semester, BBA+ MBA (Integrated)	Student Member
14. Mr. Wooma Sankar Deb Nath, Adviser, Library	Special Invitee
15. Dr. Niraj Singh, Assistant Professor, RSBSC	Special Invitee
16. Dr. Seema N Devi, Assistant Professor, RSBSC	Special Invitee

Members present Online (via ZOOM platform,

<https://zoom.us/j/96734410693?pwd=OEhYYXZHS0YxclN3eHJXWVZXS0JqZz09>):

1. Professor Pradip Jyoti Mahanta, Dean (i/c), RSHSS	Member
2. Mr. Santosh Kumar Anand, Assistant Controller of Examinations & Assistant Professor, RSB	Member Member
3. Mr. Ripunjit Borah, Alumni, RSB and Senior Manager, Axis Bank, Guwahati	Alumni Member

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

17. Dr. Jaideep Baruah, Head, Environment Division Assam Science Technology Environment Council (ASTEC) and General Secretary, Assam Science Society	External Member
18. Mr. Ankur Pansari, Executive Vice President, Gyan Sagar Foundation	Member
19. Ms. Angira Mimani, Registrar	Member



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Proceedings of the Meeting:

7.1 Welcome address by the Coordinator, IQAC.

DISCUSSION: Prof. Anuradha Devi, newly appointed co-coordinator of IQAC welcomes all the members present in the Online and Offline platform to the 7th IQAC meeting and request the cell to consider the leave of absence of the three members due to their unavoidable assignments and health issues. Also, welcomes three Special invitees as stated above to be a part of the meeting. As no suggestion has been received w.r.t. the agenda and considering it to be confirmed and started the proceeding with due approval of the Chairperson. In this context, Hon'ble Vice-Chancellor and Chairperson, IQAC, Prof. S. P. Singh, welcomed the members and gave his opening remarks and extend his best wishes to Prof. Anuradha Devi on her 1st meeting as a Coordinator, IQAC. He also expressed on the importance of strong IQAC for the quality of a University. Prof. Singh stated in context to NEP education policy, that IQAC is a very important body which is to be strengthened in order to monitor the overall quality in the Teaching and Learning process. He also emphasized that the IQAC members should monitor and control the quality in teaching as well as research with respect to research publications and authenticity in journals. He has expected more vibrancy in IQAC activities in due course of time to get prepared for NAAC.

RESOLUTION:

7.2 Consideration of the Minutes of the 6th IQAC meeting held on 29th April 2021 along with its Action Taken Report.

DISCUSSION:

The minutes of the 6th meeting has been distributed to all members and the action report of 6th meeting has been delivered by Prof. A. K. Buragohain. The Action taken Report has been ratified by the IQAC with minor modification and suggestion received from the members and Hon'ble Vice-Chancellor as follows:

1. To follow up w.r.t Publication of Annual Report compilation work undertaken by Dr. Jasmine.
2. To follow up with respect to Examination automation.
3. To send mail to all the faculty members on regular usage of facilities and online resources available in the RGU Library.
4. To verify the authenticity of the journal by the respective Heads of the Department.
5. Suggestion to collect University Best Practices from all the Heads of the Department.
6. A minor modification w.r.t action taken pt. no. 6.14 that Alumni Association already exists but registration under the Societies Registration Act is under process.
7. In item No. 6.6, Prof. A.K. Buragohain informed about drafting of some policies related to Research and Innovation, IPR and Ethics etc. and which was under process.
8. The actions taken in item No. 6.9 about library users a separate time slot has been incorporated in the various Program Class time tables along with name of faculty coordinator printed so that student can visit the library during that hour.
9. The actions taken in item No. 6.10 RGU has set up incubation center for strong industry-academia interface. All department Heads coordinated with the MOU Coordinator, Ms. Pahi and map some of their departmental activities with industries like FINER having MOU with RGU



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RESOLUTION: The Action taken Report on the Resolutions of Sixth Meeting of the IQAC has been accepted with all the stated points of discussion.

The activities taken up by IQAC after 6th meeting were presented by Prof. Anuradha Devi.

7.3 Progress so far with respect to NAAC preparation- criteria-wise

DISCUSSION: Criterion wise NAAC SSR has been discussed and found to be not satisfactory with respect to collection and verification data with the supporting documents

Resolution: The Chairperson, IQAC has suggested Dr. A. Devi to invite all HoD's and the internal IQAC members to discuss the issues or difficulties they faced and to provide guidance in preparation of documentation for NAAC purpose. He finally emphasized to organize Workshops on the theme NAAC SSR criterions to train the faculties for better prepare for their NAAC documentations. The actions taken in item No. 6.8, there were regular review meeting conducted on research, Innovation and consultancy work. It was emphasized on the quality of publication than the number.

7.4 Comments from the external experts

DISCUSSION: Mr. Pabitra Buragohain has given importance on keeping the MOU's functional and to share information about industries linked with FINER along with the Person to be contacted. He suggested that every department should list out their activities on subject specific matter so that proper utilization of activities can be planned with MOU's by involving the right industries. He also assured that any student willing to go for Start-up, FINER will facilitate with the required infrastructure. He also advised to organize some motivational lectures by inviting guests from industries. Also he suggested one day Workshop for Executives of Industry of Assam and North Eastern Region and to look for the Possibility of MOU with NEST.

RESOLUTION:

- The IQAC coordinator will write to Dean RSB to organize a Workshop for Executives of Industry of Assam and North Eastern Region.
- The IQAC coordinator will write to RCCR to communicate with Mr Pranjal Konwar , NEST for possible MOU between RGU and NEST

7.5: Chairperson address to the members.

DISCUSSION: Prof. A.K. Buragohain has emphasized for organizing some Seminar or workshops with multi-disciplinary approach, or on pedagogy under the aegis of IQAC. He also stated that every department should inform to the IQAC before organizing any departmental seminar or workshops on pedagogy or some topics which can be related to IQAC activities.

RESOLUTION:

The IQAC will send mail to all the departments so that every department will consult with IQAC before choosing theme of any seminar, workshops or guest lectures.

7.6: Any other matter with the permission of the Chair

DISCUSSION: In any other matter, Prof. P. J. Mahanta has suggested the Librarian to maintain a separate section for the recent arrivals of new books, journals, periodicals etc.



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Student member, IQAC has informed that there is a need of coaching cell for preparation for competitive examinations which will help the students to better prepare and plan for their future course of action.

Asst. Registrar, Ms. Dipika T Agarwal has informed that a software based student feedback collection system has been developed by Dr. Aniruddha Deka, but due to non-availability of students owing to Covid-19 restrictions could not be completed.

Signed:

Anuradha Devi 11/11/2021

Professor Anuradha Devi, Dean, RSPAS

Coordinator, IQAC



Minutes prepared by Dr. Bipul Nath and Dr. Susmita Dey