

## MINUTES OF THE MEETING OF IQAC HELD ON 16<sup>th</sup> SEPTEMBER, 2019

An Internal meeting of the IQAC was held in the office of the Director, IQAC on 16<sup>th</sup> September, 2019 at 3:00 p.m. to discuss about the progress of the various activities of the IQAC. The following members were present:

- |   |            |
|---|------------|
| 1. Prof. A. Mitra, Dept. of Economics             | – Director |
| 2. Prof. Utpal Bhattacharjee, Dept. of CSE        | – Member   |
| 3. Prof. Sanjeev Kumar, Dept. of Physics          | – Member   |
| 4. Prof. Sumpam Tangjang, Dept. of Botany         | – Member   |
| 5. Prof. Oken Lego, Dept. of Hindi                | – Member   |
| 6. Dr. Rajesh Chakrabarty, Dept. of Chemistry     | – Member   |
| 7. Mr. Firoz A, Dept. of CSE                      | – Member   |
| 8. Dr. Sunil Nandi, Dept. of Commerce             | – Member   |
| 9. Dr. Sambhu Prasad, Dept. of Physical Education | – Member   |
| 10. Mr. Tsering D. Megeji, Joint Director (CC),   | – Member   |

1. The Director welcomed the members of briefly highlighted the scope and objective of the meeting.
2. The Director IQAC apprised the members on the progress of various activities as proposed in the last IQAC meeting held on 31<sup>st</sup> May, 2019 and also discussed about action needed to be taken for timely completion of the Academic and Administrative Audit and compilation of NAAC Self Study Report (SSR). The members discussed thoroughly about the actions taken on the decisions taken on the IQAC meeting of 31<sup>st</sup> May, 2019 along with achievements and challenges in this direction:
  - a. The online students' feedback has already been collected from the final year students of 2018-19 batch. The responsibility of analysing the data and report generation has been entrusted to **Mr. Tsering D. Megeji**. Mr. Megeji informed the members that the task will be completed by **30<sup>th</sup> September, 2019**.
  - b. The Director informed the members that Academic and Administrative audit data from **many of the departments and branches are yet to be received. Department of Sociology did not submit the Academic Audit data till date. About 7 (seven) Departments did not submit** supporting *Data Template* for the Academic Audit properly in spite of one to one meeting with concerned HoDs and repeated reminders.
  - c. In spite of non-availability of data the processing of available data will be started by different sub-committees constituted for this purpose with effect from 17<sup>th</sup> September, 2019 due to lack of time.
  - d. The Director assigned the responsibility of collecting email addresses of newly admitted students to Joint Registrar, Academic Branch / S.O. (Academic).
  - e. The members also discussed about the progress of **Rain Water Harvesting projects** of the University. The members feel that the projects are not progressing in expected pace. The Director assured the members that the **matter will be appraised at appropriate level to ensure timely completion of the projects**.
  - f. The members also expressed their serious concern about the inactiveness of the **Alumni Association of the University** even after repeated reminders by the IQAC and VC. Since, activities of the alumni association is a component in the NAAC Self Study Report (SSR), the Members are of the view that inactivity of the Alumni Association may hamper the overall grade of the University in the NAAC 3<sup>rd</sup> Cycle of accreditation. The Director assured the members that the matter will be discussed at appropriate level for timely redressal.
  - g. The members also discussed about the progress of the **Green Audit** of the University. The members expressed their satisfaction over the progress of the work. The Director informed the members that the task will be completed by December, 2019. He also informed that university is going to publish a book on trees available in the University campus with their botanical and common descriptions along with medicinal values.
  - h. The members also expressed their concern over not receiving copies of BPGS and BUGS minutes of various departments from Academic Branch to the IQAC even after repeated request. The Director informed the members that appropriate actions will be taken to ensure that all the departments send a copy of their BPGS and BUGS to the IQAC.
  - i. The Director informed the members that only 7 (seven) departments so far have submitted the employment / placement data and necessary action will be taken to collect employment details from remaining departments.

- j. The Director also informed the members that Hindi translation of the Annual Report has already been completed and after final proof reading of the Hindi section, it will be sent to the press for printing.
3. The members also discussed about the various areas that needs special attention for improving the ranking of the university in the upcoming NIRF ranking 2020. The Director informed the members that registration for NIRF DCS 2020 has already been completed. As a measure to **improve the visibility of the research activities conducted by various departments, it was decided that a one-page executive summary of each project, executed during the last five years will be uploaded on the University website.** The Director has entrusted the responsibility of collecting the write-up from the concern PIs of the projects and uploading it in the university website to Mr. Tsering D. Megeji, Jt. Director VSAT. **He is also advised to consult with Assistant Registrar (project cell) for collection of write-up of the projects. This should be completed by October, 2019.**
4. The Director IQAC has revised the timeline for various activities related to the NAAC accreditation (3<sup>rd</sup> Cycle) 2020 due to the initial delay in collecting information from various departments and branches of the university. The revised timeline is:

Sl. No.	Gathering of Data from the Departments and Branches	To be completed by 30 <sup>th</sup> September, 2019
1.	Compilation of data received from the Departments and Branches and preparation of AQAR	October-November, 2019
2.	Invitation of Experts for Academic and Administrative Audit	December, 2019 – January, 2020
3.	Preparation of self-study report, collection of students feedback as per NAAC format and submission of SSR to NAAC	February – March, 2020
4.	Preparation for NAAC visit and arrangement of programmes	April – May, 2020
5.	Proposed visit of NAAC team	May-June, 2020

5. The Director requested the sub-committees constituted for compilation of data to start their activities immediately. Some of the minor adjustments to the sub-committees have been made to make them more effective. The Director has decided to meet each sub-committee separately and fixed a separate date for meeting with each sub-committee. The sub-committees with their responsibilities and date of meeting are as follows:

Sl. No	Responsibility for Preparation of	Members	Date of Meeting with IQAC Director
1	Executive Summary, Profile of the University, SWOC Analysis	Prof. A. Mitra, Director IQAC	NA
2	Criteria – 1 (Curricular Aspects)	Prof. R. K. Singh Dr. Sunil Nandi Dr. David Pertin	17-09-2019
3	Criteria – 2 (Teaching-Learning and Evaluation)	Prof. Utpal Bhattacharjee Mr. Firos A.	18-09-2019
4	Criteria – 3 (Research, Innovations and Extension)	Mr. Ani Taggu Dr. Rajesh Chakrabarty	19-09-2019
5	Criteria – 4 (Infrastructure and Learning Resources)	Prof. Sanjeev Kumar Mr. Tsering D. Megeji	20-09-2019
6	Criteria – 5 (Student Support and Progression)	Prof. Kesang Degi Dr. Sambhu Prasad	23-09-2019
7	Criteria – 6 (Governance, Leadership and Management)	Prof. R. C. Parida Dr. Gibji Nimasow	24-09-2019
8	Criteria – 7 (Institutional Values and Best Practices)	Prof. Sumpam Tangjang Prof. Oken Lego	30-09-2019

6. As a part of preparation for proposed NAAC (3<sup>rd</sup> Cycle) accreditation, the Director, IQAC has assigned the responsibility of preparing feedback format as per NAAC guideline to collect

feedback from alumni, teaching and non-teaching staff to the following members. However they could not complete the assigned task in time.

Sl. No	Task	Responsibility
1	Feedback Format for Alumni	Prof. Kesang Degi Prof. Sumpam Tangjang Prof. Oken Lego
2	Feedback Format for Teaching Staff	Prof. R. C. Parida Prof. Utpal Bhattacharjee
3	Feedback Format for Non-teaching staff	Dr. David Pertin Mr. Tsering D. Megeji

The Director requested the above mentioned members to complete the task by **30<sup>th</sup> September, 2019**.

7. The Director has constituted a committee for the re-verification of CAS application forms with the following members:
- a) Prof. Sanjeev Kumar - for Professor
  - b) Dr. Rajesh Chakrabarty - for Associate Professor
  - c) Mr. Firos A - for Assistant Professor

The meeting ended with a vote of thanks from the Chair.



(Prof. A. Mitra)  
Director, IQAC

Copy to:

- 1. The PS to Vice-Chancellor, RGU for information pls.
- 2. All the concerned members.
- 3. Office copy.



Director, IQAC

*500*  
*It is recommended (C.C.)*  
*for uploading in*  
*univ. website*  
*[Signature]*  
*20.09.19*