

Tezpur University, Napaam
Minutes of the First Meeting of the Quality Assurance Committee (QAC)
Venue: Board Room Date: 10th Feb. 2006 (11.30 am)

Members present were:

Prof. P.C. Deka	Vice- chancellor
Mrs. Achala Bora	Member, BOM.
Mrs. Meenakshi Bhuyan	Social Activist, Tezpur
Prof. D. Konwer	Dean, School of EE and NR & Head, Deptt. of Energy
Prof. M.M. Sarma	Dean, School of H and SS & Head, Deptt. of EFL
Prof. S.K. Dolui	Dean, School of Science & Technology.
Dr. B. Saharia	Controller of Examinations
Prof. A. Choudhury	Head, Deptt. of Physics.
Prof. D.K. Bhattacharyya	Deptt. of Compute Science & IT.
Prof. B.K. Konwar	Head, Deptt. of MBBT.

Members absent were:

Prof. S.S. Khanka	Dean, School of Mang Sci & Head, Deptt. of B.A.
Prof. M. Bhuyan	Dean, Student Welfare & Head, Deptt. of Electronics
Prof. M. Ahom	Registrar

Minutes

The Chairman Prof. P.C. Deka welcomed all the members and specially thanked the lady Members Mrs. Bora and Mrs. Bhuyan for participating in the first meeting of the Quality Assurance Committee. Prof. Deka then briefly described how the QAC came into existence. The Chairman then requested the Coordinator, Prof. B.K. Konwar to present the proposed quality sustenance activities to be taken up by the internal quality assurance cell of the University.

Prof. Konwar presented a detail account how the IQAC, TU came into existence. He highlighted the objectives, procedures, management, functions and operational features.

The QAC members then deliberated on various issues pertaining to the IQAC and recommended the following:

1 (a) A Working Committee (WC) with the following members be constituted to carry on the activities of the IQAC.

Chairman	Coordinator of QAC, Prof. B.K. Konwar, Head, Deptt. of MBBT
Members	Dr. M.R. Sharma, Deputy Registrar
	Mr. Pankaj Bora, Sport officer
	Dr. D.K. Goswami, Sr. Medical officer
	Dr. Apurba Das, Deptt. of Environmental science
	Dr. Shyamanta Mani. Hazarika, Deptt. of CS & IT
	Dr. S.K. Samdarshi, Deptt. of Energy
	Dr. Niranjana Krak, Deptt. of Chemical Sciences
	Dr. Jiten Dutta, Deptt. of Electronics
	Mrs. Munmun Hazarika, Deptt. of Mathematical Sciences
	Mrs. Hemjyoti Medhi, Deptt. of EFL.
Student Members	Two (to be nominated by the DSW for one year).

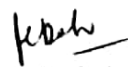
- (b) The WC will deliberate on weaknesses of the University and find out possible solutions for all round quality improvement and sustenance.
- (c) The National Assessment and Accrediation Council (NAAC) assesses an educational institute on five broad areas. The WC may give more emphasis on these areas for quality improvement.
2. Steps are to be initiated to create infrastructure for games and sports in the University and to appoint qualified coaches for various sports activities.
3. (a) A full fledged Health Center with modern equipment is a major requirement. There is a need for a Lady Doctor and the matter may take up with the UGC. In the mean time, the possibility of appointing a lady doctor on contractual basis may be explored.
- (b) Psychiatric experts from Lokapriya Gopinath Bordoloi ^{Institute of Health} Regional Mental Hospital, Tezpur and also from such other institutes may be invited from time to time to address stress-related problems of students and employees of the university.
4. Repair and maintenance of computers have to be streamlined. Obsolete computers need to be disposed off as per laid down norms.
5. (a) As an outreach programme, distance education may be planned in view of societal needs. EDUSAT, in this regard, is expected to be helpful and effective course content has to be developed.
- (b) For making outreach programmes effective, a virtual classroom with interactive sessions is essential. Thus, the EDUSAT programme should be on-line. Initially, it may be offline; with gradual experience it should be made on-line.
6. The Training and Placement Cell of the University shall be strengthened with the appointment of a permanent officer (Deputy Director). The cell should have a full-fledged office.
7. Administrative bottlenecks should be removed by taking appropriate actions.
8. University-Industry interaction on a regular basis has to be encouraged. Officials from various industries may be invited to deliver seminar/classroom talks and join in various Committees of the University.
9. Purchase of laboratory equipment and their maintenance as well as purchase of chemicals and glassware needs to be streamlined.
10. The dedicated power supply to the University use to suffer from frequent and prolonged disruptions more specifically during the raining season. Captive power generator has to be given importance in the interest of research and teaching.
11. The University has to encourage interdisciplinary activities. Departments collaborate in various teaching and research programmes. Research and teaching collaborations have also been established with institutes like DRL, RRL, TES, IITG etc.
12. During the last two years, there is no regular Librarian in the University. Activities of the library have suffered since persons with adequate qualification and experience could not be found for the post of Librarian. The University proposes to recruit a Deputy Librarian in place of the Librarian. It is expected that with the Dy Librarian in place, the activities of the library shall be enhanced.
13. Faculty members need to be encouraged to undergo higher studies. Presently, Lecturers completing 3 years of service in the University are encouraged to go for higher studies leading to the Ph D degree with extra-ordinary leave.
14. Appointment of ministerial and other staff members is a necessity for the University. The matter needs persuasion at the UGC and MHRD levels. [But, due to a ban

imposed by the MHRD for the appointment of non-faculty positions, the same could not materialized.]

15. The University has to constitute a "ST-SC Cell" for giving due consideration to the concerned persons.
16. Students and faculty members have to be encouraged to take part in social activities outside the University. The NSS has been instituted in the University under the responsibility of a faculty member. The University intends to adopt a near by village to convert it in to a model one by providing all available technologies for economic well being of the village.
17. (a) The University should try to acquire a true National Character by attracting students from all over the country. As a first step, the Tezpur University Entrance Examination may be conducted in four metropolises as well as in Trivandrum, Kerala.
(b) Efforts may also be made to attract students from nearby foreign countries like Bangladesh, Nepal, Bhutan, Myanmar, Pakistan etc. For the purpose, the University prospectus may be sent to embassies of all these countries for wide circulation in their respective countries.
18. Consultancy in sectors like oil, rubber and other tree plantations, computing and information technology etc. needs to be encouraged.
19. University campus beautification including buildings, widening and repairing of internal roads; the establishments of a shopping complex (for groceries, medicines, stationeries, books etc.) and formation of a "Consumer Co-operative society" shall be given due consideration.
20. A Crèche-cum-school (Montessori type) for campus children needs to be established. The University has initiated steps towards this end.
21. Monitoring of quality of teaching and research is necessary for sustainment of quality.
(a) Student feed back collected at the end of each semester may be discussed in the faculty meetings for the improvement and sustainment of quality teaching.
(b) At the beginning of the semester, students have to given the lesson plan highlighting number of lectures to be presented on each topic.
(c) From time to time, the BOS may monitor course coverage.
(d) The DRC may assess the progress of research projects of the Departments. The PI may be asked to present the progress.
(e) Ph.D. scholars and faculty members may be encouraged to make seminar presentation on regular basis.
(f) A Ph.D. scholar may be encouraged to publish a minimum of research publications before submission of his/her thesis.
22. The WC, IQAC shall deliberate on all aspects of quality improvement and detailed plan has to be presented by the Chairman, WC, IQAC (Coordinator) in the next QAC meeting.


(B.K. Konwar)

Prof. & Head, MBBT Deptt.
& Coordinator, QAC


(P.C. Deka)
Vice-chancellor &
Chairman, QAC