

Copy to VC & Chairman
for advising the Administration
to initiate action on the adopted
resolutions.
27/10/09

OFFICE OF THE VICE-CHANCELLOR
TEZPUR UNIVERSITY
Date of Receipt 07.11.09
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TEZPUR UNIVERSITY
OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL
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Quality Assessment Committee Meeting

Venue: Seminar Room, Guesthouse

Dated 15.10.09

Members present:

1. Prof. Mihir Kanti Chaudhuri, Chairman & Vice-chancellor
2. Prof. Indranee Dutta, Member, Director, OKDISC
3. Mr. O. P Bagaria, Industrialist, Tezpur
4. Dr. B. Sahariah, Controller of Examinations
5. Prof. K. P Sarma, Head, Dept. of Environmental Science.
6. Prof. B. K Danta, Dean, School of Humanities & Social Science
7. Prof. M. Bhuyan, Dept. of Electronics & Communication Engg.
8. Prof. (Ms.) Chandana Goswami, Head, Dept. of Management Sc.
9. Prof. D. K Bhattacharyya, Head, Dept. of Computer Sci & Engg.
10. Prof. (Ms.) C. L Mahanta, Head, Dept. of Food Processing Tech.
11. Prof. B. K Konwar, Secretary & Director, IQAC

Special invitee

1. Prof. A. K Buragohain, Registrar

Minutes

The Chairman took the chair and welcomed all members to the meeting. He thanked the external members Prof. (Mrs.) Indranee Dutta and Mr. O. P Bagaria for their participation and expressed that their advices would greatly help the quality improvement activities of the University. He requested the Director Prof. B. K. Konwar to present the action taken report (ATR) on various quality sustenance activities of the University.

Presentation of ATR

The action taken report on 22 resolutions adopted in the last QAC meetings was presented. The committee accepted almost all actions with minor observations on the following two resolutions:

Resol No.	Item	Action
01	Permanent office for the IQAC	Steps have been taken to provide 2 rooms for the IQAC in the extension part of the Administrative Building. The identified rooms have to be furnished.

Prof. B. K. Konwar
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04	Formation of university grievance redressal committee (UGRC).	The UGRC has been formed under the chairmanship of Prof. B. K. Konwar; its first sitting is planned after Diwali. A centralized grievance recording cell controlled electronically may be in place. A person will attend in week days from the Administrative section in week days and guesthouse in weekends.
06	Introduction of NCC, NSS, games and sports, cultural activities, art and photography as credit course for B Tech and integrated M Sc.	There will be additional certificate courses, in which students can take part as per their interest. NCC for the B Tech students will start from the next academic session.
07	Alleviation of mental stress through expert advice.	Experts from LGBRMH Centre are regularly invited for addressing stress related problems. This activity will continue as a regular exercise. MOU may be signed with the LGBRMH to this effect.
08	Provision of gynecologist for the womenfolk of the University.	A part-time gynecologist visits the Health Centre thrice in a week.
09	Creation of university study circle for literary activities.	The circle has been created. Space for the study circle may be made in the vacated Mechanical Engineering building.
10	Creation of Voluntary Contribution Fund for contributions towards various relief works.	Steps are yet to be taken for the implementation of the proposal. An officer may be assigned to formulate modalities for the same.
11	Roads in the campus and university to Parowa Chariali, the wooden bridge to Parowa require repairing and widening.	Steps have been initiated to take up the tasks. A few campus roads have been repaired and widened. ASTC may be contacted for providing shockproof buses for plying through the Panchmile road.
12	An Estate Officer may be appointed to maintain and manage the university property.	The proposal is under active consideration. As there is no position at the moment, a faculty not below the rank of Associate Professor may be given the responsibility as the Professor-Incharge of the Estate Officer.

Presentation of Secretarial Report

The Director presented the report highlighting newly introduced academic programmes during the year, inter-disciplinary academic programs, NET/SLET/GATE qualified students, seminars/workshops conducted, no. of externally funded research

projects with the total fund, patents generated, no of passed out and ongoing Ph. D Scholars, departments getting SAP, COSIST (ASSIST)/DST.FIST assistance/DBT/DST/NMPB (AYUSH) recognition and funding, teaching:non-teaching ratio, books and journals purchased, construction of infrastructure facilities, health services, student placement activity, introduction of performance related awards, and achievements of some students in extracurricular activities.

Comments of members

Mr. O. P. Bagaria citing his own experience opined that the University having a department of Energy may take up some programmes to make students and public aware of energy scarcity and savings. Members supported the view.

Prof. (Mrs.) I. Dutta advised to organize addresses/discussions by experts from LGBRMH Centre in hostels for addressing stress-related problems of students.

Inclusion of M. Tech. FPT programme, AICTE and DIT support to departments in the Secretarial report were advocated by a number of internal members.

Presentation of Self Appraisal Report (SAR)

The SAR 2005 – 09 prepared for the reassessment of the University by the National Assessment and Accreditation Council (NAAC) was presented in the meeting with its content page. Members discussed the SAR and advised to incorporate the following:

1. Report of Deans, School of Management Science and Engineering
2. Renaming of Controller of Examinations as Academic Section.
3. To make separate presentation of reports of Students' Welfare, Academic section, Administration (Registrar) and Finance Section (Finance Officer).
4. The complete list of employees may be included with that of the administration section.

Resolutions

On invitation from the chair, the Director-cum-Secretary tabled the following proposals for adoption as resolutions:

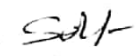
1. A modern ambulance for students and campus dwellers/ health centre.
2. Single site/block quarters for medical staff by the side of new health centre building.
3. Preparation of inventory list for all residential quarters and buildings.
4. Mosquito control in the campus.

5. Improvement in internet connectivity to quarters and hostels.
6. Transport facility for the increased number of students and employees; also winger/ vikram (vehicle) service from Tezpur to University via Parowa chariali road.
7. Another ATM in and around the school of engineering.
8. Effective collection of kitchen waste from hostel and guesthouse for vermi - composting.
9. Addresses/discussions by experts from LGBRMH Centre in hostels for addressing stress-related problems of students.
10. The Self Appraisal Report 2005-2009 has been approved with the incorporation of the following points for placement in the Academic Council/Board of Management Meeting for decision [(a) Report of Deans, Management Sci; (b) CoE's Report as Academic Sec; (c) Separate presentations for Student Welfare, Administration and Finance Sec and List of all employees]

Vote of thanks

The meeting came to an end with a vote of thanks offered by the Registrar to the Chairman and all members present.


(B. K. Konwar)
Secretary


(M. K. Chaudhuri)
Chairman