



Quality Advisory Committee Meeting

Venue: Conference Room, VC's Office

Dated 13.10.10

Members present

Prof. Mihir K. Chaudhuri, Chairman & Vice-chancellor
Dr. Lakhi Goswami, Medical Expert & Social Activist, Tezpur
Dr. Indranee Dutta, Director, OKDISC, Guwahati
Prof. Charulata Mahanta, Dept of Food Processing Technology
Prof. B. K. Danta, Dept of English & Foreign Language
Prof. Amarjyoti Choudhury, Pro-VC
Dr. B. Saharia, Controller of Examinations
Prof. K. K. Sharma, Head, Dept of Environment Sciences
Prof. P. J. Mahanta, Head, Dept of Cultural Studies
Prof. Chandana Goswami, Dept of Business Management
Prof. A. K. Buragohain, Registrar (Special invitee)
Prof. B. K. Konwar, Secretary & Director, IQAC

Members could not be present

Mr. O. P. Bagaria, Industrialist, Tezpur (out of the State)
Prof. Manabendra Bhuyan, Dean, School of Engg & Tech (on leave)
Prof. Dhruva Battacharyya, Dept of Computer Sci & Engineering (on leave)

Minutes (Draft)

The Chairman welcomed members and requested the Director Prof B K Konwar to make presentations as per the agenda.

Confirmation of the minutes of the last QAC meeting dated 16.10.09: The minutes of the meeting was circulated to all members. No comments are received from members, as such the meeting confirmed acceptance of the minutes.

Action Taken Report: The ATR was presented in order of resolutions adopted in the last QAC meeting:

Resl	Item	Action
01	A modern ambulance for students and campus dwellers/ health centre	Purchased and used for normal duty.
02	Single site quarters for medical staff may be constructed by the side of new health centre building	It has been considered and will be constructed in the next 5 year plan.
03	Preparation of inventory list for all	The preparation of the inventory list is

	residential quarters and buildings	on- going.
04	Mosquito control in the campus	Cleaning and insecticide application by the Dept. of Malaria Control, Govt. of Assam.
05	Improvement in internet connectivity to quarters and hostels	WiFi facility is extended to the entire campus with 10 Mbps lease line (BSNL), which has been proposed to raise to 100 Mbps
06	Transport facility for the increased number of students and employees; also winger/ vikram (vehicle) service from Tezpur to University via Parowa Chariali road.	ASTC and District administration will be contacted after the completion of widening and reconstruction of the Parowa Chariali Road.
07	Another ATM in and around the School of engineering	The 2nd ATM is placed temporarily in the shopping complex, however, the same will be shifted to the School of Engineering within next two months.
08	Effective collection of kitchen waste from hostel and questhouse for vermi composting.	Vegetable waste collection and vermi-composting have been taken up; but need more support system. A tie-up has been made with LGBRIHM for effective disposal of non-radioactive lab wastes in their facility.
09	Addresses/ discussions by experts from LGBRIHM Centre in hostels for addressing stress related problems of students.	Psychiatrists from LGBRIHM are regularly invited for addressing stress related problems of students and employees.

Presentation of the secretarial report

The secretarial report was presented by the Director, IQAC. The report described the following:

Self Appraisal Report (SAR) and NAAC visit: The IQAC has prepared the SAR for the last five years, 2004-2009 to submit to the NAAC for re-assessment/re-accreditation of the University. In the last assessment and accreditation covering the period 1999 – 2004, the University could secure grade B⁺.

Following the submission of the SAR 2004-09, the NAAC has appointed a visiting committee of seven members under the Chairperson Prof. L. K. Maheswari, Former VC, BITS, Pilani. The period of visit has been finalized to be 25th – 28th October 2010. The visiting team will arrive at the University on 24th October 2010. The list of visiting team is handed over to all members.

On the first day (25th October 2010) at 10-30 to 11 am, The Director, IQAC, Tezpur University has to make a brief presentation to the NAAC visiting team on Quality Related Activities of the University. The presentation will be followed by discussion with the members of the QAC, IQAC. Both Chairman and Director invited QAC members, more specifically the External ones to be present in the said discussion on the specified date and time.

Submission of the Annual Report 2009-10: The Annual Report for the year 2009-10 was prepared and submitted to the NAAC.

School level Faculty Seminar: With the objective to encourage collaborative research and teaching, the school of Science & Technology has been organizing Faculty Seminar on every alternate Friday since September, 2009. Annual Report has to be submitted to the Academic Council Meeting. Efforts are on to cover Ph D scholars as well.

Academic and administrative audit: A committee comprising of six external academicians/scientists and seven internal faculty members carried out Academic and Administrative Audit of the University on 25th to 31st August 2010. The experts visited each and every Department, Center and Section of the University and discussed at length with Faculty Members, Officials, Staff Members, Ph D Scholars and Students. They submitted a detailed report expressing satisfaction on overall progress of the University.

Student achievements in Co-curricular activities: In the last East zone Inter-university meet, held at Kalyani University, West Bengal, students representing Tezpur University bagged five awards: Gold Medal (Joint) Debate, Silver Medal Spot Photography, Silver Medal in Western Group Music, Bronze Medal Western Solo Music, and Best Literary Team.

At the end, the Director briefly described about the hostels and quarters (faculty and employees) under construction, shifting of Health Center to the newly constructed two story building and satisfactory performance of students in the last NET-Lect/JRF, DBT-JRF (20) and GATE (25).

Resolutions

The following resolutions were adopted in the meeting:

01. Permanent branch of the State Bank of India and full fledged Post Office with foreign services in the University campus.

The VC stated that steps have been initiated to establish a permanent branch of the State Bank of India in the campus. Regarding the post office necessary formalities will be done.

02. Appointment of more nurses, technical personnel and helpers in the University Health Center.

On the basis of non-faculty positions obtained from the UGC, effort will be made to appoint at least one nurse and one lab technician.

03. Effective waste disposal system

The VC stated about a tie with LGBRIMH, Tezpur for effective disposal of non-radioactive lab wastes in their facility. He also opined on adoption of effective measures for the collection of household garbage.

04. Provision of benefit to trained fourth grade employees

The authority stated to do the needful.

05. Separate provision of fund for practical classes of integrated M. Sc. programs

Presently, practical classes of integrated M Sc programs (Maths, Chem, Phy and Bosci & Bioinf) are conducted using chemicals and glass-wares of general courses. This creates lots of hardships.

It was stated to provide fund on receipt of advance requisitions by the concerned Departments.

06. Effective utilization of vacant Assam type buildings

Following shifting of Departments and Offices to new buildings, some AT buildings are lying vacant. Effort may be made to allot these buildings to offices like TUEE, Patent Cell etc.

07. Provision for cycle stands and car parks in hostels and departments

With the increased student strength circlers have increased tremendously. In the campus number of cars has also increased significantly. Hence, there is a need of for bicycle stands in hostel and office premises. Similarly, car parks may also be constructed.


08. Conservation of electricity and proper use of treated water

Participating in the discussion, the external member Dr (Ms) Dutta suggested adoption of effective measures to prevent wastage of electricity and treated water.

The guilty offices, sections, departments and hostels may be notified repeatedly to develop a practice.

09. More spaces, if possible new buildings may be provided to the Dept of Math Sci and Physics.

The meeting ended with vote of thanks to and from the chair.


(B. K. Konwar)
Secretary, QAC, IQAC

(M. K. Chaudhuri)
Chairman, QAC, IQAC

(Submitted for approval of the Chairman)