

MINUTES OF THE IQAC MEETING DATED 24 MAY 2011

Members Present:

Vice-Chancellor	Chairman
Prof. Chandana Goswami	Director
Dr. Lakshmi Goswami	External Member
Sri Om Prakash Bagaria	External Member
Prof. A Choudhury	
Prof. P J Mahanta	
Prof. C L Mahanta	
Prof. M Bhuyan	
Dr. B Sahariah COE	
Prof. B K Konwar	Ex-Director, Special Invitee
Prof. A Buragohain	Registrar, Special Invitee

Members who could not attend:

Dr. Indranee Dutta	Director OKDISCD, Guwahati
Prof. D K Bhattacharyya	
Prof. B K Danta	

1. Action taken report

The following was presented in the meeting:

Resolution of the meeting held on 13/10/10	Action taken
1. Permanent branch of SBI and full fledged post office be established	1. SBI Napaam branch has been operational from April 2011. Post office not yet full fledged but most of the services are available. The university is in discussion with the post office authorities in this context.
2. Appointment of more nurses and technical person and helpers in the University Health Centre	2. One lady doctor (contractual basis) and One nurse has been appointed
3. Waste disposal system	3. Discussions were held with LGBRIMH and also Tezpur Municipality for waste disposal. LGBRIMH has agreed to handle chemical, medical, and biological waste. Kitchen waste is presently being used for creating a vermi-compost. Rest of the domestic waste is proposed to be ferried from the campus to the municipality dumping ground. {Please see resolutions of the meeting mentioned below.}
4. Provision of benefit to trained fourth grade employees	4. All trained fourth grade employees have been made 'multi-tasking staff' as per 6 CPC. The VC also informed the house that due weightage is being given to such persons when they apply for next higher position.

VC

For perusal
and approval

21/6/11
21/6/11

5. Separate provision of fund for practical classes of integrated MSc programs	5. The VC informed the house that an amount of Rs. 2 lakhs to Rs. 5 lakhs have been given to the departments offering integrated programs. Although there is no separate fund at the present, the university is committed to funding the program. Some amount of the expenses is being met by enhancing the 'consumable' component of the fees raised from students.
6. Effective utilization of vacant Assam Type buildings	6. One building has been allotted to NSS; two are vacant. It was felt that these vacant buildings come in use when organising university events.
7. Provisions for cycle stands and car parks in hostels and departments	7. Designated areas for car parking have been notified. Work order for cycle stands for hostels have gone out.
8. Conservation of electricity and proper use of treated water	8. The Registrar issues notifications from time to time reminding about judicious use of these resources.
9. Space for Mathematics and Physics	9. Dept. of Mathematics has shifted to Academic Building 2 and is housed along with Dept. of Physics. It is proposed to seek for separate building in the 12 th plan.

Resolution 1: The Action taken report was discussed and it was resolved that for the third point, pertaining to waste disposal, the university should make arrangements in the campus for making a pit to accumulate domestic waste and ensure that the garbage is burnt at regular intervals. Dr. Biren Das, Deputy Registrar, was instructed by the Vice Chancellor to do the needful.

2. Discuss measures for stakeholder feedback on quality related institutional process

Resolution 2: The necessity for stakeholder feedback on quality related parameters of the university was agreed to and it was resolved that to begin with, feedback be sought from guardians both at the time of entry and exit of the students. A committee be formed to work on it so that feedback can be sought from this semester itself. Prof. C L Mahanta wanted some changes in the existing feedback form and the house suggested that the same be brought to the notice of Prof. Madan Sarma and his team which had designed the form

3. Dissemination of information on the various quality parameters of higher education
4. Organization of intra institutional workshops, seminars on quality related themes and promotion of quality circles

Resolution 3: The above agenda items were discussed and it was agreed that dissemination of information on quality related parameters on higher education be done through workshops within the university. In this process formation of Quality Circles is expected to occur.

Prof. C L Mahanta also suggested that for Externally Funded projects, the principal investigator should make a presentation among departmental colleagues before making the final presentation to the sponsors.

5. COE to apprise the recent academic council decisions on new programs to be introduced

The COE apprised the members of the proposed new courses to be offered by the university in the forthcoming semester. The members were also informed about a request from the Mishing Community for a Tezpur university campus at Jonai. The committee expressed its satisfaction on the new courses to be introduced, especially the proposed activities of the Centre for Assamese Studies.

Resolution 4: An all faculty meeting with the VC be held to review the present syllabus offerings versus the demand in the society/market.

6. Registrar to apprise the increase in manpower, training of staff

The Registrar informed the members on the progress made in terms of manpower increase and trainings provided to the office staff. The committee expressed its satisfaction on this front.

7. API to be handled by IQAC

Resolution 5: The Vice Chancellor apprised the members that the IQAC would be responsible for measuring the Annual Performance Index of the faculty. It was resolved that henceforth IQAC would conduct this exercise, monitor faculty progress and offer counselling where required.

8. VC to share information

The Vice Chancellor in the course of the meeting shared the recent developments of the university viz

- Indian Statistical Institute has begun its North East operations from Tezpur University campus.
- TOEFL centre established at Tezpur University.

The external members were keen to know about the recent grade awarded by NAAC and expressed their resentment at the "B" grade awarded. All members unanimously opined that the grade was not reflective of the development made by the university in the last five years and supported the university's plan to appeal for re-assessment.

The meeting ended with a Vote of Thanks offered by the Director.