

V.C.

For approval

MINUTES OF THE IQAC MEETING DATED 18 OCTOBER 2011

19
14/11/11

MEMBERS PRESENT:

Prof. M.K. Chaudhuri, Vice-Chancellor, Chairman IQAC
 Prof. Chandana Goswami, Director, IQAC
 Dr. Jayanti Chutia, Director, Institute of Advanced Studies in Science and Technology, Guwahati External member
 Hemanta Lahkar, Local entrepreneur and prominent citizen of Tezpur External member
 Syed Eske Alam, Senior Advocate, Tezpur External member

Prof. Malay Ananda Dutta	CSE
Prof. D. C. Baruah	Energy
Prof. S.C. Deka	FET
Prof. S. M. Hazarika	Mechanical
Prof. M.M. Sarma	English
Prof. Ramesh C. Deka	Chemical Science
Prof. K.K. Barua	Environmental Science
Prof. Nayandeep D. Baruah	Mathematics
Dr. Bhubaneswar Sahariah	COE

1. The chairman welcomed the new members to their first meeting and gave an overview of the activities of the university. The Director IQAC briefed the members about the functions of IQAC and the role to be played by the members. A copy of the functions was also handed over to each member for their convenience.
2. The Action taken report was placed before the members

Resolution of the meeting held on 21/05/10	Action taken
1. Waste disposal system <i>"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"</i>	The university has made arrangements for ferrying domestic waste at regular intervals to the Tezpur Municipality dumping ground.
2. Stakeholder feedback <i>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</i>	A committee comprising of Prof. P J Mahanta , Dept. of Cultural Studies, Convenor Prof. C L Mahanata, FPT Prof. M K Sarma, Business Administration Dr. Debarshi Prasad Nath,

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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.	Warden of Boys hostel Dr. Juri Gogoi Konwar, Warden of Girls hostel was formed and feedback forms designed. Feedback from guardians of newly admitted students were obtained. Feedback from guardians of outgoing students will be obtained next semester.
3. Dissemination of quality related information "it was agreed that dissemination of information on quality related parameters on higher education be done through workshops within the university"	To be done by end of this semester.
4. An all faculty meeting with the VC be held to review the present syllabus offerings versus the demand in the society/market.	To be done by end of this semester.
5. It was resolved that henceforth IQAC would conduct this exercise, monitor faculty progress and offer counselling where required.	Dummy runs are being done to get faculty feedback of the API form. After receiving the feedback, if required, the form will be modified and released for use.

It was proposed to have an induction meeting for new faculty at the earliest in order to appraise them about the evaluation system of the university as well as quality parameters of NAAC.

