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For perusal and comments

MINUTES OF THE IQAC MEETING DATED 11 SEPTEMBER 2012

14/9/12

MEMBERS PRESENT
Prof. Amarjyoti Choudhury, representing Chairman IQAC
Prof. Chandana Goswami, Director IQAC

EXTERNAL MEMBERS
Syed Eske Alam, President Tezpur Bar Association
Sri Hemanta Lahkar, Industrialist, Tezpur

Sir, Please indicate who will issue office orders for Resolutions 1, 2, 3, 6, 7, 8

INTERNAL MEMBERS from Tezpur University

Prof. D.C. Baruah	Dept. of Energy
Prof. S.C. Deka	Dept. of Food Engineering Technology
Prof. S. Hazarika	Dept. of C S E
Prof. M.M. Sarma	Dept. of English & Foreign Languages
Prof. Ramesh C. Deka	Dept. of Chemical Science
Prof. Nayandeep D. Baruah	Dept. of Mathematics
Dr. Bhuaneswar Saharia	COE

OFFICE OF THE .....CHANCELLOR
TEZPUR UNIVERSITY
1 9 SEP 2012
Date of Receipt ....
Receipt No. 4308

1. **The Action taken report was presented as follows.**

   - _A one day program was held on 'classroom teaching' and on 'funding research projects'. A detailed workshop on writing research papers and research projects will be held._

   - _There is existing provision for academic excursion but for integrated and B.Tech students a slightly rigorous internship is desirable. A meeting with heads and COE may be proposed to sort out the formalities_

   - _A proposal for Video Streaming Server solution for NPTEL, amounting to Rs. 23,12,100/-, submitted by Prof. S M Hazarika on 23-3-2012 was forwarded to the Vice-Chancellor on 27-03-2012 for approval. The Vice-Chancellor has agreed to the same and sanction given._

   - _To facilitate extensive use of E-Resources in Teaching, an utility has been developed by the Technical Staff of CC so that Teachers can upload their E-Resources in a server, accessible within the TU intranet. The e-resource repository is maintained school-wise and department-wise, so that students can easily locate the e-resources available in their courses. This facility has been used extensively in the current session (August-December 2012)_

   - _A trainer from Tata Consultancy Services was invited to provide inputs on Enterprise resource Management and Oracle on June 13, 2012. More than 30 participants registered for this program_

   - _A mail has been sent to T&P and also the EO cell requesting for disseminating career related information among students.._

2. **Information sharing**
   - The COE informed the house about the student admissions and present student profile.
   - The Director IQAC informed the house that API screening was being done by the IQAC for the CAS cases.

Director _may be requested_
Prof. C. _for no. 161_

17 SEP 2012

Instructions on the body of the minutes
26.9.12

- The Pro VC informed the house about the proposed autonomy to Heads and Deans.
- A sophisticated instrument TEM worth Rupees Four Crore has been purchased by the university to enable science and engineering faculty to do their research.
- The house was also informed that the Vice-Chancellor was ensuring the analysis of student feedback received for the term Jan-June 2012.

3. The following resolutions were adopted:

Resolution1:
The meeting resolved that compulsory internships for Integrated(science) programs and B.Tech programs be made a part of the course curricula. Integrated (arts) programs are advised to take advantage of academic excursion programs. The meeting suggested that a committee be formed to look into the internship issue and the following names were put forward.

- Dean (Engineering), Dean (Science), Prof. Nashreen Islam and COE.

All members agreed to forming of the above committee and requested that guidelines on internship issue be formulated by 03 October 2012.

COE

Resolution 2:
Regarding deputing faculty to industry, the meeting resolved that policy guidelines need to be framed to ensure smooth implementation. The meeting proposed a committee comprising of the following members to prepare the guideline and submit it by 08 October 2012. The members for this committee are

- Prof. S.K. Duloi (Chemical Science), Prof. S. Hazarika (CSE), Sanjiv Deka (CSE) and Hemanta Lahkar (External member of IQAC)

COE

Resolution 3:
The IQAC members discussed about research output and it was resolved that every semester stock taking be done. It was suggested that Dean(R&D) along with Dean of respective school will visit different departments and assess the research output by faculty. They will also try and remove obstacles hindering research output and emphasize on quality output.

COE

Resolution 4:
The members discussed on quality of publications and felt that the existing API does not discriminate between impact factors journal publication and journals having no impact factor. This needs to be looked into and IQAC was requested to forward these observations to the committee dealing with API in the university.

Dy Registrar (CA)

Resolution 5:
While discussing about uploading of e-resources, it was understood that because of lack of servers the existing uploading facility is not as smooth and efficient as it should have been. The meeting resolved that Head, Computer Centre be requested to send proposals for purchase of a couple of more servers.

Registrar

Resolution 6:
Members raised the issue of project funds. As of now, all project funds are kept in a common fund and disbursed as necessary. Funding agencies seek for a bank statement of the project fund whereby the funding agency can find out how much interest has been earned by the fund. In

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absence of such a statement, the funding agency fixes the interest component on its own and deducts the amount from the next installment. The University Finance Officer provides an estimate of the interest earned which at most times is not acceptable to the funding agency. The meeting resolved to request the university authority to permit creation of separate bank account for each project fund, to be maintained by the university. Keeping in mind that all banks are computerized, this should not create any difficulty for the university or the banks.

Resolution 7:
On purchase of equipment for funded projects, the meeting resolved to request Dean (R&D) to initiate measures to expedite the purchase procedure.

Resolution 8:
The meeting resolved that Dean (Science), Dean(R&D) and Director (Sophisticated Instruments) be requested to investigate into problems associated with maintenance and use of sophisticated instruments and offer probable solutions to the university authority.

Resolution 9:
Welcoming the Vice-Chancellor's initiative in getting student feedback analysed, the members opined the following:
- Feedback sought should be qualitative as well as quantitative. The qualitative part will prove to be more useful in improving classroom delivery. The IQAC was requested to revise the existing feedback form and design a new one.

Any other matter:
Members wanted clarification on what was being done to remove stray dogs from the campus. The Director informed that Tezpur Municipal Corporation and District Administration is unable to help on this issue. However plans are being made to contact NGOs who can help us on this matter.

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