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MINUTES OF THE IQAC MEETING DATED 28 SEPTEMBER 2012

MEMBERS PRESENT:

Prof. K.K. Baruah
Prof. M.M. Sarma
Prof. Ramesh C. Deka
Prof. Nayandeep D. Baruah
Prof. S.C. Deka
Prof. Chandana Goswami,

Environmental Science
English
Chemical Science
Mathematics
FET
Director, IQAC

Baruah
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Deka
Baruah
Chandana Goswami

A meeting of the internal members of IQAC was held to discuss the modus-operandi of release of book grant to faculty members.

The members discussed the issue and the following suggestions were put forward for further consideration by the university authority.

(1) METHOD OF SELECTION OF FACULTY FOR BOOK GRANT

Every faculty will be eligible for using this provision of book grant.

- Assistant Professor be given a grant of Rupees Fifteen Thousand per financial year.
- Associate Professor be given a grant of Rupees Twenty Thousand per financial year.
- Professor be given a grant of Rupees Thirty Thousand per financial year.

The DAC will be informed by the faculty about the purchase of books.

(2) METHOD OF REIMBURSEMENT

The concerned faculty will purchase the book(s), get it recorded in the library and forward the purchase and library record documents to claim for reimbursement. Existing procedure of reimbursement of purchase of books from project fund may be followed.

(3) METHOD OF SELECTION OF BOOKS

It will be the faculty's prerogative to select books and procure them either through the library, or book fairs or internet or directly from a publisher or retailer.

It is understood that such books will be the property of the university and will be issued to the faculty concerned for as long as he/she requires, after which the books are to be returned to the library.