

MINUTES OF THE MEETING HELD ON 30 AUGUST 2013

The meeting welcomed the members of the committee to their last meeting. The Action taken report was presented

Action taken Report OF IQAC MEETING HELD ON 23/04/2013

Resolution 1: Changes in the API format	<i>The API committee had a meeting and identified items where changes are required so that the existing concern of quality not being recognised is taken care of. The final changes will be placed in the next IQAC meeting.</i>
Resolution 2: Regarding deputing faculty to industry, the meeting resolved that policy guidelines need to be framed to ensure smooth implementation. The earlier committee could not frame guidelines so far. Resolved that Prof. M. Bhuyan of IIP cell be requested to take initiative.	<i>Prof. M. Bhuyan has drafted the policy guidelines and it is placed in this meeting.</i>
Resolution 3: The inputs received from new guardians in terms of their expectations be sent to the concerned authority.	<i>The responses have been circulated among the departments.</i>
Resolution 4: The Director IQAC mentioned that feedback forms were sent out to guardians of final year students last year, but the response has been very poor. The house felt that it should be tried out again this year and IQAC requested to do the needful.	<i>500 questionnaires were sent to guardians of students who graduated this year. Only 17 responses received till date. The responses are placed in this meeting.</i>
Resolution 5: The university does not have a formal mechanism for seeking feedback from recruiters. It was resolved that Training & Placement cell be requested for placement related feedback and Alumni President be requested for feedback from the workplace.	<i>Deputy Director T&P and Alumni Association President informed. They are invited to present their views in this meeting.</i>
Resolution 6: The house resolved that IQAC be give a larger office space and also that a Joint / Deputy Director be appointed to assist the Director IQAC.	<i>Three rooms have been allotted to IQAC in the ground floor of the council hall extension. Furniture and computer has been placed. Blinds and AC awaited. Joint Director yet to be nominated.</i>
Resolution 7: Resolved that an Academic Administrative Audit be conducted this year. The comprehensive report that is being prepared for the future NAAC re-assessment be used for the AAA.	<i>The assessment report is almost ready. A panel of names have been suggested by the AAA organizing committee and sent to the Registrar for approval and formal notification.</i>

11 SEP 2013

IQAC MEETING OF 30 AUGUST 2013

AGENDA

1. Action Taken Report
 - a) API scoring pattern
 - b) Feedback from guardians
 - c) IQAC - new office
 - d) Joint/Deputy Director - IQAC
 - e) Progress of AAA
2. Prof. M Bhuyan will present the proposal of sending faculty to industry.
3. Dr. P Baruah will offer inputs on seeking feedback from employers
4. Dr. R Doley will offer inputs on seeking feedback from campus recruiters
5. Discussion and fixing up proposed IQAC activities as required by UGC
6. Discussion on proposed tie-up with UK universities with help of British Council
7. Search for next IQAC Director

IQAC ACTIVITIES PROPOSED FOR XII PLAN

- Sponsor ten teachers for professional/industrial/managerial trainings every year (NOT refresher /orientation /conferences / seminars)

Cost per faculty per program @ Rs. 1 lakh approx.

Total expenditure for 5 years = Rs. 50 lakhs

- Three quality related national level workshops during the plan period

Cost per workshop @ Rs. 3 lakhs

Total expenditure for the plan period = Rs. 9 lakhs

- Two student programs per year

Cost per program @ Rs. 25,000/-

Total expenditure for the plan period = Rs. 2.5 lakhs

- One faculty program per year

Cost per program @ Rs. 25,000/-

Total expenditure for the plan period = Rs. 1.25 lakhs

- One staff program per year

Cost per program @ Rs. 25,000/-

Total expenditure for the plan period = Rs. 1.25 lakhs

Discussion 1:

The proposed changes in the API format were discussed and fresh inputs received from IQAC members. It was also agreed that a suggestive list of desirable journals be prepared by the departments so that the faculty is made aware of journals that are indexed, refereed, and having impact factor.

Discussion 2:

Deputy Director (T&P) highlighted that communication skills of students need to be worked on. Members also pointed out that many programs are being organised along these lines by EO cell and IQAC but very few students are taking advantage of it. It was then suggested that there be a system of obtaining a certificate from such programs and only when such certificates are produced the respective course clearance will be given.

A suggestion was also put forward for having uniforms for B.Tech and Integrated programs.

Heads of departments may be informed about this discussion and their inputs sought.

Discussion 3:

Alumni President sought the views of the house (in terms of the parameters) in seeking feedback from existing employers. Alumni President requested to expedite the matter.

Discussion 4:

The proposal prepared by Prof. M. Bhuyan was well received by all members. The proposal will be forwarded to the Vice-chancellor for further action at his end.

Discussion 5:

IQAC Director informed the house about an on-going proposal of having a tie-up with UK universities, for academic programs, with the help of British Council.

Discussion 6:

Members were asked to identify probable names for taking charge as next IQAC Director. It was felt that an existing member would be more appropriate as the member has been acquainted with IQAC activities over the past two years. Prof. Deben Baruah of Energy department was the unanimous choice. He was requested to identify a couple of names for the probable position of Joint or Deputy Director.

Discussion 7:

The IQAC budget for the XII plan was presented. Members suggested that the budget be revised and enhanced.

External members expressed their joy and satisfaction on being a part of the university for these two years and wished that the university achieves world class standards. THE MEETING ENDED WITH THANKS FROM THE CHAIR.

Ag
10/11/13