

IQAC

Tezpur University

Minutes of Meeting held on 30 September 2014

Present:

Prof M K Chaudhuri, Vice Chancellor, TU	Chairman
Prof A Choudhury, Pro Vice Chancellor, TU	Special Invitee
Dr B Das, Registrar, TU	Member
B Pathak, Finance Officer, TU	Member
Dr L Boral, Controller of Examinations, TU	Member
Dr Rajiv K Doley, Dy Dir., Tr.&Pl.	Member
Prof D Hazarika, Dept of MS	Member
Prof M K Sarma, Dept of BA	Member
Dr Soumik Roy, Deptt of ECE	Member
Dr K Kikhi, Dept of Sociology	Member
Prof K K Baruah, Dept of Env. Sc.	Member
Prof M Bhuyan, Dept of ECE	Member
Dr(Mrs) Lakshmi Goswami, BoM member	Member
Dr J S Hazarika, Principal, Darrang Coll.	Member
Prof Sunil Saikia, formerly with IIE	Member
Prof U Sharma, Director, IQAC	Director and Convener

1. Prof M K Chaudhuri, Hon'ble Vice Chancellor, started the meeting as the Chairman.
2. Prof U Sharma, Director IQAC, welcomed the members, and introduced each of them.
3. The status of the following two resolutions of the last meeting held on 14-Feb-2014 were discussed-
 - i. Concern about API cut-off marks for promotions of faculty in different disciplines- The Vice Chancellor stressed that the overall guidelines of UGC and their spirit should not be diluted. Dr B Das, Registrar, pointed out the the 2013 guidelines allow Universities to add additional criteria for API. It is observed that the Departments should display the list of journals in their respective areas, and their respective value for API computation. The API committee shall look into this aspect and suggest an appropriate policy for the University.
 - ii. Introducing research at undergraduate level- Dr S Roy (ECE), Dr P Deb (Physics) and Dr K Khiki (Sociology), shall work out the mechanism to introduce research at the undergraduate level in the integrated masters programmes, and also in the B Tech programmes. Dr Soumik Roy shall convene the activities of the above team, and the team may co-opt four more members from the schools. Prof K K Baruah pointed out that in this regard the model of the IISERs may be considered.
4. Prof D Hazarika, Coordinator of the NAAC SSR Report Committee, briefly presented the

IQAC related points for preparation of the SSR. Upon inquiry by members he mentioned some of the points that were highlighted by the NAAC Peer Team in 2010 which are

- Improvement in placement record of the students is required.
 - IQAC should be more visible.
 - E-learning in the academic programmes should increase.
5. Prof U Sharma, presented a plan for effective monitoring of quality in the University. He emphasised the importance of well-defined and continuous recording of quality parameters as stipulated by NAAC as well as other relevant parameters. For this the IQAC shall prepare a framework for quality related information management. Quality parameters and metrics for all units of the University, viz., academic departments, centres, administrative offices, and other units, shall be defined. Data of these parameters shall be maintained in a centrally coordinated manner on a continuous basis. This will make required information available for internal purpose, as well as for external agencies.
 6. At present the annual self appraisal forms submitted by the faculty members and other officials are generally considered only for career advancements. These need to be analysed on a regular basis to determine overall quality improvement and bottlenecks reported by the individuals. For assessment of the PBAS forms the existing API committee is not adequate. A larger committee should be constituted for the purpose.
 7. Certain points in the existing standard PBAS form need clarification. The API committee shall look into these and clarify them. Some of these are- what programmes may be deemed equivalent to 21-days refresher courses, particularly for engineering disciplines, minimum API scores required per year and during an assessment period for career advancement, the sub-category-wise cap in the aggregate API score in Category III, etc. It was observed that certain two-week courses by the Indian National Academy of Science are equivalent to 21-days UGC refresher courses. Possibility of considering MOOC courses of suitable duration from reputed institution for allotting API score in the line of Refresher Course/Orientation course may also be looked into.
 8. In-house Orientation courses should be conducted for the benefit of the newly appointed teachers and officers. It may be possible to consider such courses for career advancement requirement.
 9. Dr R Doley, Deputy Director (Training & Placement), emphasised the need for proficiency in English among the students for successful launch of their careers.
 10. Prof U Sharma stressed that the provisions for ensure proper functioning of each and every service and facility, and mechanisms for fault reporting and recovery, should be strengthened and made more effective. Faulty facilities should be easily identifiable and should not be counted with in-service facilities.
 11. It was felt that the models of some of the best practices in the University should be made uniform. Some such best practices are- students' feedback and their analysis, showing examination scripts to the students, etc. The house also felt the need for proper records of

extension services conducted by the University.

12. Prof M K Chaudhuri mentioned that the use of the Central Library is improving and encouraging. He informed the house that keeping the library open 24 hours is being considered.
13. Dr S Saikia, suggested that whenever a faculty member returns after visiting a reputed institute, his or her experiences should be shared in the Department.
14. The external members felt that the University should do its best to create the right impression on review teams, such as that of NAAC.
15. Steps should be initiated to make softcopies all certificates and marksheets of the University available online.
16. The University website may be improved to highlight the healthy quality factors of the University.
17. Prof M K Chaudhuri suggested having a joint coordinator of the IQAC.
18. The meeting ended with the Director thanking the Chairman, all the members and invitees.