

IQAC
Tezpur University
Minutes of Meeting held on 03 June 2016

Present:

Dr B Das, Registrar, TU Member
Dr L Boral, Controller of Examinations, TU Member
Prof C L Mahanta, Deptt of FET, Member
Prof D Hazarika, Dept of MS, Member
Prof D Das. Deptt of BA, Member
Dr (Mrs) H Medhi, Dept of EFL, Member
Dr R K Doley, Director, CID, Member
Prof U Sharma, Director, IQAC Director and Convener

Email input received from:

1. Director IQAC, Prof U Sharma, welcomed the members. He stated that the purpose of the meeting is to discuss the suggestions recently made by the NAAC Peer Team, as well as, other relevant ideas and observations of the members in light of the recent NAAC assessment.
2. The NAAC Peer Team had suggested that steps should be taken to improve written and oral presentation skills of PhD scholars. Towards that the House recommends that the Doctoral Research Methodology courses should include components that would improve these qualities in the PhD students.
3. The House recommends that an *Add-on* course on Communicative English should be offered for the benefit of the students.
4. The NAAC Peer Team had suggested that emphasis should be given on improving teaching quality. In that regard the house discussed that an Orientation Programme (OP) of at least two weeks was planned about a year ago for the teachers, especially the newly recruited teachers. A tentative list of topics to be covered in the programme is enclosed in Appendix I. It is decided that steps shall be taken to conduct the first such OP of two weeks immediately after the End-Semester Examinations of Autumn 2016. Afterwards such OPs will be conducted regularly. The IQAC shall submit a proposal to the UGC to recognize the OP.
5. The NAAC Peer Team had suggested that emphasis should be given on effective use of ICT in teaching-learning. Towards that the House recommends that each department should identify some exercise to be included in the academic programmes in which the students shall have to use ICT in some way. The use of ICT should not be limited to finding text or multimedia materials from the Internet, but may cover use of appropriate software, library networks, etc.
6. The NAAC Peer Team had suggested that emphasis should be given on innovation and incubation. Towards that end the House recommends that the Pro Vice Chancellor should initiate steps so that a designated Unit prepares a plan for promotion of innovation and incubation, and keeps track of the execution of the plan. The existing Centre for Innovation, Incubation and Entrepreneurship (CIIE) may be entrusted for this work.
7. The House observed that proper documentation can highlight the existing strength of the University in innovation and incubation.

8. The NAAC Peer Team had suggested formation of Quality Circles. Towards that the House recommends the creation of a *Quality Circle for Teaching Learning Methods* for which the Dean, Academic Affairs shall take initiative, and a *Quality Circle for Students' Support* for which the Dean, Students' Welfare shall take initiative. It is suggested that the quality circles should have representatives of the beneficiary groups. The *Quality Circle for Teaching Learning Methods* may consider provisions for slow learners.
9. The House observed that adequate documentation of different activities of the University as well as easy retrieval of information needs to be looked into. For this the Registrar shall take initiative.
10. The House observed that mechanism for collection, analysis and acting on feedback from stakeholders should be consolidated and documented by the concerned authorities.
11. The House recommends that Quality related workshops supported by NAAC should be conducted in the University.
12. The House observed that one full-time Officer/Assistant should be there in the IQAC.
13. The meeting ended with thanks from and to the Director, IQAC.

Tentative Topics for Orientation Programme for Teachers

1. University's Vision and Mission
2. Choice Based Credit System
3. Student psychology and teacher-student relationship
4. Preparation of Lesson Plan and Evaluation Plan
5. Lecture preparation and Tutorial preparation
6. E-resources use
7. Question papers and Assignments
8. Innovative methods in teaching-learning
9. Evaluation and Grading
10. Ethics, values and personal conduct
11. Multidisciplinary academic and research pursuits
12. Consultancy
13. Research proposals and research administration
14. Research Publication
15. Networking with peers
16. Formal communication and protocols
17. Organisational rules and procedures – Administrative, Finance, Personal
18. Organisation Culture and participation
19. Quality consciousness, accreditation and university rankings
20. Career advancement
21. Perks and facilities
22. Teachers' Association
23. Indian Higher Education- contemporary Scenario
24. Gender Sensitivity
25. Science and Society
26. Value based education
27. Soft Skills for students
28. Self-awareness and Emotional Intelligence
29. Technology in teaching -learning process
30. Time Management
31. Understanding the basics of Indian Economy
32. Educational Management
33. Personal Financial Planning
34. Globalization and Higher Education
35. Work-life Balance
36. Life-long learning(ODL,MOOCs,etc.)
37. Society,culture and Heritage of the North East India(may be Assam specific also)
38. Role of Universities in inclusive Development