

# Internal Quality Assurance Cell

## Tezpur University

### Minutes of the Meeting held on 04 August 2017

#### Members Present:

Prof M M Sarma, Vice-Chancellor,	Chairperson
Dr L Boral, Controller of Examinations	Member
Prof M Bhuyan	Member
Prof. Charu Lata Mahanta,	Member
Prof. S,S.Sarkar,	Member
Prof. Debabrata Das,	Member
Prof. Debarshi P. Nath,	Member
Prof. Prasanta K. Das,	Member
Dr. Hemjyoti Medhi,	Member
Ms Swikrita Dowerah, RS,	Member
Prof Utpal Sharma,	Director IQAC

The house took up four identified topics for discussion and following are the details and the outcome-

1. NAAC Sponsored Workshop on Entrepreneurship: NAAC has offered to sponsor an entrepreneurship workshop to be conducted in Tezpur University where the main target participants would be students from nearby colleges. The primary resource persons are to be successful first generation entrepreneurs who shall share their experiences. NAAC has stipulated that 10 students each from 20 colleges shall participate in the workshop and that these colleges should have been accredited with at least B grade by NAAC. A limited financial support for travel for the participants from up to ten rural colleges has been indicated, which will be sufficient only if the colleges are located at nearby places. The House agreed that it will be beneficial to conduct the workshop in September 2017. However, it was felt that it may be difficult to have sufficient number of participants with the specified criteria. Hence this point may have to be discussed with NAAC. Apart from entrepreneurs as resource persons, it may be useful to invite some expert from Indian Institute of Entrepreneurship Guwahati, to the workshop. To conduct the workshop the House recommended that Dr Soumik Roy, Head of Centre for Innovation Incubation and Entrepreneurship (CIIE), be the Coordinator of this workshop.
2. Induction/Orientation Programme for Teachers: Over time it has been felt that periodically there should be an Induction-cum-orientation programme for newly inducted faculty members. In the past some such programmes were organised. While on one hand such a programme should cover topics such as preparation of lesson plan, evaluation system and grading (in the University), and casting question papers, on the other hand, general topics related to conduct of research, general culture, procedure and conduct in the University, career growth, etc. should also be covered. The House felt that all these topics may justify a 2-3 weeks orientation

programme that can be counted for fulfilling the requirements for the career advancement of teachers. Necessary approval from UGC in this regard may be sought. Considering the good number of teachers appointed in the past one year, the House recommended that a short induction programme of 1-2 days, possibly in the afternoons, be conducted within August-September 2017, and a longer orientation programme be planned for Dec 2017-Jan 2018. For the Induction programme the following resource persons have been recommended-

Prof M M Sarma,  
Prof D K Bhattacharyya  
Prof M Bhuyan  
Prof N Sarma

For the proposed Orientation Programme the House recommended Prof M K Sarma, Director, TLC as Coordinator.

3. Use of ICT in the University: The House felt that much is to be done regarding use of ICT in different spheres of the University. This was pointed out by the NAAC Peer Team too in 2016. It is observed that the technical manpower strength within the University is inadequate. On the other hand, if out-sourcing in this matter is done, caution must be exercised since it may require substantial financial involvement and consistent support from the vendors for years. The House suggested that a committee comprising Dr Nayan Moni Kakoty, Dr Tridib Ranjan Sarma, Dr Mrinal Das and Dr Hitesh Sharma may be formed to explore the spheres of activities for use of ICT and how this can be implemented in the University.
4. Quality Circles: One of the suggestions put forward by the NAAC Peer Team in 2016 was to have quality circles. The House agreed that it would be beneficial for the University, and a beginning can be done for a sphere such as Student Support Activities, Students' Attendance or Waste Disposal. Director IQAC informed the House that esteemed external member of IQAC Mr Vijay Bagaria has valuable experience in this matter and has expressed his willingness to be involved in such an initiative in the University. The House appreciated his gesture and recommended that further action in this regard may be chalked out in consultation with Mr Bagaria.

The House discussed a few other topics as "Any Other Business" and following are the recommendations.

5. The existing rules for supporting research (seed grant, attending conferences, etc.) should be made easily accessible to all members of the University. The Controller of Examinations is requested to take initiative in this matter.
6. The NAAC report of 2016 should be made accessible to all the University members.
7. The University's budget and fund availability should be made known to all the Departments.
8. Delegation of administrative and financial authority at the higher levels should be made for smooth and efficient approval process.
9. Hostel rooms/seats should be prepared/cleaned well, before allotment to new students during admission.
10. To make it more effective, Students' affairs should be considered under two categories-

Discipline, and Welfare. The Dean Students' Welfare (DSW) may look after the Welfare matters while another office may look after matters of Discipline.

11. Scholarship matters should be separated from the Controller of Examinations (CoE), or the task should be assigned to an Assistant Registrar level officer under the CoE.
12. The rules for free studentship should be made very clear and the implementation should be made transparent. Some funds for free studentship towards this may be drawn from the higher fees of students admitted under the SSS category.

The meeting ended with thanks to and from the Chairperson.