

Internal Quality Assurance Cell

Tezpur University

Minutes of the Meeting on Quality Circles

04 October 2017

Members Present:

Prof U Sharma	Director, IQAC
Prof. S,S.Sarkar,	Member
Prof. D Deka, DSW	Special Invitee
Dr. Hemjyoti Medhi	Member
Dr B Das, Registrar	Member
Mr V Bagaria, Executive Chairman, T&I Pvt Ltd.	Member and Resource Person

Minutes

1. Mr V Bagaria, Industrialist and external member of the IQAC gave a presentation on Quality Circles based on his experience and study on the matter. Among other points, it was mentioned that a Quality Circle (QC) acts as a group to solve any type of problem in the work place. Personal issues should not be taken up by a QC. Members of a QC should be members voluntarily, and a QC should meet at least for one hour every week. In these meeting every member has to speak. To remain effective, a rule of thumb is “keep things simple”.
2. It was decided that the members present will explore the concept over the next few days and get together to decide the formation of one or a couple of QC within October. It was also noted that formation of QC was suggested by the NAAC peer team during their interaction with the IQAC in May 2016.
3. The House felt that a possible QC can be formed by users of the Central Library. Some regular users of the library who would be interested in this task can form a QC. A few staff members may also be in the QC. This QC can look into ways to improve the library facilities. Similarly, a QC can be formed in the Administrative section. Gradually more areas can be taken up.
4. The meeting ended with thanks to and from the Director IQAC.