

Internal Quality Assurance Cell (IQAC), Tezpur University
Minutes of the meeting held on 14 March 2018 (Wednesday)
Board Room, Office of the Vice Chancellor, Tezpur University

Members present

Prof. V. K. Jain, Vice-Chancellor, TU	Chairperson, Ex-officio
Prof. D. K. Bhattacharyya, Dean, Academic Affairs, TU	Ex-officio Member
Prof. P. K. Das, Dean, School of H&SS, TU	Ex-officio Member
Prof. C. L. Mahanta, Dean, School of Engineering, TU	Ex-officio Member
Prof. R. C. Deka, Dean, School of Sciences, TU	Ex-officio Member
Prof. C. Goswami, Dean, School of Management Sciences, TU	Ex-officio Member
Prof. M. Mandal, Dept. of MBBT, TU	Special invitee as representative of DSW
Dr. B. Das, Registrar, TU	Ex-officio Member
Mr. B. Pathak, Finance Officer, TU	Ex-officio Member
Dr. L. Boral, Controller of Examinations, TU	Ex-officio Member
Dr. R. K. Doley, Director, CID, TU	Ex-officio Member
Prof. D. K. Saikia, Dept. of CSE, TU	Member
Prof. M. Barbora, Dept. of EFL, TU	Member
Prof. S. S. Sarkar, Dept. of Business Administration, TU	Member
Prof. N. Karak, Dept. of Chemical Sciences, TU	Member
Prof. N. C. Talukdar, Director, IASST, Guwahati	Member
Ms. Gita Upadhyay, Member, BoM, TU	Member
Shri Vijay Bagaria, CMD, T&I Pvt. Ltd.	Member
Dr. Joysankar Hazarika, Principal Darrang College, Tezpur	Member
Prof. D. C. Baruah, Director, IQAC, TU	Ex-officio Member Convener

Leave of absence:

Prof. A. K. Mukherjee, Dean, Research & Development, TU	Ex-officio Member
Prof. D. Deka, Dean, Student's Welfare, TU	Ex-officio Member
Prof. M. K. Sarma, Director, TLC, TU	Ex-officio Member
Dr. Pankaj Baruah, Director, NERIWALM, Tezpur	Member
Mr. H. Saikia, Joint Registrar (GA), TU	Member

The business commences with welcoming note from the Chair. Director, IQAC presents the agenda with the permission from the Chair. The observations/recommendations/decisions of the various agenda items are presented below.

Agenda item No	IQAC/2018-001/01
Agenda	Actions taken report of last meeting of IQAC held on 04/08/2017
Decisions	Actions taken on the different observations of the previous IQAC meeting have been deliberated by the Committee as below:
<ul style="list-style-type: none"> Use of ICT 	<p>ICT tools are used for different works including (i) students admission, (ii) financial management, (iii) recruitment, (iv) library and (v) employees leave management. The IQAC reiterated the need of further enhancement of ICT as class room teaching tool.</p> <p>IQAC feels that in addition to a central facility to support ICT each class room should be provided with a minimum of one projector and a desktop. The Deans Committee (Coordinator: Dean of Academic Affair) will assess the present requirements of ICT hardware for class rooms based on the existing availability and submit a report to the University for necessary actions.</p> <p>Action: DoAA/FO/Registrar</p>

Internal Quality Assurance Cell (IQAC), Tezpur University
Minutes of the meeting held on 14 March 2018 (Wednesday)
Board Room, Office of the Vice Chancellor, Tezpur University

<ul style="list-style-type: none"> Sharing of information on budget with Departments 	<p>The IQAC reiterated the observations of the previous committee and suggested to share with all the Departments. The allocated budget estimates (head wise) in the month of May through their respective Dean of Schools. The necessary revisions of the allocated budgets, if required, could be done in the month of December based on the progress of expenditure and additional requirements. The initial estimated budget should be prepared based on the earlier pattern of expenditure. Similar sharing of budget information could also be extended to other establishments/Sections such as Sports, Culture, Library, Horticulture etc.</p> <p>Action: FO/Registrar</p>
<ul style="list-style-type: none"> Delegation of administrative and financial power 	<p>The administrative power of sanctioning leave etc is already delegated at various levels. An assessment of such delegation of power including the financial power may be made and arrange to revise it through appropriate forums.</p> <p>The IQAC suggested financial power for the HoDs and Dean of Schools as Rs 20,000.00 and Rs. 50,000.00, respectively. Further, PI of external funded research projects should have a financial power of Rs 25,000.00. The delegation of financial power as suggested would require approval of the Statutory bodies.</p> <p>Action: Registrar/Deans/FO</p>
<ul style="list-style-type: none"> Restructuring of the Dean of Student Welfare 	<p>University is considering to reorganize the Office of the DSW with introduction of Proctor's Office in line with the Statute of the University.</p> <p>Action: Registrar</p>
<ul style="list-style-type: none"> Handling of Scholarship matters of students 	<p>Action has already been initiated to handle students' Scholarship through a dedicated Officer (at the level of Assistant Registrar).</p> <p>Action: Registrar/CoE</p>
<ul style="list-style-type: none"> Free studentship 	<p>The recommendations of Committee on free studentship were discussed by IQAC and it was suggested that the same be resubmitted with minor revisions so as to implement them w.e.f. the next academic year. Provisions of partial waiver in addition to complete waiver of fees to few economically disadvantageous students be made with due considerations to (i) available fund and (ii) equitable distribution among the Schools.</p> <p>Actions: Committee on Free Studentship/CoE/FO</p>
Agenda item No	IQAC/2018-001/02
Agenda	Strategy to address Recommendations of NAAC Peer Team Report of 2016
Decisions	<p>A committee comprising of Prof D K Saikia (Chairman) and Prof. Chandana. Goswami, Prof. D. Hazarika, Prof. D P Nath, Dr. Nabin Sarmah and Dr. Upakul Sarmah (Member Secretary) is recommended to suggest the means to address the NAAC Peer Team Report of 2016 and also to prepare for the current cycle of NAAC assessment.</p> <p>Actions: Director, IQAC</p>
<ul style="list-style-type: none"> E-contents for academic courses 	<p>Further, IQAC suggested the following points in connection with certain recommendations of the NAAC Peer Team Report of 2016:</p> <p>Development of a central facility (preferably using the MCJ studio) utilizing the in-house technical expertise for e-contents/e module which is to be coordinated by DoAA.</p> <p>Action: DoAA</p>

Internal Quality Assurance Cell (IQAC), Tezpur University
Minutes of the meeting held on 14 March 2018 (Wednesday)
Board Room, Office of the Vice Chancellor, Tezpur University

• Introduction of more MOOCS	Organize a workshop for the benefits of faculties inviting experts on this subjects. Experts (Jt Secretary) from UGC should also be invited to clarify the matter regarding the credit parity etc. Action: Director, IQAC
• Research Collaboration with reputed Organization	Dean, School of Sciences and Dean, AoA will visit Institute of Advanced Studies in Science and Technology, Guwahati for assessing the collaboration possibility and submit a report to Tezpur University. Deans will also examine the proposal of the Director, IASST to enroll their scientists for PhD programme in Tezpur University and report accordingly. Action: Dean, SoS/Dean, AoA
• Research Collaboration with reputed industries	Prof Manabendra Mandal, Head, ONGC center at TU will examine the possibility of extension of the existing collaboration (including an ONGC Chair Professor). The Coordinator, Centre for University Industry Interface will explore the possibility of obtaining Industrial Chair Professor from T&I Pvt. Ltd, Tezpur which has been Awarding the Best Graduate of Tezpur University for past many years. Action: Head, ONGC center at TU/Coordinator, CUII
• Introduction of more laboratory courses	A GIS-RS teaching laboratory is to be developed. Faculties having the existing laboratories (Prof D C Baruah, Prof Apurba Das, Mr B K Narzary, Dr S I Singh) are requested to prepare a proposal for consideration of the University. Action: D C Baruah/Apurba Das/B K Narzary/S I Singh
Agenda item No Agenda	IQAC/2018-001/03 Preparation for the current cycle of NAAC assessment
Decisions	Prof D K Saikia committee (as mentioned in the Agenda item No IQAC/2018-001/03) will suggest the modalities for the preparations. Further, IQAC suggested to organize sensitizing Workshop for the faculty members about the revised framework of NAAC accreditation. Action: Director, IQAC
Agenda item No Agenda	IQAC/2018-001/04 Strategy to implement Quality Circles (as per the mandate of IQAC) at TU
Decisions	The Committee suggested to make humble beginning with users from Library and one of the Hostels. Action: Director, IQAC
Agenda item No Agenda	IQAC/2018-001/05 Preparation for Academic and Administrative Audit (AAA)
Decisions	IQAC agreed to proposal of the Director IQAC to organize the Academic and Administrative Audit (AAA) in the month of October, 2018. Deans of Schools in consultation with their Departments would suggest the Experts to visit the University in this regard. Action: Director, IQAC

Internal Quality Assurance Cell (IQAC), Tezpur University
Minutes of the meeting held on 14 March 2018 (Wednesday)
Board Room, Office of the Vice Chancellor, Tezpur University

Agenda item No	IQAC/2018-001/06
Agenda	AoB
Decisions	The matters discussed and related decisions under AoB are as below:
• Cleanliness of Hostel	Office of the DSW will arrange for Inter Hostel competitions to encourage cleanliness in the Hostels through appropriate procedure. Action: DSW
• UGC CAS guidelines	Workshops on revised UGC CAS guidelines for the faculties are to be organized. Action: Director, IQAC
• Regular mentoring of students	The existing system of student mentoring through allotted faculties to be assessed for each semester and regularity should be ensured. Action: All HoDs/All Deans of School
• UG teaching by experienced faculties	It would be desirable to have involvement of experienced and senior faculty members for UG teaching. Action: All HoDs/All Deans of School

The meeting ended with vote of thanks from the Chair.



D C Baruah)
Director, IQAC

Sd/(V K Jain)
Chairman, IQAC