Internal Quality Assurance Cell (IQAC), Tezpur University
Minutes of the meeting held on 08 August 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. Saikia, Pro Vice-Chancellor, TU	Ex-officio Member
Prof. D. K. Bhattacharrya, 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
Prof. A. K. Mukherjee, Dean, Research & Development, TU	Ex-officio Member
Dr. B. Das, Registrar, 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. M. K. Sarma, Director, TLC, TU	Ex-officio Member
Prof. M. Barbora, Dept. of EFL, TU	Member
Prof. N. Karak, Dept. of Chemical Sciences, TU	Member
Prof. N. C. Talukdar, Director, IASST, Guwahati	Member
Shri Vijay Bagaria, CMD, T&I Pvt. Ltd.	Member
Dr. Pankaj Baruah, Director, NERIWALM, Tezpur	Member
Prof. D. C. Baruah, Director, IQAC, TU	Ex-officio Member Convener
Mr. Kumarjit Dutta, Deputy Registrar (Finance), TU	Special invitee

Leave of absence:

Prof. D. Deka, Dean, Student's Welfare, TU	Ex-officio Member
Mr. B. Pathak, Finance Officer, TU	Ex-officio Member
Prof. S. S. Sarkar, Dept. of Business Administration, TU	Member
Ms. Gita Upadhyay, Member, BoM, TU	Member
Dr. Joysankar Hazarika, Principal Darrang College, Tezpur	Member
Mr. H. Saikia, Joint Registrar (GA), TU	Member

The business commences with welcoming note from Prof. V. K. Jain, Vice-Chancellor and Chair of the TU IQAC. As desired, Director, IQAC presents the agenda for the meeting. The observations/recommendations/decisions of the various agenda items are presented below.

Agenda item No	IQAC/2018-002/01
Agenda	Actions taken report of previous meeting of IQAC held on 14/03/2018
Decisions	Action Taken Report presented by the Director, IQAC has been taken for discussion and salient observations/decisions for each item are as below:
(i) Use of ICT in teaching	Overall status of use of ICT tools in class room teaching was presented. The status is found satisfactory in some Departments, while more ICT use is required in some of the Departments. Heads/Deans are requested to follow up the matter with the University to improve the scope of ICT applications in teaching. There was also suggestion to upgrade some of the existing traditional class rooms into ICT enabled class rooms. Heads/Deans would report the matter to the IQAC for subsequent reporting in the next meeting.
(ii) Sharing of information on budget with Departments	IQAC expresses its satisfaction as TU Finance Section has already notified to all the academic Departments of the University about the head wise allocation of budget.

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(iii) Delegation of administrative and financial power	As informed, administrative and financial power is already delegated at different levels. Registrar also informed that more delegation of power is under consideration.
(iv) Restructuring of the Dean of Student Welfare	IQAC is informed about the initiation of the process to reorganize the Office of the DSW. Registrar/DSW would update IQAC for further reporting.
(v) Handling of Scholarship matters of students	IQAC is informed about the arrangement of an Official in the Office of the CoE to deal with scholarship matters. Registrar also informed that separate scholarship section will be functional on receipt of additional manpower and IQAC will be updated accordingly.
(vi) Free studentship	The Committee, which has been constituted to prepare the modalities of "Free Studentship" is going to submit their draft report to University soon. CoE would update about IQAC about it when finalized for reporting subsequently.
(vii) Strategy to address Recommendations of NAAC Peer Team Report of 2016 and Preparation for the current cycle of NAAC assessment	(a) Sensitization Workshops on revised accreditation framework have already been conducted for the faculties of the University. Some more workshops are planned. (b) The committee constituted to prepare the action plan for next cycle of NAAC accreditation is carrying out the ground assessment work including the assessment of the recommendations of NAAC Peer Team Report of 2016. Seven sub-committees for each of the following seven criteria of assessment are formed for effective action plan: 1. *Curricular Aspects* 2. *Teaching-Learning and Evaluation* 3. *Research, Innovations and Extension* 4. *Infrastructure and Learning Resources* 5. *Student Support and Progression* 6. *Governance, Leadership and Management* 7. *Institutional Values and Best Practices.* Prof D K Saikia, Chairman of the committee would update the progress of the preparation to the IQAC Committee. (c) IQAC Committee further suggested all the academic Departments (and then Schools) to keep the required data/documents in a structured manner so that all the relevant information and associated supporting documents could be retrieved as and when required for all the above seven criteria (seven folders with sub folders). (d) Committee further suggested that an Alumni Cell be formed. This would be the nodal centre for communicating with alumni.
(viii) E-contents for academic courses	University has constituted a committee for preparing the guidelines to promote preparation of "*E-Learning Content*" as well as to increase the *E-Learning Contents* in University Curriculum. Prof P K Das, chairman of the Committee will update for subsequent reporting to the IQAC
(ix) Introduction of more MOOCS	IQAC Committee is happy with the humble introduction of MOOCS in Tezpur University and expects the newly appointed coordinator (Prof S K Sinha) to make necessary arrangement (including formulation of guidelines) to promote more MOOCS in the University as a registered course as well as reference study materials for faculty and students. Number has been increased. Policy to be formulated.

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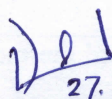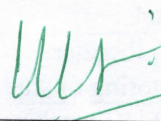|	
	Prof S K Sinha/Academic Sections would update about the progress for subsequent reporting to the IQAC.
(x) Research Collaboration with Institutes	Dean SoS and Dean AA will lead a team to the Institute of Advanced Studies in Science and Technology (IASST), Guwahati to explore formal collaboration/MoU including registration of their scientists for TU PhD degree. Registrar would issue notification and the team will submit the report to the University for necessary action.
(xi) Research Collaboration with Industries	After a threadbare discussion the committee made the following specific suggestions: (a) Further strengthening of the existing tie with ONGC. (b) Prof D K Saikia would take up the matter of collaboration with OIL in a time bound manner. (c) *Centre for University Industry Interface* is suggested to explore the possibility of signing an MoU with T&I, Tezpur as the organization has long term association with the University. (d) The draft proposal of Chair Professor (subject:Tea) prepared by *Centre for University Industry Interface* will be finalized and it would explore the possibility to submit for funding taking T&I as collaborator.
(x) Introduction of new courses	The Meeting suggested to submit the new course on GIS, prepared by a team of faculties, with a possibility of introducing it as CBCS.
(xi) Strategy to implement Quality Circles at TU	Quality Circles (QC) which has already been initiated successfully in the library could be extended to other sections of the University. It is further suggested to seek professional assistance for promotion and sustenance of QC.
(xii) Cleanliness of Hostel	The Dean, Students Welfare is suggested to motivate the students to keep the rooms/Hostels clean.
(xiii) Regular mentoring of students	The Committee suggested to have structured format to record the mentoring session with immediate effect.
(xiv) UG teaching by experienced faculties	PVC would look into the matter and verify the time table to ensure that Senior Faculties are engaged for teaching UG programmes.
Agenda item No	**IQAC/2018-002/02**
Agenda	**Proposal on Academic and Administrative Audits (AAA)**
Decisions	An external expert committee is already nominated to conduct AAA during October 29 to 31, 2018. Action: Deans/HoD/Registrar/ Director, IQAC
Agenda item No	**IQAC/2018-002/03**
Agenda	**Proposal on Single Window/Coordinator for Accreditation/Ranking**
Decisions	The matter is deferred for discussion in the next meeting of IQAC
Agenda item No	**IQAC/2018-002/04**
Agenda	**Proposal for Online submission of CAS application form**
Decisions	It is reported by Director, IQAC that workshop was organized on different aspects of CAS for the faculty members of TU. As recommended in the Workshop, it is proposed to have on-line system of CAS application. This is considered as a welcome step and the committee suggests to submit the final proposal to the University for consideration.

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Agenda item No	IQAC/2018-002/05
Agenda	**Proposal for System of data keeping for different activities including repair maintenance and other services.**
Decisions	The Committee realizes the importance of such cell in view of the quality standard and suggests to have one Central Information Centre.
Agenda item No	IQAC/2018-002/06
Agenda	**Any other matter**
Decisions	The matters discussed and related decisions under AoB are as below:
(i) Drop Box for exam related grievances.	It is suggested to provide drop box in the Departments so that students can lodge the examination related complaint. Action: HoD
(ii) Uniform credit requirement among the equivalent degrees	The Committee suggested that Credit requirements for different degree programmes of the University to be revisited so as to bring a level of uniformity. Action: PVC/Deans

The meeting ended with vote of thanks from the Chair.

27.8.18

(D C Baruah)
Director, IQAC

27/8/18

(V K Jain)
Vice-Chancellor
& Chairperson, IQAC