

Internal Quality Assurance Cell (IQAC), Tezpur University
Minutes of the meeting held on 27 March 2019 (Wednesday)
Board Room, Office of the Vice Chancellor, Tezpur University

Members present

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| Prof. V. K. Jain, Vice-Chancellor, TU | Chairperson, Ex-officio |
| Prof. D. K. Saikia, Pro Vice-Chancellor, TU | Ex-officio Member |
| Prof. D. K. Bhattacharyya, Dean, Academic Affairs, TU | Ex-officio Member & In charge of FO, TU |
| Prof. P. K. Das, Dean, School of H&SS, TU | Ex-officio Member |
| Prof. P. P. Sahu, Dept. of ECE, TU | In charge of Dean, SOE |
| Prof. R. C. Deka, Dean, School of Sciences, TU | Ex-officio Member |
| Prof. D. Deka, Dean, Student's Welfare, TU | Ex-officio Member |
| Prof. A. K. Mukherjee, Dean, Research & Development, TU | Ex-officio Member |
| Dr. B. Das, Registrar, TU | Ex-officio Member & In charge of COE, TU |
| Dr. R. K. Doley, Director, CID, TU | Ex-officio Member |
| Prof. M. K. Sarma, Director, TLC, TU | Ex-officio Member |
| Prof. S. S. Sarkar, Dept. of Business Administration, TU | Member |
| Prof. N. Karak, Dept. of Chemical Sciences, TU | Member |
| Ms. Gita Upadhyay, Member, BoM, TU | 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 |

Leave of absence:

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| Prof. S. K. Sinha, Dean, School of Engineering, TU | Ex-officio Member |
| Prof. C. Goswami, Dean, School of Management Sciences, TU | Ex-officio Member |
| Dr. L. Boral, Controller of Examinations, TU | Ex-officio Member |
| Prof. M. Barbora, Dept. of EFL, TU | Member |
| Prof. N. C. Talukdar, Director, IASST, Guwahati | 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/2019-001/01 |
|--------------------------------|---|
| Agenda | Actions taken report of previous meeting of IQAC held on 08/08/2018 |
| 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) ICT application in teaching | <p>a) Based on the inputs received from different Departments IQAC emphasis to increase ICT in teaching. IQAC specifically advise to have at least one ICT enable classrooms in each Departments (The programmes with larger capacity (Integrated programmes etc.) shall be made available with more than one such classrooms).</p> <p>Action: Deans of respective Schools</p> <p>b) The meeting suggested to look for appropriate ICT tools or alternative practice to take attendance in classes of larger capacity.</p> <p>Action: HoD/ Deans of respective Schools</p> |
| ii) Departmental budget | <p>The estimated budget for the Departments were sent from Finance Office last year to ensure decentralize financial planning and management. This was done as an action taken of the previous IQAC meeting. (Ref: Agenda item No IQAC/2018-002/01 Sl. No. ii) However, IQA meeting expects further proactive action from the Departments to plan and spend allocated budget. It is also suggested to put the Departmental budget in the intranet portal as it is being done for budget of research projects.</p> <p>The Deans of each Schools are suggested to monitor these aspects by organizing regular meeting with HoDs. The specific requirement for any Faculty may also be assists.</p> <p>Action: HoD/ Deans of respective Schools</p> |

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| iii) Visibility of Alumni Activities | The IQA Committee is concerned about the delay in initiating the Alumni activities such as publicity, membership enrolment etc. The TU Alumni Cell and Alumni Society are suggested to formulate time bound action plan so that Alumni engagement become visible and affective. Further, synergy between the TU Alumni Cell and TU Alumni Association may be appropriately established so that their activities become complementing as it is being done in most of the Higher Education Institutions (HEI). Action: Head, TU Alumni Cell/Chairperson, TU Alumni Society |
| iv) E-contents for academic courses | The 1 st meeting of the committee constituted to coordinate the preparation work of “E-Learning Content” chaired by Professor P. K. Das, Dean, School of Humanities and Social Sciences, TU (Issued vide memo no. F.27-17/2001/GA-I/1183-A dated 14/06/2018) was conducted on 25 th March 2019. IQAC request the committee to apprise the future Development. Action: Professor P. K. Das, Chairman of the Committee |
| v) Introduction of more MOOCS | IQAC desires TU Faculty members to write MOOCs. Further, IQAC suggests formation of a Committee Chaired by Dean, Academic Affairs with Director, DLC, Director, TLC and Head, MCJ to explore the possibility of proving infrastructure required for developing MOOCs. Proposed committee may update IQAC about its activities. Action: Registrar, TU/Chairman of the proposed committee |
| vi) Research Collaboration with Institutes | A Committee chaired by Dean, Academic Affairs has been constituted to visit IASST, Guwahati. IQAC expects the Committee to apprise on further development. Action: Dean, Academic Affairs |
| vii) Research Collaboration with Industries | IQAC discuss the views of having a Central Unit comprising of Centre for Innovation Incubation and Entrepreneurship (CIIE), Centre for University Industry Interface (CUII) & TU Intellectual Property Rights Cell (TUIPR) to handle all matters related to Industry Academia Interactions and Industrial translation of IP. The IQA desires PVC and Dean AA to examine it for further action. Action: PVC/Dean, Academic Affairs |
| Agenda item No. | IQAC/2019-001/02 |
| Agenda | Reviewing of AAA 2018 report. |
| Decisions | IQAC expresses happiness on successful completion of Academic and Administrative Audit (AAA) 2018 and desires actions are taken on the recommendations. Action: HoD/Deans/Registrar/Director, IQAC |
| Agenda item No. | IQAC/2019-001/03 |
| Agenda | Submission of Annual Quality Assurance Report (AQAR) 2018 |
| Decisions | IQAC expresses its satisfaction and appreciates the supports of the Heads of different Departments/Centres/ Sections/Cell for providing required inputs for completing the report. Further, Director, IQAC is suggested to send the revised format to different Departments/Centres/Sections/Cells so that inputs could be received for timely submission of the next report (for reporting the activities of the current year). Action: Director, IQAC |

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| Agenda item No. | IQAC/2019-001/04 | | | | | | |
| Agenda | Restructuring of IQAC. | | | | | | |
| Decisions | <p>Proposal for inducting members to fill up the vacancy under the respective category are suggested as below:</p> <table border="0"> <tr> <td style="text-align: center;">Nominee from</td><td style="text-align: center;">Action</td></tr> <tr> <td style="text-align: center;">Faculty</td><td>Vice-Chancellor will nominate the senior most Assistant Professors and Associate Professors</td></tr> <tr> <td style="text-align: center;">Student</td><td>Deans, Students Welfare is requested to nominate student member</td></tr> </table> <p>Action: Registrar</p> | Nominee from | Action | Faculty | Vice-Chancellor will nominate the senior most Assistant Professors and Associate Professors | Student | Deans, Students Welfare is requested to nominate student member |
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| Faculty | Vice-Chancellor will nominate the senior most Assistant Professors and Associate Professors | | | | | | |
| Student | Deans, Students Welfare is requested to nominate student member | | | | | | |
| Agenda item No. | IQAC/2019-001/05 | | | | | | |
| Agenda | Preparation of IQAC activity calendar for the year 2019. | | | | | | |
| Decisions | <p>The activity calendar placed by the Director, IQAC is accepted. However, Director, IQAC and Director, TLC are suggested to organize some of the events mentioned in the calendar jointly.</p> <p>Action: Director, IQAC/Director, TLC</p> | | | | | | |
| Agenda item No. | IQAC/2019-001/06 | | | | | | |
| Agenda | Proposal on Single Window/Coordinator for Accreditation/Ranking | | | | | | |
| Decisions | <p>For accreditation (NAAC/NBA) and Institutional Ranking (NIRF/THE/QS) similar sets of data need to be provided to the agencies. However, it was pointed out that, these data are also frequently required to be submitted to MHRD/UGC etc. by the administration. It is necessary to have an efficient and streamlined information system for collection and maintenance of the required data and the relevant documents. Considering the importance and urgency of the need the IQA Committee decided to recommend that a position of Dy. Registrar (Systems) be created, to be officiated by a System Analyst who will be responsible for development and maintenance of the information system and its infrastructures.</p> <p>Action: Registrar, TU</p> | | | | | | |
| Agenda item No. | IQAC/2019-001/07 | | | | | | |
| Agenda | Proposal for System of data keeping for different activities including repair maintenance and other services. | | | | | | |
| Decisions | Same as mentioned in agenda item no. IQAC/2019-001/06 | | | | | | |
| Agenda item No. | IQAC/2019-001/08 | | | | | | |
| Agenda | Any other matter | | | | | | |
| Decisions | <p>Website of all the Departments should be dynamic, uniform and updated by Department level Webmaster and by the Faculty for the individual Faculty profile information.</p> <p>Action: Deans/HoDs</p> | | | | | | |

The meeting ended with vote of thanks from the Chair.



(D C Baruah)
Director, IQAC

Sd/(V K Jain)
Vice-Chancellor
& Chairman, IQAC