

Internal Quality Assurance Cell (IQAC), Tezpur University  
Minutes of the meeting held on 04 September 2019 (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. Bhattacharyya, Dean, Academic Affairs, TU	Ex-officio Member
Prof. P. K. Das, Dean, School of H&SS, TU	Ex-officio Member
Prof. Smriti Kumar Sinha, Dean, School of Engineering, TU	Ex-officio Member
Prof. S. K. Dolui, Dept. of Chemical Sciences, TU	In charge of Dean, School of Sciences, TU
Prof. Papori Baruah, Dean, School of Management Sciences, TU	Ex-officio Member
Dr.(Mrs) Juri Gogoi Konwar, ADSW, TU	In charge of DSW, TU
Prof. Niranjana Karak, Dean, Research & Development, TU	Ex-officio Member
Dr. B. Das, Registrar, TU	Ex-officio Member
CMA Dr. Braja Bandhu Mishra, 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. M. K. Sarma, Director, TLC, TU	Ex-officio Member
Prof. M. Barbora, Dept. of EFL, TU	Member
Prof. S. S. Sarkar, Dept. of Business Administration, TU	Member
Dr. Pankaj Baruah, Director, NERIWALM, Tezpur	Member
Dr. Joysankar Hazarika, Principal Darrang College, Tezpur	Member
Prof. D. C. Baruah, Director, IQAC, TU	Ex-officio Member Convener
Dr. Manuj Kr. Hazarika, Dept. of FET, TU	Special Invitee

**Leave of absence:**

Prof. Ramesh Ch. Deka, Dean, School of Sciences, TU	Ex-officio 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
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.

<b>Agenda item No.</b>	<b>IQAC/2019-002/01</b>
<b>Agenda: Action taken report of previous meeting of IQAC held on 27/03/2019</b>	
Decisions: Action Taken Report (ATR) presented by the Director, IQAC is discussed in detail. Salient observations/decisions for each item on ATR are as below:	
<i>i) Visibility of Alumni Activities</i>	
IQAC appreciates the launching of the new Website for Tezpur University Alumni Association (TUAA). IQAC desires Tezpur University Alumni Association (TUAA) and TU Alumni Cell to work with the Academic Departments of the University to increase the Alumni registration and subsequent engagement using the portal.	
Actions: UAA, TUAC, HoDs	
<i>ii) Plan for integrated working of CIIE, CUII &amp; TUIPR</i>	
A Central Advisory Committee chaired by the Head of the Institution with representations from all the three units and other relevant Departments/units is proposed to monitor the coordinated actions so as to speed up and smoothen the result oriented Industry-Academia interactions. A specific proposal is desired from the PVC with deliberation in the Deans Committee.	
Actions: PVC	



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<i>iii) Collection of inputs for preparation of AQAR2019</i>	
A special meeting was organized by IQAC on 19/06/2019 for all the HoDs, Deans and Heads of Sections which was chaired by the Honourable Vice Chancellor. Resolutions taken in the special meeting aiming to prepare an effective and proper AQAR2019 have been circulated among the participants. Overall, the responses of the stakeholders in providing the inputs for preparing AQAR2019 of Tezpur University have been found satisfactory. Director, IQAC informed about his preparedness of AQAR2019 which was noted by the meeting.	
<b>Action: Director, IQAC</b>	
<i>iv) Nomination of new members to IQAC as per the NAAC regulation</i>	
Vice-Chancellors nominee to the IQAC has already been notified (Issued vide memo no. F.36-21/2006 (GA-I)/2510 dated 03/09/2019). DSW is advised to nominate students representative as communicated earlier.	
<b>Action: Registrar/DSW</b>	
<i>v) IQAC activity calendar for the year 2019</i>	
The meeting appreciates the Activity Calendar 2019 and desires to implement it as planned.	
<b>Action: Director, IQAC</b>	
<i>vi) Proposal on Single Window/Coordinator for Accreditation/Ranking</i>	
A Standing Committee is constituted for monitoring and planning the participation in different Accreditation and Ranking events. The committee will work to suggest the minute details to be followed for collecting of data and preparing various reports for Accreditation and Ranking of the University (Issued vide memo no. F.36-30/2015 (GA-I)/2511 dated 03/09/2019)	
<b>Action: Chairman/Coordinator, of the Committee</b>	
<i>vii) Updating of Departmental Website</i>	
The meeting suggested to review the individual Webpages of all Academic Departments by the Deans Committee in consultation with the respective HoD so that basic features (such as Programme, People, Facilities, Research, Publications, Events, Alumni, News, Internal Revenue and Outreach, Training & Placement, Photo Gallery, Governance, Contact) are available in each Departmental webpage with proper visibility.	
The meeting also stressed that all the important activities conducted under different units (other than Department) should be made available in their respective webpage.	
<b>Action: HoDs, Deans, PVC</b>	
<b>Agenda item No.</b>	<b>IQAC/2019-002/02</b>
<b>Agenda:</b> Provision of information/data management system.	
<b>Decisions:</b> The meeting suggests all the Departments to have a provision of data management system in compliance with the seven criteria of NAAC Assessment. Further, the requirement of a central system for management of all sorts of data (acquisition, updating, management) using ICT is also felt by the meeting. PVC is requested to explore about it.	
<b>Action: PVC</b>	
<b>Agenda item No.</b>	<b>IQAC/2019-002/03</b>
<b>Agenda:</b> Procedure of assessment of UGC-CAS applications	
<b>Decisions:</b> The members of the committee expresses their satisfaction on the newly introduced on-line CAS application procedure. The IQAC meeting also suggested to merge the existing Primary Screening Committee and Screening Cum Evaluation Committee for screening of applications for promotion of Faculty members under CAS of UGC. The Director of IQAC and some members of the existing Primary Screening Committee may be inducted to the Screening Cum Evaluation Committee for quicker decision on the promotional cases.	
<b>Action: Registrar, Director, IQAC</b>	




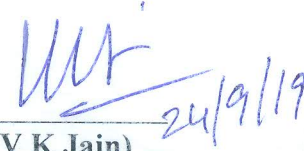


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<b>Agenda item No.</b>	<b>IQAC/2019-002/04</b>
<b>Agenda: Uniform format of PG dissertation.</b>	
<b>Decisions:</b> IQAC stressed to maintain some degree of uniformity among the Dissertations prepared for partial fulfillment of PG/UG programmes of the University It is reported that this aspect has been taken care of in the new Academic Regulation which be tabled in AC soon.	
<b>Action: CoE, PVC</b>	
<b>Agenda item No.</b>	<b>IQAC/2019-002/05</b>
<b>Agenda: Status on Outcome Based Learning (OBL) at Tezpur University</b>	
<b>Decisions:</b> The introduction of the OBL has not been uniform among the Academic Programmes of the University. IQAC meeting suggested all the Deans of the four Schools to assess the status and deliberate through Workshops at School level so that OBL can be introduced fully across all the Programmes within a reasonable time frame. Deans of Schools are requested to send the proposal of such Workshop at the earliest.	
<b>Action: Deans of all Schools</b>	
<b>Agenda item No.</b>	<b>IQAC/2019-002/06</b>
<b>Agenda: Any other business</b>	
The matters discussed and related decisions under AOB are as below	
• Faculty empowerment	IQAC meeting desired that all new Faculty will be provided PC/ Laptop on a priority basis.
<b>Action: Registrar/FO</b>	
• Cleanliness of Hostels	IQAC meeting desired all Hostels to ensure proper cleanliness including students' rooms. Besides awareness, some mechanism such as denial of no-dues while vacating rooms without cleaning are also suggested.
<b>Action: DSW</b>	

**The meeting ended with vote of thanks from the Chair.**

  
 (D C Baruah)  
 Director, IQAC

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