

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. Ramesh Ch. Deka, Dean, School of Sciences, TU	Ex-officio Member
Prof. Papori Baruah, Dean, School of Management Sciences, TU	Ex-officio Member
Prof. Manabendra Mandal, ADSW, TU	In charge of DSW, TU
Prof. Niranjan 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. R. K. Doley, Director, CID, TU	Ex-officio Member
Prof. M. K. Sarma, Director, TLC, TU	Ex-officio Member
Prof. Utpal Sharma, Department of CSE, TU	Member
Dr. P. Anbarasan, Department of MCJ, TU	Member
Dr. S.I. Singh, Department of CSE, TU	Member
Ms. Gita Upadhyay, Member, BoM, TU	Member
Prof. (Dr.) Karuna Hazarika, Principal, TMCH, Tezpur	Member
Shri Vijay Bagaria, CMD, T&I Pvt. Ltd., Tezpur	Member
Dr. Sanjai K. Dwivedi, Director, DRL, Tezpur	Member
Prof. Debendra Chandra Baruah, Director, IQAC, TU	Ex-officio Member Convener
Prof. Utpal Kumar Das, Dean, Planning & Development, TU	Special Invitee
Prof. Manuj Kr. Hazarika, Dept. of FET, TU	Special Invitee
Prof. Ashim Jyoti Thakur, Dept. of Chemical Sciences, TU	Special Invitee
Dr. Nayan Moni Kakoty, ECE, TU	Special Invitee
Dr. Bipul Sarma, Dept. of Chemical Sciences, TU	Special Invitee

Leave of absence:

Dr. L. Boral, Controller of Examinations, TU	Ex-officio Member
Mr. H. Saikia, Joint Registrar (GA), TU	Ex-officio Member
Prof. Gautam K Borah, Department of English, TU	Member
Dr. Pankaj Baruah, Director, NERIWALM, Tezpur	Member
Shri Abhisekh Barah, Student, Dept. of Civil Engineering, 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/2020-001/01
Agenda: Welcome to Newly formed TU IQAC	
Director, IQAC introduced the newly formed IQAC issued vide notification no. F.36-21/2006 (GA-I)/5590 dated 19/02/2020. are the	
Vice Chancellor Welcomes all the members including the newly inducted External Members (Principal, TMCH, Tezpur and Director, DRL, Tezpur)	

Agenda item No.	IQAC/2020-001/02
Agenda: Action taken report of previous meeting of IQAC held on 04/09/2019	
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) Plan for integrated working of CIIE, CUII & TUIPR</i>	
Cluster of Offices for CIIE, CUII & TUIPR will be created in a convenient location for carrying out the activities of these establishments with better coordination. Registrar will make necessary arrangement for identifying the space for the Cluster.	
Actions: Registrar	
<i>ii) Provision of information/data management system</i>	
With the introduction of Enterprise Resource Planning (ERP), the management of data is expected to be improved. It is further, emphasized to keep the records of all the events (with relevant information) instantaneously in the respective Departmental file and also upload in webpages appropriately. All the HoDs should ensure to create separate folders for keeping data concerning their Department as required for Accreditation & Assessment.	
Actions: HoDs	
<i>iii) Procedure of assessment of UGC-CAS applications</i>	
A Committee was formed issued vide memo no. F.01-68/I(E)/5363-A dated 07/02/2020 for reviewing the formats/templates used for processing of CAS applications of the Teachers for promotion to next stage/level under CAS of UGC. The report of the Committee could be presented in the next IQAC meeting, when available.	
Action: Director, IQAC	
<i>iv) Uniform format of PG dissertation</i>	
IQAC expresses its satisfaction on introduction of the structured templates and guidelines for preparing PG dissertation in the Academic Regulation-2019. The Regulation has been implemented w.e.f. Spring Semester 2020.	
Action: HoD/COE	
<i>v) Status on Outcome Based Learning (OBL) at Tezpur University</i>	
The Departments under the School of Engineering has partially implemented the Outcome Based Learning (OBL). All the Departments are suggested to fully implement the OBL. Formation of a Committee having members from each School is suggested for implementing OBL. Further, help from External Expert in the form of training may be sought.	
Action: PVC/Deans of Schools	
<i>vi) Faculty empowerment</i>	
The provision for support to attend conferences/seminars are already in practice. The process of providing PC/Laptops for all the Newly Appointed Faculties has also been continuing. Due leaves are also granted to all faculties desiring to attend refresher/orientation course. Career advancement Scheme promotion is truly implemented.	
Action: PVC/Registrar/FO	
<i>vii) Cleanliness of Hostels</i>	
Different steps like Cleanliness Competition for cleaning of Rooms by the Hostel Boarders are implemented. Further, IQAC suggests a regular supervision for continuous monitoring the cleanliness of Hostels.	
Action: DSW	

Agenda item No.	IQAC/2020-001/03
Agenda: Report on participation in the THE/NIRF/QS	
<p>Decisions: The Chairman of the Committee constituted for Accreditation/Ranking reported about the successful participation with submission of inputs/data for NIRF and QS. However, non-availability of authenticated data concerning different parameters including (i) recruiters information and placement, (ii) achievements, (iii) outreach activities, (iv) collaborative activities with supporting documents has remained as hassles for participation in the ranking exercise and also considered as threat for NAAC assessment.</p> <p>IQAC suggested all the Heads of Departments/Centres/Offices to collect, file (soft/hard copy) all relevant information and send copies to Offices of VC; IQAC; Deans promptly.</p> <p>Web uploading of updated information and increasing the frequency of News Letters (e-copy) are also suggested.</p> <p style="text-align: right;">Action: HoDs/HoCs/Registrar/Faculty-in-Charge, T&P Cell/HoDs, Media Cell,</p>	
Agenda item No.	IQAC/2020-001/04
Agenda: Preparation for 4th Cycle of NAAC Accreditation	
<p>Decisions: Professor Rupam Kataki, Department of Energy and Professor Ashim Jyoti Thakur, Department of Chemical Sciences as a Co-ordinator and Joint Co-ordinator respectively are nominated for the 4th Cycle of NAAC Accreditation of the University. Further, IQAC suggests to organize a hands-on workshop for all the Faculty members on updating website and record keeping. All the Departments/Centres/Units are to be provided with appropriate format for keeping required data.</p> <p style="text-align: right;">Action: Prof Rupam Kataki, Prof Ashim Jyoti Thakur, Director, IQAC</p>	
Agenda item No.	IQAC/2020-001/05
Agenda: Report and strategy for Stakeholders Feedback	
<p>Decisions: Dean AA is requested to provide his views on the draft Feedback formats prepared by Prof Chandan Goswami's committee for different stakeholders viz., Teachers/Parents/Employers. IQAC will make necessary arrangement to ensure implementation of Feedback w.e.f. current semester</p> <p style="text-align: right;">Action: Dean, AA, Director, IQAC</p>	
Agenda item No.	IQAC/2020-001/06
Agenda: Low or Nil attendance after recession	
<p>Decisions: IQAC suggests the Departments to counsel the students so as to discourage such practice.</p> <p style="text-align: right;">Action: COE, HoDs</p>	
Agenda item No.	IQAC/2020-001/07
Agenda: Awareness among Stakeholders about updated financial regulations for purchasing	
<p>Decisions: Finance Officer is suggested to conduct workshop on GFR rules covering financial regulations for purchasing.</p> <p style="text-align: right;">Action:</p>	
FO	
Agenda item No.	IQAC/2020-001/08
Agenda: Any other business	
The matters discussed and related decisions under AOB are as below	


Internal Quality Assurance Cell (IQAC), Tezpur University
Minutes of the meeting held on 26 February 2020 (Wednesday)
Venue: Board Room, Office of the Vice Chancellor, Tezpur University

• Research Project Audit.	IQAC suggests Dean, R&D to initiate Audit of the Research Projects. Action: Dean, R&D
• Low enrollment/application of Students for some programmes	IQAC suggests to analyze the demand ratio for last three years and report to the University for appropriate decision on continuation. For some externally funded courses like, UNICEF funded course Post Graduate Diploma in Child Rights and Governance, Coordinator (Director, Centre for Inclusive development (CID) is suggested to submit the budget details to the University along with the demand ratio to the University. Action: HoDs/HoCs/Director, CID
• Ethical Committee POR/Project Proposal to pass.	The Meeting suggests that, Deans of Schools and HoDs should ensure that POR (Plan of Research) involving research on human subject/participants route through Institutional Ethical Committee. Action: Deans of Schools/HoDs/Dean, R&D
• Augmentation of the Board Room, O/O the VC, TU.	IQAC suggests to install two large LCD monitors in the VC's Board Room till individual LCD monitors are installed. Action: Registrar

The meeting ended with vote of thanks from the Chair.


(D C Baruah)
Director, IQAC

IQAC


(V K Jain)
Vice-Chancellor
& Chairman,