

Internal Quality Assurance Cell (IQAC), Tezpur University
Minutes of the meeting held on 17 June 2020 (Wednesday)
Venue: 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. Bhattacharaya, Dean, Academic Affairs, TU	Ex-officio Member
Prof. P. K. Das, Dean, School of H&SS, TU	Ex-officio Member (Video Conf.)
Prof. Smriti Kumar Sinha, Dean, School of Engineering, TU	Ex-officio Member (Video Conf.)
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. Dhanapati Deka, Dean, Student's Welfare, TU	Ex-officio Member
Prof. Niranjana Karak, 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
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 (Video Conf.)
Prof. Utpal Sharma, Department of CSE, TU	Member (Video Conf.)
Prof. Gautam K Borah, Department of English, TU	Member (Video Conf.)
Dr. P. Anbarasan, Department of MCJ, TU	Member (Video Conf.)
Dr. S.I. Singh, Department of CSE, TU	Member (Video Conf.)
Shri Vijay Bagaria, CMD, T&I Pvt. Ltd., Tezpur	Member (Video Conf.)
Dr. Sanjai K. Dwivedi, Director, DRL, Tezpur	Member
Prof. Debendra Chandra Baruah, Director, IQAC, TU	Ex-officio Member Convener
Prof. Manuj Kr. Hazarika, Dept. of FET, TU	Special Invitee (Video Conf.)
Dr. BipulSarma, Dept. of Chemical Sciences, TU	Special Invitee (Video Conf.)

Leave of absence was granted to *(who could not attend the meeting due to unavoidable reasons):*

Mr. H. Saikia, Joint Registrar (GA), TU	Ex-officio Member
Ms. Gita Upadhyay, Member, BoM, TU	Member
Prof. (Dr.) Karuna Hazarika, Principal, TMCH, Tezpur	Member
Dr. Pankaj Baruah, Director, NERIWALM, Tezpur	Member
Shri Abhisekh Barah, Student, Dept. of Civil Engineering, TU	Member

Due to the physical distancing limitation, some of the members attended the meeting from their respective work places using video conferencing. The business commenced with welcoming note from Prof. V. K. Jain, Vice-Chancellor and Chair of the TU IQAC. As directed by the Chair, the Director, IQAC presented the agenda for the meeting. The observations/recommendations/decisions on the agenda items are reported below.

Agenda item No.	IQAC/2020-002/01
Agenda: Action taken report of previous meeting of IQAC held on 26/02/2020	
Decisions: Action Taken Report (ATR) presented by the Director, IQAC is discussed in detail. Salient observations/decisions for each item of the ATR are as below:	
<i>i) Plan for integrated working of CIIE, CUII & TUIPR</i>	
The matter of integrated functioning (both in terms of physical proximity and linked activities) is delayed due to the lockdown. Provision of connected Office blocks in the Academic Buildings I & II (after completion of renovation) may be explored with coordination of the Registrar in consultation with the respective Faculty-in-Charge of these Cells while taking care of their requirements. In the meantime, Faculty-in-Charge are also expected to plan the joint/linked plan and programmes.	
Actions: Registrar, Head, CIIE, Coordinators, TUIPR & CUII	

ii) Faculty Empowerment

The capacity building workshop "Integration of Basic ICT tools in Teaching Pedagogy" organized jointly by IQAC and Teaching Learning Centre (TLC) during 8-9 June, 2020 for the benefits of the TU Faculties was appreciated by the members.

Further, the meeting also recommended that:

- a) Provision of incentives for Faculty members who publish in high impact factor journals (Specific guidelines may be formulated and circulated).

Action: PVC/Dean (AA)/Registrar/FO

- b) Provisions of hardware and software tools for all the Faculty members be made enabling them to produce quality on-line course materials for online delivery of academic programme (the decision of the University to procure communication accessories (viz., web camera, earphone, speaker) with an estimation of about ₹ 3500.00 (Rupees Three Thousand Five Hundred) only per Faculty is considered as a right step under the present circumstance)

Action: PVC/Registrar/FO

- c) More training/workshop on digital tools to be conducted for Faculty members.

Action: Director, IQAC/Director, TLC

- d) A workshop on financial procedures be organized for Faculty members holding projects.

Action: FO/Director, IQAC/Director, TLC

iii) Status on Outcome Based Learning at TU

IQAC recommends that the programme outcomes of each academic programme be prominently displayed outside the concerned Department/Centre as well as in the Department/Centre Web page. In addition, syllabi of each course under a degree programme (UG/PG/PhD) with learning outcomes (LOCs) also be displayed on the Webpage of concerned Department.

An intimation to this effect would be sent by the Controller of Examinations to all Heads of Department/Centre. Dean (AA) will assess the status to be reported in the next meeting of the IQAC.

Action: COE/HoD/Dean (AA)

iv) Report on participation in the THE/NIRF/QS

A thorough analysis of the performance of recent NIRF Ranking was presented by the Chairman of the Standing Committee for Accreditation & Ranking of the University. The analysis indicating the need of attention in certain areas was found useful and therefore, IQAC was requested to organize meetings to present the analysis for considerations of the HoDs/Deans/Administrative Heads.

Chairperson appeals to all Faculty members, Students, Technical and Administrative Staff members to make all out efforts to improve the position of the University in the future NIRF rankings.

Action: Director, IQAC/Chairman, Standing Committee for Accreditation & Ranking

Further, IQAC suggests to form a TU Website Monitoring and Updating Team with the following members:

- 1) Dr. Rajeev K. Doley, Director, CID, TU
- 2) Webmaster, TU
- 3) Public Relations & Information Officer, TU

The team will regularly (weekly) monitor the contents of all the sections and ensure regular updating of the respective web pages of all the Departments/Centres/Offices. The Departmental webmaster will be alerted by the team as and when needed.

Action: All the members of the Team

IQAC recommends Dr. Sanjeev P. Mahanta, Assistant Professor, Department of Chemical Sciences, Tezpur University to look after the QS/THE Ranking in place of Dr. Bipul Sarma, Assistant Professor, Department of Chemical Sciences, Tezpur University.

Action: Registrar to issue a notification of the same.

v) Preparation for 4th Cycle of NAAC Accreditation

The Coordinating Committee for the 4th Cycle of NAAC Accreditation communicated that preparation has been delayed due to the present circumstances and wished to apprise IQAC about the status of preparation soon.

Action: Prof. Rupam Kataki/Prof. Ashim Jyoti Thakur/Director, IQAC

vi) Report and Strategy for Stakeholders Feedback

IQAC recommends to obtain feedback from all the Five Stakeholders (Students, Parents, Employees, Employers, and Faculty) as required by NAAC and analyze the data for appropriate measure.

Action: VC/PVC/HoD/Director, IQAC/T&P Cell

vii) Awareness among Stakeholders about updated Financial regulations for purchasing

In view of the limitation of organizing regular Workshop, IQAC recommends to organize on-line workshop for Awareness on updated Financial regulations for purchasing.

Action: FO/Director, IQAC

viii) Administrative Audit of Research Projects

It was suggested that, auditing of the research projects be conducted under the supervision of IQAC. Prof. A.K. Mukherjee, Department of MBBT, Tezpur University be requested to Coordinate the Audit for the purpose.

Action: Director, IQAC

ix) Low enrollment/application of Students of some programmes

The members discussed on low enrolment of students against sanctioned intake which affects University's progression, taking a reference of PG Diploma (an EDP) offered by Centre for Inclusive Development (CID). However, the matter was deferred for detailed discussion in the near future on the desirability of continuation of the programme after the TU-UNICEF agreement expires in June 2020.

Action: PVC/Director, CID

x) Ethical Committee POR/Project Proposal to pass

IQAC expressed its satisfaction on newly formed Institutional Ethical Committee. The meeting also recommends that, all the plan of research involving research on human must be routed through Institutional Ethical Committee as a pre-requisite.

Action: HoDs/Deans of Schools /Dean R & D

xi) Augmentation of the Board Room, O/O the VC

Registrar informed the matter has been taken for action.

Action: Registrar

Agenda item No. IQAC/2020-002/02

Agenda: Assessment of the quality assurance of Academic/Administrative/Supporting Activities in view of the Lockdown

IQAC expresses its happiness on the continuation of the Academic Semester through hard works of the academic fraternity and support of the University administration. IQAC is also happy to observe the regular meetings of HoDs/Deans for taking decisions on the changes made in the teaching/learning/evaluation taking care of the genuine concerns of students and teachers.


IQAC recommends to notify the modified guidelines in this regard as a special case.

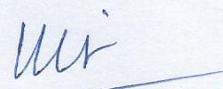
Action: PVC/CoE/Dean (AA)

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Agenda item No.	IQAC/2020-002/03
Agenda: Stakeholders Feedback	
The Revised formats of Feedback from Students, Parents, and Employers, Employee (including Faculties) were presented in the meeting. The formats were recommended along with the following suggestions:	
<ol style="list-style-type: none"> 1) All the Feedback will be taken online 2) Suitable on-line formats are to be prepared (with a provision of classified access as proposed in case of Students feedback for continuing students) 3) Feedback from outgoing batch will be obtained as per NAAC-SSS (Student Satisfaction Survey) online format as used last year 4) Students' and Parents' feedback will be obtained by respective Departments/Centres using web-link 5) Employers' feedback will be obtained by Training & Placement Cells 6) Employee (including Faculties) feedback will be obtained by the Office of the Registrar (Office of VC/PVC) 7) Reports on Feedback analysis will be made available to IQAC 	
Action: VC/PVC/HoDs/HoCs/Registrar/CoE/T&P Cell/Director, IQAC	
Agenda item No.	IQAC/2020-002/04
Agenda: Any other business	
The matters discussed and related decisions under AOB are as below	
<ul style="list-style-type: none"> • Proposal for Encouraging Faculties/RS for publishing in quality journals 	<p>An advisory be issued by the Pro Vice Chancellor to all research supervisors to encourage students/scholars to publish in such journals. Suggested guidelines could be in the form of incentives of financial benefits such as reimbursement of publication fee for Faculty members and an <i>ex gratia</i> of ₹ 5000.00 (Rupees Five Thousand) only for Students/Scholars. As per the detail guideline published by the University.</p> <p style="text-align: right;">Action: PVC</p>
<ul style="list-style-type: none"> • Proposal for TU Faculty's academic repository platform 	<p>The meeting recommends the proposal for consideration of the University so that all the Online resources prepared by TU Faculties remain in a secured platform accessible to TU members only.</p> <p style="text-align: right;">Action: VC/PVC</p>
<ul style="list-style-type: none"> • Preparation for AQAR 2020. 	<p>Director, IQAC apprised about the preparation of Quality Assurance Report 2020 and requested all the Head of Offices including HoDs/HoCs to send the individual reports as per the set deadline.</p> <p style="text-align: right;">Action: Registrar, TU/FO/CoE/Librarian/DSW/HoDs/HoCs</p>

The meeting ended with vote of thanks to and from the Chair.


(D C Baruah)
Director, IQAC


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