

### Members present

Prof. V. K. Jain, Vice-Chancellor, TU	Chairperson, Ex-officio
Prof. D. K. Bhattacharya, Pro Vice-Chancellor, TU	Ex-officio Member
Prof. M. K. Sarma, Dean, Academic Affairs, TU	Ex-officio Member
Prof. Farheena Danta, Dean, School of H&SS, TU	Ex-officio Member
Prof. Debajit Hazarika, Dean, School of Sciences, TU	Ex-officio Member
Prof. Papori Baruah, Dean, School of Management Sciences, 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
Prof. S. S. Sarkar, Director, TLC, TU	Ex-officio Member
Dr. P. Anbarasan, Department of MCJ, TU	Member
Dr. S.I. Singh, Department of CSE, TU	Member
Shri Vijay Bagaria, CMD, T&I Pvt. Ltd., Tezpur	Member
Dr. Dev Vrat Kamboj, Director, DRL, Tezpur	Member
Prof. Debendra Chandra Baruah, Director, IQAC, TU	Ex-officio Member Convener

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

Prof. Smriti Kr. Sinha, Dean, School of Engineering, TU	Ex-officio Member
Prof. Dhanapati Deka, Dean, Student's Welfare, TU	Ex-officio Member
Dr. R. K. Doley, Director, CID, TU	Ex-officio Member
Mr. H. Saikia, Joint Registrar (GA), TU	Ex-officio Member
Prof. Utpal Sharma, Department of CSE, TU	Member
Prof. Gautam K Borah, Department of English, TU	Member
Prof. Pankaj Baruah, AAU, Jorhat	Member
Ms. Gita Upadhyay, Member, BoM, Tezpur University	Member
Prof. (Dr.) Karuna Hazarika, Principal, TMCH, Tezpur	Member

Due to the Covid-19 pandemic the meeting was organized using video conferencing mode. The business commenced with welcoming note from Prof. V. K. Jain, Vice-Chancellor and Chair of 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/2022-001/01
<b>Agenda: Action taken report of previous meeting of IQAC held on 07/07/2021</b>	
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) Incentives for Faculty members vis-à-vis Best Researcher Award</i>	
Decisions: Guideline for Best Researcher Award is being prepared and ready for execution. Meeting suggested to include Professor and Associate Professor as one level whereas Assistant Professor as a separate category.	
<b>Actions: PVC/DAA</b>	
<i>ii) A workshop on financial procedures be organized for Faculty members holding projects and awareness about updated Financial regulations for purchasing among all Stakeholders.</i>	
Decisions: The workshop remains pending due to the present Covid-19 pandemic situation. IQAC recommends to organize the workshop vide online mode during the month of February 2022.	
<b>Action: FO</b>	



*iii) Administrative Audit of Research Projects*

Decisions: IQAC express its satisfaction on successful completion of the administrative audit of research projects. Statement of assessment of Internal Quality of Sponsored Research Projects has been prepared and submitted for approval of the Competent Authority. The audit exercise is one of the Best Practices of the University.

**Action: Dean, R&D**

*iv) A brief report highlighting the notable ratification/relevant modifications for on-line modes of academic activities during the pandemic situations.*

Decisions: IQAC meeting expresses happiness over the continuous quality monitoring of the academic activities carried out during pandemic. A designated committee appropriately revised the modality for assessment in online teaching learning processes which was subsequently ratified by the Academic Council vide resolution no. AC.38/2020/1/3.16.

**Actions: PVC/COE**

*v) Academic repository platform*

Decisions: IQAC express its happiness over the augmentation of the e-learning resources by Faculty members. University provides necessary tools and devices like speaker, microphone and webcam to all the Faculty members so that the quality of the development/deliberation of the e-contents is maintained. State of the art audio-video recording facilities are also developed. IQAC also express its satisfaction on increasing numbers of in-house e-contents developed by the Faculty members which are accessible in University website.

**Actions: PVC/DAA**

*vi) Stakeholders Feedback/Mentoring*

Decisions: IQAC express its satisfaction on the entire process of collecting, analyzing and uploading of the stakeholders feedback reports on the respective Departmental web pages.

IQAC appeals all the Deans of Schools to apprise the Departments to upload their feedback reports on their respective Departmental WebPages.

**Actions: PVC/COE**

*vii) Preparation for AQAR 2021*

Decisions: Annual Quality Assurance Report (AQAR) 2021 is ready for submission. The house recommended the document for submission.

**Action: Director, IQAC**

*viii) E-Governance: Extending the existing provisions of Project Management Software to include the generation of e-copy of UC/SoE*

Decisions: The coverage of e-governance has been increased in recent times, primarily due to introduction Samarth. IQAC is expecting provision of E-copy of UC/SoE in near future.

**Action: FO**

*ix) Re-introduction of the concept of Quality Circle in hostels*

Decisions: Due to non availability of the Students and closure of the Hostels on account of pandemic, the work on *Quality Circle* remain pending and therefore, the agenda is deferred to the next IQA Meeting.

**Action: DSW**

**Agenda item No.**

**IQAC/2022-001/02**

**Agenda: Preparation of the 4th Cycle of NAAC Assessment and Accreditation**


Decisions: IQAC expresses its satisfaction on submission of the Self Study Report to NAAC. Preparation for the forthcoming NAAC Peer Team Visit has been started.

**Action: Director, IQAC**

Agenda item No.	IQAC/2022-001/03	
Agenda: Re-constitution of the IQA Committee		
Decisions: Re-constitute the IQA Committee has been initiated.		
Actions: Director, IQAC/Registrar		
Agenda item No.	IQAC/2022-001/04	
Agenda: Any other business		
Agenda: The matters discussed and related decisions under AOB are as below:		
<ul style="list-style-type: none"><li>Guidelines to deal certain procedure of CAS</li></ul>	<p>The matter is thoroughly discussed. It is reported that specific guidelines for providing Score related to development of E-contents are being prepared while the quality standard for publications, as desired by UGC, has already been regularized and will be ratified through the AC.</p> <p style="text-align: right;"><b>Actions: PVC/CoE</b></p>	
<ul style="list-style-type: none"><li>Report on GARP</li></ul>	<p>With permission from the Chair, Director, IQAC apprise about organizing the awareness and sensitization programme on Good Academic Research Practices among the Research Scholars and Students of TU at the Departmental level.</p> <p style="text-align: right;"><b>Action: Director, IQAC</b></p>	
<ul style="list-style-type: none"><li>Awareness against intoxicated substance</li></ul>	<p>IQAC noted gladly the initiatives of the Department of Social Work, Tezpur University for supporting “<i>Counseling Centre for Preventing Unhealthy Behaviour (CC-PUB)</i>” and “<i>Nasha Mukta Bharat Abhiyaan: A Step to Build Abstemious Society Through Community Intervention and Promoting Healthy Habits</i>”. IQAC desires proper dissemination of related information and mass awareness, especially among the student’s community.</p> <p style="text-align: right;"><b>Action: DAA</b></p>	

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

  
(D C Baruah)  
Director, IQAC

  
(Vinod Kumar Jain)  
Vice-Chancellor & Chairman, IQAC