

**Members present**

Prof. D. K. Bhattacharrya, Vice-Chancellor, TU	Chairperson, Ex-officio
Prof. Farheena Danta, Dean, School of H&SS, TU	Ex-officio Member
Prof. Partha Pratim Sahu, Dean, School of Engineering, TU	Ex-officio Member
Prof. Debajit Hazarika, Dean, School of Sciences, TU	Ex-officio Member
Prof. Manabendra Mandal, Dean, Student's Welfare, TU	Ex-officio Member
Prof. Dhanapati Deka, Dean, Research & Development, TU	Ex-officio Member
Dr. B. Das, Registrar, TU	Ex-officio Member
Prof. Sankar Chandra Deka, 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. S. S. Sarkar, Director, TLC, TU	Ex-officio Member
Prof. Utpal Sharma, Department of CSE, TU	Member
Prof. Pradip Kumar Bora, Director, NERIWALM, Tezpur	Member
Dr. Dev Vrat Kamboj, Director, DRL, Tezpur	Member
Mr. Manoj Kumar Basumatary, Entrepreneur, Tezpur	Member
Mr. P. K. Bezboruah, Chairman, Tea Research Association, Toklai	Member
President, TUSC, TU	Member
Prof. Rupam Kataki, Director, IQAC, TU	Ex-officio Member Convener

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

Prof. Mrinmoy Kumar Sarma, Dean, Academic Affairs, TU	Ex-officio Member
Prof. Chandan Goswami, Dean, School of Management Sciences, TU	Ex-officio Member
Mr. H. Saikia, Joint Registrar (GA), TU	Ex-officio Member
Prof. C. K. Sharma, Dept. of Sociology, TU	Member
Dr. Tridib R. Sarma, Dept. of Business Administration, TU	Member
Dr. Reetamoni Narzary, Dept. of English, TU	Member
Prof. (Dr.) Karuna Hazarika, Principal, TMCH, Tezpur	Member
Shri H. K. Lahakar, Industrialist, Tezpur	Member

The business commences with welcoming note from Prof. D. K. Bhattacharrya, Vice-Chancellor and Chairperson 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/2022-002/01</b>
<b>Agenda: Action taken report of previous meeting of IQAC held on 19/01/2022</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: IQAC meeting expresses happiness over preparation of a specific guideline for Best Researcher Award. Guidelines are almost ready as has been informed in the meeting. Further, the committee desires for forming a designated Committee for selection of "Best Researcher Award".	
<b>Actions: DAA/Registrar</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. Finance Officer requested IQAC to coordinate the workshop.	
<b>Action: FO/IQAC</b>	

*Rupam Kataki*  
31/01/2023

*iii) Stakeholders Feedback/Mentoring*

Decisions: The Committee 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 all the Departments to upload their feedback reports on their respective Departmental WebPages.

The committee suggests that adequate measures should be taken to maintain the feedback anonymous. Feedback from boarders of the hostels may also be collected on food quality/services of the cooks/menials.

**Action: Dean AA/COE/DSW**

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

Decisions: IQAC express its satisfaction on implementing of the module through the help of E-Samarth and some in-house developments. The Committee desires that the present Financial Management System may be improved with provision for generation of e-copy of UC/SE.

**Action: FO/Registrar**

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

Decisions: As suggested by the members in one of the earlier meetings, the concept of quality circle may be pursued initially at the hostel level, which may later be extended to Department/Centres/Administrative Sections/and other Utilities in the campus.

Further, the meeting suggests for conducting awareness programmes on mental health, de-addiction of substance and non-substance addiction by utilizing the services of LGBRIMH on a regular basis. The hostel administration may plan to speed-up the effort for student counseling and devise suitable mechanism for deterrence of the substance of addiction.

**Action: DSW/Registrar**

**Agenda item No.** IQAC/2022-002/02

**Agenda: Draft Policy on Seed Money**

Decisions: Draft Policy on Seed Money has been placed before the committee and the committee suggests placing the policy before the Finance Committee for consideration.

**Action: FO**

**Agenda item No.** IQAC/2022-002/03

**Agenda: Preparation of Annual Quality Assurance Report (AQAR) for the YR2021-2022**

Decisions: As per the NAAC mandate Tezpur University Annual Quality Assurance Report 2022 for the period of August, 2021 - July, 2022 need to be prepared and uploaded in the NAAC portal. Inputs from all the Departments, Centres/Cell/Offices and Sections are required in appropriate format for preparation of the above report.

**Action: Director, IQAC**

**Agenda item No.** IQAC/2022-002/04

**Agenda: Any other business**

**Agenda: The matters discussed and related decisions under AOB are as below:**

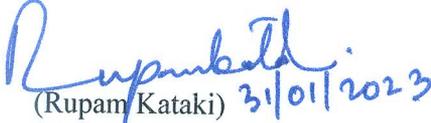
- A detailed University level guidelines for UGC CAS The matter was thoroughly discussed and IQAC suggests constituting a specific committee for preparing the guideline.

**Action: Registrar/VC**

*Rupankal*  
31/01/2023

• Up gradation of Online CAS software	Online CAS software was started in the year 2019. New features need to be introduced keeping in mind of the latest UGC Guideline. There are a few ambiguities in the Online portal which also needs to be rectified. The Committee suggested forming a University level committee to suggest modification/upgradation in the existing online soft-ware. <b>Action: Director, IQAC/Registrar</b>
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The meeting ended with vote of thanks to and from the Chair.

  
(Rupam Katak) 31/01/2023  
Director, IQAC & Member Convener

  
(D. K. Bhattacharya) 31/01/23  
Vice-Chancellor & Chairman, IQAC