

Members present

Prof. Shambhu Nath Singh, Vice-Chancellor, TU	Chairperson, Ex-officio
Prof. Partha Pratim Sahu, Dean, Academic Affairs (i/c) & Dean, SOE, TU	Ex-officio Member
Prof. Farheena Danta, Dean, School of H&SS, TU	Ex-officio Member
Prof. Utpal Bora, Representative of Dean, School of Sciences, TU	Ex-officio Member
Prof. Chandan Goswami, Dean, School of Management Sciences, TU	Ex-officio Member
Prof. Dhanapati Deka, Dean, Research & Development, TU	Ex-officio Member
Prof. Manabendra Mandal, Dean, Student's Welfare, TU	Ex-officio Member
Prof. Utpal Sharma, Dean, Planning & Development, TU	Ex-officio Member
Dr. Biren Das, Registrar, TU	Ex-officio Member
Prof. Sankar Chandra Deka, Controller of Examinations, TU	Ex-officio Member
Mr. Kumarjit Dutta, Representative of Finance Officer, TU	Ex-officio Member
Dr. Akhilesh Kumar, Director, MMTTC & CDOE, TU	Ex-officio Member
Prof. Mrinmoy Kumar Sarma, Dept. of Business Administration, TU	Member
Prof. Gautam Kumar Borah, Dept. of Linguistics & Language Technology, TU	Member
Prof. Utpal Kumar Das, Dept. of Civil Engineering, TU	Member
Prof. Nayandeep Deka Baruah, Dept. of Mathematical Sciences, TU	Member
Dr. Rupjyoti Gogoi, Dept. of Physics, TU	Member
Dr. Dev Vrat Kamboj, Director, Defence Research Laboratory, Tezpur	External Member
President, Tezpur University Students Council (Representative)	Ex-officio Member
Prof. Pritam Deb, IPR Chair Professor, TU	Special Invitee
Prof. Anjan Bhuyan, Professor-in-Charge, T&P Cell (Non-Engineering), TU	Special Invitee
Dr. Rosy Sarmah, Alumni Coordinator, TU	Special Invitee
Prof. Manuj Kr Hazarika, Dept. of FET, TU (RAC Member)	Special Invitee
Dr. Bipul Kr. Sarmah, Dept. of Mathematical Sciences, TU (RAC Member)	Special Invitee
Dr. A. K. Bhattacharya, Dept. of Mathematical Sciences, TU (RAC Member)	Special Invitee
Dr. Rupam Goswami, Dept. of ECE, TU (RAC Member)	Special Invitee
Dr. Pijush Chandra Das, Deputy Director, T&P Cell, TU	Special Invitee
Ms. Deena Davy, T&P Officer, TU	Special Invitee
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):

Dr. U Suryanarayana Murty, Director, NIPER Guwahati, Assam	External Member
Er. Bhaskar Jyoti Phukan, Managing Director, NRL	External Member
Dr. Bhupali Kashyap, ACS, Election Officer & Asstt. Commissioner, Kaliabor	External Member
Dr. Mandakini Baruah, Dept. of Cultural Studies, TU	Member

The business commences with a welcoming note from Prof. Shambhu Nath Singh, 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.

Agenda item No.	IQAC/2024-001/01
Agenda: Action taken report of previous meeting of IQAC held on 26/12/2022.	
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) Workshop on financial procedures for Faculty members.</i>	
Action: Capacity building workshops on General Financial Rules (GFR) for the Faculty members of Tezpur University were conducted on 23 and 26 April 2024 where several Faculty participated. The Finance Officer as a Resource Person deliberated on the GFR procurement with in-depth interaction on several key aspects of procurement.	

IQAC expresses its happiness on the above action and suggests organizing similar capacity building workshop on Government e-marketing (GEM) and similar aspects on procurement. The members suggested IQAC to take action in this regard. Additionally, members also suggested framing specific procurement guidelines connected to the research project and project/ tasks funded by other sources.	
Actions: FO/IQAC	
ii) a) Regular update on feedback capture, feedback analysis and action on feedback.	
Action: IQAC intimated all the Heads of the Departments (vide email dated 20/02/2024) to take appropriate action on Feedback as it is immensely important for quality assurance.	
It is suggested to follow up the Departmental actions on feedback (from all stakeholders viz., Alumni, Teachers, Employer, Employee & Parents) including the feedback analysis and action taken.	
Actions: Registrar/Dean AA/IQAC	
ii) b) Feedback on quality of Hostel food.	
Action: IQAC is advised to follow up again with the Dean, Students Welfare and report in the next meeting with necessary update on feedback analysis/actions on the quality of hostel food and services of supporting staff. The feedback should be captured from the borders of the hostels at regular interval.	
Actions: DSW/IQAC	
iii) Policy on Seed Money	
Action: Registrar, Tezpur University mentioned that the draft Policy on Seed Money was sent to the Finance Committee, which was later referred to the UGC. However, it was not considered by UGC.	
However, the IQAC Committee suggests exploring the provision of Seed Money followed in other Central Universities and access supportive evidence.	
Action: FO/Registrar	
iv) Preparation of Annual Quality Assurance Report (AQAR) for the YR 2021-2022.	
Action: IQAC express its satisfaction on successfully submission of Annual Quality Assurance Report (AQAR) for the YR2021-2022 on 31/12/2023.	
Action: Director, IQAC	
v) Up-gradation of Online CAS software.	
Action: The Registrar, Tezpur University reported that, Government wants to adopt Samarth for online CAS application instead of using the existing software of the University. IQAC reported the shortcoming during its demonstration of the software pointing out that automatic calculation of API/Research scores is not available with the Samarth option. The house suggested the Registrar, Tezpur University to take up the matter with the Ministry.	
Action: Registrar	

Agenda item No.	IQAC/2024-001/02(i)
Agenda: Maintain and upgrade quality as relevant to Ranking and Accreditation: Presentation of a report of RAC	
Discussion and decisions: Participation in the Ranking and Accreditation (R&A) as done by several renowned agencies is essential for all higher education institutes including Tezpur University. There are several common aspects, with distinct relevance to quality of institutional functionaries, in all the ranking and accreditation frameworks. Therefore, a unique coordinating body is conceptualized as per the resolution of TU-IQAC meeting held earlier dated 27 March 2019 (Agenda Item No. IQAC/2019-001/06) and a committee, called Ranking and Accreditation Committee (RAC), is formed to coordinate TU participation in the Ranking and Accreditation vide Memo No. F.36-30/2015(GA-I)/2282 dated 27/10/2023. RAC is to work as a single point authentic data source while coordinating the R&A participation. Besides, RAC also has been provided with the mandate to assess the status of functioning continuously and advise the relevant stakeholders for necessary upgradation of its quality.	

Members of the IQAC Committee welcomed the move of formation of RAC and participation for national and international R&A activities.

Director, IQAC presented the list of R&A participations in recent times as below.

Sl. No.	Particulars	Date of submission
i)	NIRF 2024 (Engineering category)	22.12.2023
ii)	NIRF 2024 (Management category)	22.12.2023
iii)	NIRF 2024 (Overall category)	12.01.2024
iv)	NIRF 2024 (Innovation category)	30.01.2024
v)	QS World University Rankings 2025 cycle	09.02.2024
vi)	QS Asia University Rankings 2025 cycle	09.02.2024
vii)	QS World University Rankings 2025 cycle (overall category)	09.02.2024
viii)	All India Survey on Higher Education (AISHE) for the year 2022-2023	29.02.2024
ix)	Times Higher Education (THE) World University Rankings 2024	02.04.2024
x)	QS Sustainability Rankings 2024	15.04.2024
xi)	Times Higher Education World University Rankings Interdisciplinary Science Research Survey 2024	31.05.2024
xii)	Annual Quality Assurance Report (AQAR) for the year 2021-2022	31.12.2023

Agenda item No.	IQAC/2024-001/03
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Agenda: Analysis of recent RAS (Ranking, Accreditation and Survey) performance

Discussion and decisions:

The performance of the accreditation of NAAC-2022 has been analysed by RAC and high points requiring attention are elaborately discussed. A total of 115 aspects, covering Research, Academics, Students support, Alumni engagement and Governance, have been identified by RAC where there is scope for improvement. RAC requested the relevant Heads of Offices (Registrar, CoE, Dean AA, Dean R&D and Dean SW) to report actions taken on such aspects.

Dean, R&D and DSW desired to call dedicated sessions to deliberate their respective aspects whereas Registrar, Controller of Examinations, Dean, Academic Affairs made detailed presentation on the initiatives taken in their respective areas. The members expressed happiness about the already taken actions. After threadbare discussions, some recommendations for priority actions to upkeep the quality standard are made as below.

1) Quality Research to enhance Publications (both quality and quantity), Innovation and income from Consultancy: All efforts are to be made to enhance the quality of research. Some of the specific recommendations are:

- a. Departments/Academic Centre to prepare the future roadmap assessing/analysing the current level of research/outcomes. The Departmental report on the research outcomes (Patents/Publications etc.) along with the roadmap may be prepared and shared with IQAC at the end of each Semester.
- b. The capacity building workshops on manuscript preparation and importance of publication in quality journals, especially for beginners to be organized by the Departments/Academic Centre.
- c. Settlement of the proposals, especially where financial issues for R&D works are involved, to be taken as priority.
- d. Provisions for financial support for researchers at the early stage of career may be made.
- e. Provision of financial assistance to selected student projects (UG/PG) having potential for publications and patents through pre-assessment and post-mentoring in each academic year.
- f. The Dean, Research & Development, is to organize regular meetings with researchers and assess the status on citation/h-index / publication quality, patents, PhD, and arrange for need based mentoring.

- g. The Dean, R&D to provide required support to the Faculty member/Department targeting enhancement of research income from industry and commerce. The Department may share such plans with the Dean R&D/ University.
- h. Considering the significant impact of interdisciplinary research and international collaboration, it is recommended that there may be an incentive policy for researchers involved in such research. Dean, R&D is requested to propose such a policy.
- i. The integrated plan to improve the Footprint of Projects, Professional Practice and Executive Development Programs is suggested.
- j. Dean R&D is suggested to conduct an audit of the MoUs to share the report with the Departments for follow up actions.

2) Academics: Several key aspects are identified for potential improvement of quality. Some of the specific recommendation in this regard are as below.

- a. It is suggested to make a comprehensive review of the entire curricula and assess its status to examine the relevance to the frameworks viz., NBA, NAAC, NEP2020 and similar regulatory bodies. The implementation of LOCF including web-uploading of learning outcomes (generic and programme specific)/graduate attributes for all the academic programmes should be reviewed. Dean AA is requested to present the review report in next meeting of IQAC.
- b. The procedures and processes (e.g., continuous internal assessment and end semester assessment) of the University examination system including management of examination system may be reviewed as per desired quality assurance. Quality of question papers may be periodically audited internally. Status of automation of Examination division along with approved Examination Manual may also be evaluated. Controller of Examinations is requested to present the review report in next meeting of IQAC.
- c. The status of seats filled against designated categories including demand ratios for each of the academic programmes may be reviewed for all the academic years during post accreditation period by the Departments.
- d. The consideration of notable Feedback for curriculum revision should be published through the website.
- e. Admission record form may be revised to capture all relevant information as required for RAS (ranking, accreditation and survey) and updated annually. The monitoring of students' progression and support for slow learners should be ensured.
- f. Increasing more on-line courses offered from the University for the benefits of the TU students, if required in collaboration with TU-CDOE.

3) Students supports and progression: The report vis-à-vis score sheet of NAAC-2022 indicated scope for improvement of the support system for the students. Specific recommendations are as below.

- a. Scholarships and free-ships for students may be reviewed and revised to increase the count.
- b. The existing provision for career counseling and guidance including support for competitive examinations may be reviewed based on which follow up action should be taken.
- c. The current Training & Placement arrangement may be reviewed and made renewed effort to improve the scenario. The Departmental Alumni Cell may be re-organized to support students and keep progression records of their alumni. Similarly, the Alumni cell of the University should also be strengthened.
- d. The effort to improve students' performance in competitions (state/national/international) and system to maintain records of students' performance should be made.
- e. Training & Placement Cell should take feedback from the Employer periodically and report to be published for use of the Departments.

4) Alumni Engagement: After a threadbare discussion, the Committee desired strengthening of the Alumni activities as this has been another area of concern as indicated in the NAAC-2022 report. The reorganization and activation of the Alumni Cell of Tezpur University should be the priority with proper coordination with the departmental alumni cell. Further, the coordination with the Tezpur University Alumni Association to result meaningful engagement with alumni is desired. The introduction of TU alumni card with some life-time benefits, widening the alumni representations are also suggested.

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- 5) **Administration and Governance:** In general IQAC committee expresses happiness on the series of initiatives concerning the implementation of NEP2020, introduction of employment potential programmes, rapid expansion of Samarth and e-governance in several key sectors (finance, library, administration, examination etc.), increasing the number of meaningful MoUs/Collaboration in recent time.

The committee suggests to continue such initiatives and review the existing policies (or frame new policies if not available) and /or actions to address (i) engagement of international Faculty, (ii) seed money for research for faculty, (iii) increasing the financial assistances for attending seminars/conferences, (iv) towards total e-governance without compromising quality and facilitating capacity building, (v) norms of appointment of Guest Faculty (as per requirements of R&A e.g., tenure of minimum one academic year, PhD degree), (vi) incentives for faculty and students to increase the number of state/national/ international fellowship/ recognitions/ awards, (vii) promotion of collaborative activities, (viii) expanding the ICT - enabled facilities, (ix) IT policy with budgetary provision for upgradation of IT facilities including Wi-Fi facility, (x) enhancing the number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff and (xi) enhancement of the funds/grants received from non-government bodies, individuals, philanthropists.

Committee also suggests IQAC to look into several aspects of Sustainability (e.g., Social Impact; Environmental Impact & Governance)

Further, considering that the current level of global academic engagement has not been encouraging for ranking, the Committee also recommended the following.

- a. Faculty members may be motivated through introduction of incentive policy for engagement in International Research Network
- b. Departments may plan to enhance Inbound/outbound Exchange Students, engagement of International Faculty. The Directorate of International Affairs may assess, monitor and provide necessary support for the above.

Agenda item No.	IQAC/2024-001/04
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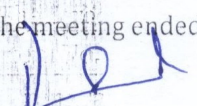
Agenda: Preparation for proposed AAA scheduled in September 2024.

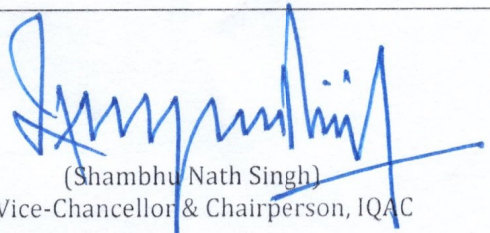
Discussion: Director of IQAC informed the house that, a three-member Committee with the following members is formed for conducting the Academic and Administrative Audit (AAA):

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| i) Prof. Anand Bhalerao, Vice-Chancellor, Central University of Rajasthan. | - | Chairperson |
| ii) Prof. G. Parthasarathy, National Institute of Advanced Studies,
Indian Institute of Science Campus, Bengaluru | - | Member |
| iii) Prof. Maitreyee Chaudhuri,
Former Professor, Centre for the Study of Social Systems (CSSS), JNU | - | Member |

The house desires to constitute a working committee for the AAA visit to be conducted during 24-25, September, 2024 along with a visit schedule.

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


(Debendra Chandra Baruah)
Director, IQAC & Member Convener


(Shambhu Nath Singh)
Vice-Chancellor & Chairperson, IQAC