

Minutes of the 3rd meeting of the IQAC held on 30th November, 2010 in the Premendra Mohan Goswami Sabhakakshya, Administrative Building, Assam University, Silchar.

Members present :

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| 1. | Prof. Tapodhir Bhattacharjee | – Chairman |
| 2. | Prof. J.B. Bhattacharjee | – Member |
| 3. | Prof. G.D. Sharma | – Member |
| 4. | Prof. Goutam Biswas | – Member |
| 5. | Prof. N.B. Dey | – Member |
| 6. | Dr. P. Debnath | – Member |
| 7. | Dr. Alok Sen | – Member |
| 8. | Dr. M. Dutta Choudhury | – Member |
| 9. | Sri Nilotpal Choudhury | – Member |
| 10. | Dr. C.R. Bhattacharjee | – Member |
| 11. | Sri Debabrata Deb | – Member |
| 12. | Prof. Swapna Devi | – Member |
| 13. | Dr. Bibhash Dev | – Spl. Invitee |
| 14. | Dr. Projit Kr. Palit | – Spl. Invitee |
| 15. | Prof. R.K. Raul | – Spl. Invitee |
| 16. | Prof. Amalesh Bhowal | – Spl. Invitee |
| 17. | Prof. B.K. Dutta | – Spl. Invitee |
| 18. | Prof. G. Ram | – Spl. Invitee |
| 19. | Prof. G.P. Pandey | – Spl. Invitee |
| 20. | Dr. Niranjana Roy | – Member-Secretary |

Absentees :

1. Prof. B. Mate
2. Sri M.K. Dutta
3. Prof. Gopalji Mishra
4. Sri Dibakar Kanunjna

- 1) The chairman welcomed all the members and special invitees of IQAC. He specially welcomed two external members, namely Prof. J.B. Bhattacharjee, Founder Vice Chancellor of Assam University, Silchar & Sri Nilotpal Choudhury, Executive Director, Shanka Press Ltd. Silchar.

- 2) Initiating the agenda items the Chairman requested the Member-Secretary to place the agenda item for discussion.
- 3) The minutes of the 2nd meeting held on 23rd March, 2010 was confirmed unanimously by the members.
- 4) The Member-Secretary placed before the house the action taken report on the resolutions adopted in the earlier meetings. He informed that the following steps have been continued and initiative taken in recent times by different administrative units in the university.
 - i) Students feedback on teachers & courses regularly taken
 - ii) Semester system has been introduced in the affiliated colleges in all TDC programmes from 2010-11 academic session.
 - iii) CBCS system introduced in PG and integrated courses in the University from 2010-11 academic session.
 - iv) Teaching plan and Semester plan has been introduced in all the academic departments.
 - v) Integrated Pre-Ph.D courses continued for all M.Phil & Ph.D. programmes.
 - vi) Capacity expansion and augmentation of infrastructure facility for all academic department has been undertaken. Many of the departments have already shifted to permanent buildings.
 - vii) Laptops continued to be provided to all faculty members and officers.
 - viii) Total automation alongwith e-Governance under NeGP has been initiated in the University.
 - ix) The total networking of entire University is in the process and continued very successfully.
 - x) The University has revamped bus service for the students and other student support services has been strengthened.
 - xi) Vishabidyalaya Ratna Group B, C & D staffs continued to be awarded to the efficient employees.

5) The meeting discussed the measures undertaken for improvement of academic and administrative performance in the University. The members participated in the discussion and expressed satisfaction about the functioning of the IQAC in the quality sustenance effort in the University. Prof. J.B. Bhattacharjee expressed his satisfaction in particular about the achievement in the field of teaching-learning and research in the University during the last 3 years. He suggested that appropriate measure needs to be taken for implementation of decisions taken in several academic and administrative bodies. After threadbare discussion the members adopted the following resolutions.

a) Teaching plan for faculty members and semester plan for the academic department needs to be effectively monitored by Deans of respective schools. As per earlier decision the teaching plan need to be submitted by all faculty members to the HOD at the beginning of the semester. Similarly the semester plan of the department shall be finalized in the departmental committee meeting. Both semester plan and teaching plan shall be submitted to the respective Deans of Schools with a copy to IQAC office. Further the faculty members will circulate a copy of teaching plan to all the students.

b) The CBCS system needs to be effectively monitored by the Deans of the School. Students advisor/ advisors for all departments shall be nominated by the Deans of the school.

c) The collection of students feedback system needs to be assessed in true spirit. It is suggested that measures should be taken to collect students feedback through online system from the next semester. For assessment of the present system of collection of students feedback a committee is constituted with the following members:

i) Prof. N.B. Dey – Chairman

ii) Dr. Alok Sen – Member

iii) Dr. C.R. Bhattacharjee – Member

iv) Director, IQAC – Member

v) Dr. Projit Palit, Coordinator Students Feedback – Member-convener

The committee shall submit a report on the restructuring of students feedback system alongwith online facilities to the Hon'ble Vice Chancellor with in a period of one month.

- 6) The meeting discussed about the implementation of UGC Regulations, 2010 in the University. As per the guidelines the faculty members will have to submit PBAS (Performance Based Appraisal System) regularly for assessment of API (Academic Performance Index) from 2009-10 session onwards. All faculty members shall submit yearly PBAS to the HOD's, who in turn shall submit this to the Dean of respective schools. The Dean of respective schools shall despatch the PBAS of all departments under the school to the IQAC office. The IQAC shall open individual faculty file (soft copy and hard copy) for documentation of PBAS. It is also advisable to all faculty members to submit a soft copy of PBAS to the IQAC office for documentation purpose. Henceforth the yearly self appraisal form of faculty member has been replaced by PBAS. A notification in this regard may be issued by the Registrar at the earliest. The format of PBAS shall be uploaded in the University website by the IQAC.
- 7) The meeting discussed in detail about the academic and administrative audit to be undertaken in the University as per earlier decision. After threadbare discussion it is decided that members shall be invited from EMS (Education and Management Services, Bangalore) during the month of March-April, 2011 for undertaking the said audit. The academic and administrative audit shall be undertaken as per NAAC guidelines. It is decided that Prof. R.K. Raul, Dean of School of Management Studies shall be the Coordinator for the ensuing academic and administrative audit. The Coordinator shall take necessary steps in this regard in consultation with Director IQAC.
- 8) The Member-Secretary appraise the house about the progress made for organizing Industry-University colloquium to be organized by the IQAC. He informed the house that Sri Nilotpal Choudhury has taken initiative in this regard and a meeting was held with high level representative from Barak Valley Cements Ltd., which has agreed to become the mentor of the event. As per the suggestion of that meeting 8 (eight) clusters were formed covering all academic departments of the University with a cluster Coordinator. One meeting was held with all the Cluster Coordinators and a brief profile of academic department has been prepared by many of the clusters. The profile and the concept note covers the following points : (i) background of the department, (ii) research and development activities (iii) brief profile of the teacher (iv) strong points of the department (v) strong points of the course curriculum (vi)


employability of the students (vii) present research scholar (viii) possible areas of collaboration with industries (ix) any other highlight

After threadbare discussion the meeting unanimously decided that a suitable date may be finalized in consultation with representatives of industries for organizing colloquium sometime in the month of March/April 2011. The meeting further requested Sri Nilotpal Choudhury to coordinate the matter in consultation with the Director IQAC.

- 9) The member discussed about the activities of Alumni Association at the University/department level. The Member-Secretary appraise the house that in many of the departments the alumni association are non-functional. The meeting unanimously resolved to nominate Prof. N.B. Dey to coordinate the matter relating to functional University level Alumni Association as per the provisions of the Ordinance. It is also decided that a separate window shall be opened in the Assam University website for registration of alumnees. Further the meeting suggested that possibilities of depositing alumni registration fee online be explored with any scheduled commercial bank.
- 10) The meeting discussed the issues pertaining to publications by faculty members in referred and index journal as per the guideline of UGC 2010. In pursuance of provisions of UGC regulations 2010 the meeting suggested that an exhaustive list of journals be prepared by all the academic department and it should be uploaded in the University website at the earliest.
- 11) The meeting discussed the issue relating to the use of ICT in teaching, learning and research for the qualitative academic development of the University. The meeting suggested that a comprehensive list be prepared with a vision for qualitative academic development through more and more use of ICTs.

The meeting ended with thanks to end from the chair.


Convener
DIRECTOR
Internal Quality Assurance Cell
Assam University, Silchar


Chairman
Vice-Chancellor
Assam University
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