

**Action taken Report of the Minutes of the Steering Committee of
Internal Quality Assurance Cell (IQAC) of Assam University held on
22.1.2019**

Agenda 1: Involving professional third parties for assisting in NAAC Accreditation

Resolution: The Chairperson of the committee placed the matter of professional bodies that assist in the process of NAAC accreditation. The Chairperson sought the opinion of the house about recruiting of such a professional body for Assam University. After a threadbare discussion, the house resolved that university may ask for “Expression of Interest” from interested parties for providing necessary assistance in this regard. It is further resolved that the interested parties shall come to the university and deliver a presentation on the type of support they shall provide and justify their service cost before a committee appointed by the competent authority. The Director, IQAC is bestowed with the responsibility to do necessary groundwork in this regard.

Action Taken: The director took up the issue with the Finance Section of the University. The Finance Section was of the opinion that as the type of service to be provided is already known so the IQAC shall float a Tender instead of “Expression of Interest”. This was done but only one party responded. Who were later interviewed, and their claim for the service was more than Rs. 5 Lakh actually 9.44 lakhs. The Finance section placed the matter in the meeting of the Central Purchase Committee (CPC). The proposal was later regretted by CPC as there was only one bidder.

Agenda 2: Action Taken Report of the External Administrative Audit

The Member Secretary appraised the house about conducting the External Administrative Audit performed at the university in August, 2018. It was resolved that the report of the External Academic Audit may be circulated to all the concerned sections and necessary Action Taken by the sections based on the report may communicated back to IQAC.

Action Taken: The director circulated the findings of the External Administrative Audit performed at the university in August, 2018 to all the sections with a request to report back to the IQAC the action taken by them.

Agenda 3: Matter related to IQAC officials

Keeping in view the increasing work load at the IQAC in context of the upcoming NAAC Visit, the Member Secretary of IQAC expressed that Dr. Md. Faruque

Hussain, Department of Earth Science, who also served as Director i/c of IQAC may be included in the IQAC core team as Deputy Director and Prof. Joyati Bhattacharya, Department of Political Science, be placed as Deputy Director of IQAC instead of Assistant Director. The matter received the approval of the house.

Action Taken: The competent authority approved the matter and necessary notifications were issued.

Agenda 4: From the Chair: Appraising of Stakeholders and Departmental IQAC Coordinators on NAAC's new rules of accreditation

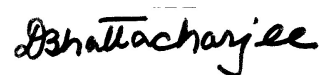
The Chairperson of the Steering Committee of IQAC, placed before the house that several talks be arranged by IQAC about the new NAAC accreditation rules with the concerned officials so that they can develop the precision about how to deal with upcoming NAAC Peer-team visit. The Departmental IQAC coordinators shall be specially trained for that purpose.

Action Taken: Dr. Farooque Hussain, Deputy Director of IQAC, organized a half day workshop on 19th of February, 2019 at Assam University on the new rules of NAAC Accreditation for the officials and Departmental IQAC Coordinators. Prof. Joyati Bhattacharya and Prof. Niranjana Roy, were the resource persons in the workshop.

Agenda 5: Circulation of resolutions of the meeting and action taken report to all members

One of the external members opined that the Member Secretary shall circulate the resolutions of the meeting and the Action Taken Report time-to-time to all the members and accordingly it was accepted.

Action Taken: This was done following the meeting.



Date: 20.2.2019

(Dibyojyoti Bhattacharjee)
Director, IQAC
Assam University