



**Internal Quality Assurance Cell (IQAC)  
Assam University, Silchar**

**Minutes of the Meeting of IQAC with the Core Committee of Sections for NAAC visit to  
Assam University dated 6.1.2021 held at PMG Hall of the Administrative Building at  
12:30 PM under the Chairpersonship of Director, IQAC**

The following members were present:

<b>Sl. No.</b>	<b>Name</b>	<b>Department/Section</b>
1.	Joyati Bhattacharjee	Director, Internal Quality Assurance Cell
2.	Pradosh Kiran Nath	Registrar
3.	Suprabir Dutta Roy	Controller of Examination
4.	C.R. Bhattacharjee	Chemistry
5.	Dibyoyoti Bhattacharjee	Statistics
6.	Nirmal Kanti Roy	Visual Arts
7.	Gautam Dutta	Visual Arts
8.	Yashmin Choudhury	Biotechnology
9.	Arun Jyoti Nath	Ecology
10.	Panna Deb	Ecology
11.	Sandeep Kumar Sumon	Law
12.	Tanusree Deb Roy	Statistics
13.	Mahan Borah	Political Science
14.	Mostifizur Rahman	Arabic
15.	Pronobesh Rn. Chakraborty	French
16.	Sangata Kr. Nath	English
17.	Deepjyoti Choudhury	Business Administration
18.	Dr. V.K.Sharma	Librarian
19.	Kallol Das Talukdar	Information Science
20.	Abdul Rasak T	Arabic
21.	M.K.Sinha	Library and Information Science
22.	Boby Demasha	Examination Branch
23.	Partha Palit	Pharmaceutical Science
24.	Sandeepan Nath	Computer Centre
25.	Manjit Singha	Computer Centre
26.	Sunita Sarkar	Computer Science and Engineering
27.	Somnath Mokopodhyay	Computer Science and Engineering
28.	Jagannath Barman	Performing Arts
29.	L.Dibamani Singh	Deputy Director, Sports
30.	Amitaba Bhattacharjee	Microbiology
31.	Sudip Choudhury	Chemistry
32.	Paritosh Mondal	Chemistry
33.	Sobhan Kumar Bedajna	System Analyst (Exam. Branch)
34.	Purnendu Das	Computer Science
35.	Supratim Roy	Pharmaceutical Science
36.	Md. Abdul Jalil	Finance Section
37.	Ranjit Das	Finance Section

At the very outset the Director, IQAC welcome all the members to the meeting and explained the very purpose of the meeting i.e. how the different sections of the university shall prepare themselves for the ensuing NAAC Visit. She started the discussion section wise. Highlights of the discussion are as below:

#### **Agenda 1: Issues Related to the Exam Section**

**Resolution:** The Director, IQAC apprised the section that the office of the Controller of Examinations (CoE) shall prepare a powerpoint presentation that shall highlight the number of colleges affiliated to the university, students appearing in different exams conducted by the Exam section, it shall include data from both the university as well as the affiliated colleges, the number of different exams conducted by the exam section along with the number of students appearing in the different exams. The number of different degrees awarded by the university, pass percentage in the different exams in the last five years, number of first classes, gold medallists etc. for the last five years. Any information about MOOCs courses, Staff Profile etc. shall also be highlighted.

To this the CoE further added that they can also provide data related to number of transcript issued which shall showcase the number of students of the university who get employment in foreign countries, result analysis, exam booklet (highlighting important exam related statistics) etc.

Director, IQAC further added that the actions taken and impact analysis of the initiative taken by the exam section related to exam reforms, automation in result processing etc. needs to be highlighted.

#### **Agenda 2: Issues Related to the Finance Section**

**Resolution:** The Director, IQAC apprised the finance section of the university shall prepare a powerpoint presentation to be presented before the NAAC Peer team that shall highlight the Staff profile, major routine activities of the section, software used by the section along with proper license, regularity audit, major audit objects and relevant compliance report. Any other matter that shall show case the performance of the section in a complimentary fashion also shall be included.

#### **Agenda 3: Issues Related to the Central Library**

**Resolution:** The Director, IQAC apprised the house that the Library plays a very vital role in NAAC accreditation. In this regard the librarian shall keep the following information ready like number of subscribed journals, databases, excess and use of Inlibnet resources, facilities available for PWD and blind students, manuscript of old books, collection of local literature, books issued and returned details, average footfall in library, teachers' visit to library, facilities available to library subscribers from remote locations.

All purchase related process, library automation, licence of software procured and COVID special measures also needs highlighting. Mention shall also be made about library visitors from outside the state/country and the kind of materials they generally ask for. Also the library shall be dust free and the books shall look to be in use.

The Librarian further added that the huge number of plagiarism certificates issued by the library even during the COVID period shall showcase the progress of academic activities even during the pandemic period. He further added that the central facilities available in the university and the use of Information Technology used in the different sections needs highlighting. Suggestion was also forwarded by him that the different sections/departments of the university can apply for ISO certification.

#### **Agenda 4: Issues Related to the Computer Centre**

**Resolution:** The Director, IQAC suggested that the Computer Centre shall be arranged in proper manner for the NAAC visit. The following measures were suggested-

- All computers shall be dust free and have internet connectivity,
- Someone shall be assigned the responsibility to inform the team about all details of the software procured by the computer center, internet related technical information etc.
- The website of the university shall be updated
- All departmental webpages shall be ready for editing and renovated at the earliest

#### **Agenda 5: Issues Related to Sports**

**Resolution:** The Deputy Director of Sports was apprised by the Director, IQAC about the information that he needs to keep ready for the NAAC Peer team. Some of which include- available sports facility, sports equipment available, year wise budget for sports, number of training camps and tournaments organized, number of participants, performance of the university in external sport meets in both team and individual events etc. It was further apprised that IQAC shall send a proforma in this regard to Deputy Director, Sports.

#### **Agenda 6: Issues Related to Different Cells of the University**

**Resolution:** The Director, IQAC mentioned that there are several cells in the university like Remedial Coaching Centre (Coordinator Dr. Paritosh Mondol), NET Coaching Centre (Coordinator: Dr. Mustafizur Rehman), Equal Opportunity Cell (Coordinator: Jagannath Barman), Entry into Services Cell (Coordinator Prof. Arup Barman). She asked the coordinators about the activities of their cells and requested them to document their recent activities. However, it appeared that most of such cells are not very active of late. To this the Registrar promised to conduct a meeting with the Cell co-ordinators, check the status, restore the centres if necessary within a couple of days and appraise the matter to the Director, IQAC.

As there was no other matter to discuss to the meeting ended with thanks from and to the chair.

Sd/-

Joyati Bhattacharya  
Director. IQAC. AUS