

**INTERNAL QUALITY ASSURANCE CELL(IQAC)**  
**ASSAM UNIVERSITY, SILCHAR**

**Minutes of the Off line Meeting of the IQAC, Assam University held at PMG Hall on 18.12.2020**

An Offline meeting of the IQAC was convened on 18-12-2020 at 1:00 a.m. with all the members of the School wise Team.

**Agenda 1: Discussion on Preparation of Departments For NAAC Peer Team Visit..**

At the outset, Director, IQAC requested the members of the School Committee to share their feedback about the progress made by the Departments with regard to the upcoming NAAC visit. Accordingly, Coordinator/Member of the School who were present appraised IQAC about the progress made by the Departments so far. As reported most of the Departments have convened meetings and initiated the process of preparation of NAAC related works.

It is also resolved in the meeting that members of the school Team will hold another meeting to communicate to the Departments of their respective School to submit a report to the IQAC on 14-Point email and preparation of Power Point presentation etc by the end of December, 2020.

It is further resolved that the IQAC will constitute Committees with senior faculty as Chairman to conduct internal academic audit of Departments/sections from the end of the third week of January. Members of the School wise Committees will make necessary communication in this regard to the Heads and IQAC coordinators of the Department.

As suggested by few members, it is also resolved that matter of evolving a common online platform for the university will be placed to the competent authority by the IQAC.

Meeting ended with thanks from and to the Chair.

Sd/-

Joyati Bhattacharya  
Director. IQAC. AUS