

Minutes of the Online Meeting on Quality Related Parameters of Assam University held on 6.11.2020

In the meeting held on 6.11.2020 under the chairmanship of the Hon'ble Vice-chancellor in presence of the members of the AUTA EC and other important Officers of AUS to discuss quality improvement of the university, Director IQAC has made a presentation on the activities to be initiated and completed by the Departments/Sections on an urgent basis in consonance with the recommendations that is made by the NAAC Peer Team in its last visit in 2014 and also keeping in view the measures that can be implemented on an urgent basis in an endeavour to improve our NIRF ranking. Following resolutions are taken after a threadbare discussion in the meeting.

Resolutions:

1. Students from outside state are an important parameter of our NIRF Ranking. Hence, data related to it is important for the IQAC for onward submission in NIRF Form. HODs will, therefore, be requested to report back the detail of students admitted from outside state to the IQAC immediately after the admission process is over. Email in this regard will be communicated to the H.O.Ds by the Director, IQAC, by Nov 9, 2020 (Monday).
2. DSW will immediately constitute a Committee to decide upon the full reimbursement of tuition fee of at least 3 or 4 students from each Department from Student Welfare Fund to ensure matter of institutional fellowship for students which is an important parameter of NIRF. Modalities to decide upon the criteria of reimbursement of Course Fee will be decided by the Committee constituted by the DSW. Necessary correspondence in this regard will be made to the DSW by the Director, IQAC, by Nov 9, 2020 (Monday).
3. The Constitution of an IPR Cell is proposed with Prof. Sudipta Roy as Advisor, Prof. Pijush Pandey as Chairman, Dr. Umesh Kumar as member and Dr. Arunjoyoti Nath as Convenor. Immediately after the approval of the Hon'ble Vice-Chancellor, the Committee will be notified to initiate activities of the IPR Cell.
4. In consonance with the previous NAAC Peer Team Report, it is resolved that campus interview needs to get intensified in the University and the Placement Cell needs to take necessary steps to ensure it. Placement cell shall immediately appoint co-ordinators to appraise and sensitize students of each department about placement related matters. Action taken report of placement cell and the initiation of sensitization programme in the Department should be completed and reported back to the IQAC by November, 25, 2020. Such sensitization programme has to be conducted by the Placement Cell at least twice in a month in a continuous manner with appropriate reporting to the IQAC.
5. COE will appoint a small Committee to look into the matter to ensure declaration of UG/PG results in time and to hold UG examination ahead of other Universities.

6. Director, Computer Centre, will hold a one-day programme to appraise departments about uploading data in the departmental Web page in the University website by Nov 25, 2020. All DAC resolutions, detail of M.Phil/Ph.D scholars, updating of bio-data of teachers, scholarship availed by students, details of students with email address and cell nos, etc. would be uploaded in this portal and will be uploaded on a regular basis. Departments need to complete the task by December 10, 2020.
7. Within 30th of November, all faculties will upload their publications and other academic and related activities of the current year in annual report portal. Both Departmental Page and Faculty Page of Annual Report Portal will remain open from Tuesday, i.e., 10.11.2020. Necessary correspondence in this regard will be made to the Departments by the Director, IQAC, by Nov 9, 2020 (Monday).
8. In correspondence with previous NAAC Peer Team Recommendations, all departments will urgently decide upon a mechanism to identify weak students and arrange remedial classes for them and also arrange some classes/activities to promote advanced learners. In this regard, Departments will make precise resolution in the DAC and implement the same from this session itself. Departments will send a report about this to the IQAC with a copy of the DAC Resolution by Nov 30, 2020.
9. Departments will ensure that students take up internship programs in industries/media/etc wherever there is opportunity. In this regard, Departments of Science stream, Law, Mass. Com, Social Works, Philosophy, etc should take active initiative.
10. All departments shall issue project/internship completion certificates to students and send list of students successfully completed project/internship with copies of the duly signed certificate by the Head and Supervisor/Mentor of the last end semester examination to the IQAC by December 6, 2020.
11. A face-book page is opened by the IQAC on 07.11.2020 to showcase all events of achievements by the University. Departments are, therefore, requested to report about events/achievements of Department/Student/Teacher/etc with photographs to the IQAC clearly mentioning the purpose so that it may be uploaded in the FB Page of the University.
12. All departments will hold an induction programme for newly entered students and send a detail report about the same to the IQAC immediately after the initiation of the First Semester Class in November.
13. All departments will assign students under mentors. Departments will take a resolution in the DAC about assigning students under various mentors with clear specification of the role that the mentor should play. Departments will send DAC resolution and the list of mentors to the IQAC by 30th of November, 2020.
14. In consonance with the previous NAAC Peer Team Recommendations, Departments must revise curriculum with clear-cut objective and course outcome and programme outcome. Departments also should resolve in the DAC a clear-cut mechanism to

assess the impact of curriculum and send a report in this regard to the IQAC by December 15, 2020.

15. Departments must also resolve in the DAC a clear-cut mechanism to analyze the feedback report and take follow up action on that. A Report of the same will be communicated to the IQAC by Nov, 30, 2020.
16. All Departments will initiate some extension activities in a systematic manner with proper maintenance of records and submission of the same to the IQAC. DAC resolution in this regard is to be communicated to the IQAC by Nov 30, 2020.
17. Departments must take appropriate steps for the maintenance of Departmental Library with proper records, Computer Lab, Smart Class Room, etc by December 25, 2020.
18. M.Phil/Ph.D admission shall be held in the month of July/August instead of January so that the students moving to higher education may be displayed in the NIRF Data of the corresponding year.
19. All section shall appoint a Branch co-ordinator of IQAC. Registrar will notify about this.
20. The departments will be visited frequently by the Core Team of the IQAC to supervise and facilitate the progress related to the suggestions given in this resolution.
21. The reception in Administrative Block, IQAC, and COEs office etc. shall be given better look.
22. CIL is currently dysfunctional. Following the observation of the last NAAC Peer Team Report regarding CIL, Hon'ble Vice-Chancellor will nominate someone to take over the charge of the CIL urgently.
23. Departments will take initiative urgently for institute-industry interaction and report for the same is to be submitted.
24. IQAC will start conducting student satisfaction survey annually. First SSS will be conducted in the month of January.

25. University must design institutional social responsibility profile with allocated budget format. Prof. Gangabhusan of Department of Social Works may be given the responsibility to do the needful in this regard.

The above resolutions are submitted to the Hon'ble Vice-Chancellor sir for approval.

Sd/-

Joyati Bhattacharya

Director, IQAC

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Hon'ble Vice-Chancellor please.....