



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

**Minutes of the Meeting of IQAC with the Head of the Departments, Departmental IQAC Coordinators and the School Committee Representatives of NAAC Peer Team visit to Assam University dated 8.1.2021 held at Bipin Chandra Paul Auditorium at 12 PM under the Chairpersonship of the Honourable Vice Chancellor of Assam University**

The following members were present:

Sl. No.	Name	Department/Section
1.	Prof. Dilip C. Nath	Vice Chancellor, AUS
2.	Joyati Bhattacharjee	Director, Internal Quality Assurance Cell
3.	Dibyoyoti Bhattacharjee	Statistics
4.	S P Singh Chauhan	Hindi
7.	Baby Pushpa Singh	English
8.	Ajita Tiwari	Agricultural Engineering
9.	Ajay Kumar Singh	Education
10.	Amitabha Bhattacharjee	Microbiology
11.	Saptarshi Paul	Computer Science
12.	Jagannath Barman	Performing Arts
13.	Rama Shanker	Statistics
14.	H Ramanand Singh	Business Administration
15.	Ram Chandra Das	Commerce
16.	Mostafizur Rahman	Arabic
17.	Paritosh Mondal	Chemistry
18.	Himadri Acharya	Chemistry
19.	Abdul Rasak T	Arabic
20.	M.K.Sinha	Library and Information Science
21.	Devasish Sengupta	Chemistry
22.	Piyush Pandey	Microbiology
23.	Moses Kharbithai	Political Science
24.	Pronobesh Ranjan Chakraborty	Chemistry
25.	Arjun Deb Sen Sarma	Indian Comparative Literature
26.	Somnath Mokopodhyay	Computer Science and Engineering
27.	Jagannath Barman	Performing Arts
28.	Pius V Thomas	Philosophy
29.	Amitaba Bhattacharjee	Microbiology
30.	Sanjib Sengupta	Mathematics
31.	Paritosh Mondal	Chemistry
32.	Sobhan Kumar Bedajna	System Analyst (Exam. Branch)
33.	Purnendu Das	Computer Science
34.	Supratim Roy	Pharmaceutical Science
35.	Deepjyoti Choudhury	Business Administration
36.	Ganesh Bhaskaran	Linguistics
37.	Nirmal Kanti Roy	Visual Arts
38.	Munmun Chakraborty	Philosophy
39.	Sandeep K Suman	Law
40.	Vankatrao Chukka	Mathematics

41.	Mousum Handique	CSE
42.	B Indrajit Singh	Physics
43.	M. Faruque Hussain	Earth Science
44.	S Sarkar	CSE
45.	Habibullah Mazumder	History
46.	Paromita Das	Mass Communication
47.	Nirupam Das	Pharmaceutical Science
48.	L N Sethi	Agricultural Engineering
49.	Humayun Bhokt	Sociology
50.	D. Mary Kim Haokip	Linguistics
51.	Sib Shankar Mazumder	English
52.	Govind Sharma	Sanskrit
53.	Vedaparna Dey	Hindi
54.	Ajit Kr. Das	Ecology
55.	Gautam Dutta	Visual Arts
56.	Nirmal Kanti Roy	Visual Arts
57.	Ravi Rajbanshi	Biotechnology
58.	Anupam Borah	Life Science
59.	Arun Jyoti Nath	Ecology
60.	Murli Basa	Performing Arts
61.	Jawaid Rahmani	Urdu
62.	Sreeparna Bhattacharjee	Education

At the very outset the Vice Chancellor, welcome all the members to the meeting and asked the Director, IQAC to discuss the issues agenda wise. Highlights of the discussion are as below:

#### **Agenda 1: NIRF data submission related**

**Resolution:** The Director, IQAC apprised the house that the data submission process of NIRF has started. She also mentioned that there are some aspects in which the university shall be able to submit better data this year. The departmental inputs for NIRF data are scrutinized this year and referred back to the departments if any discrepancy is detected. The departments need to maintain the deadline and respond to such issues at the earliest whenever any response is sought from IQAC as data submission to IQAC is a time bound issue.

#### **Agenda 2: Preparation of NAAC Peer team visit by Departments**

**Resolution:** The Director, IQAC apprised the house that the NAAC also resumed their visit schedule which was suspended during the pandemic period. She further informed the house that a meeting of Officers of the university was conducted on 6.1.2021 and the preparedness of different sections of the university was discussed. So far as the preparation of the departments were concerned the IQAC has sent (i) a 14 point email (ii) a set of guidelines for preparation of Departmental PowerPoint presentation and (iii) a checklist for the physical facilities that are available in the department (to be sent soon). The matters in (i), (ii) and (iii) have necessary inputs for the preparedness in connection to NAAC visit. She further urged that since the NAAC ranking is very crucial for quality assessment of the university the department need to complete their NAAC related preparation at the earliest.

#### **Agenda 3: Conducting of Internal Academic Audit**

**Resolution:** The Director, IQAC apprised the house that the IQAC is going to conduct an Internal Academic and Administrative Audit from the last week of February, 2021. During the audit the departments shall try to showcase the available facilities and best practises in a way they are planning

to do it before the NAAC Peer team. The Internal Audit team may accordingly suggest the changes, which departments shall address and revise in their presentation and documentation.

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

Sd/-

(Joyati Bhattacharya)

**Director, IQAC**  
**Assam University, Silchar**