



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

**Minutes of the Off line Meeting of the IQAC, Assam University
held at PMG Hall of Administrative Building of Assam University on 20.12.2020**

An Offline meeting of the IQAC was convened on 20-12-2020 at 12:30 p.m. with the HoDs of different Departments and the members of the IQAC Core Committee for NAAC Peer Team Visit.

The Agenda-wise discussion and the resolutions as and where applicable are as follows:

Agenda 1: Submission of departmental data for NIRF, 2021

At the outset, Director, IQAC informed the house that till date only 21 Departments of the University has provided the data for NIRF, the deadline of which was 20th December, 2020. She urged the departments that have not sent the data to submit the complete data at the earliest. She further informed the house that the Departments shall take care that complete data is sent to IQAC, as accurate data shall enhance the rank of the university. It is always advisable to provide complete information by activating all possible sources of collecting information.

Agenda 2: The 14-point email from IQAC

IQAC has earlier circulated an email with 14 points that are related to the NAAC Peer Team visit preparation. The departments are requested to report to the IQAC about their progress in those 14-points. Subsequently, IQAC also sent an email to all the departments about the Power Point presentation that is to be prepared by the departments to showcase their performance before the NAAC Peer Team. The departments are requested by the Director, IQAC to complete the presentation and email it to the IQAC by December end.

Agenda 3: Report of Induction Program and the Action Taken on Feedback Report on Online Teaching

Director, IQAC further appraised the house that at the beginning of the new-session an induction program is to be conducted by each of the departments for the newly joined students. A report of the same is to be prepared by the department with list of attendees, photographs etc and shall be sent to IQAC soon after conducting the event.

IQAC has already sent or report on the Feedback collected from students on Online Teaching. The departments need to decide in the DAC the Action Taken on the Feedback report by the department and needs to report it to IQAC with relevant DAC minutes.

Agenda 4: IQAC Initiatives in Near Future

The Director, IQAC informed the house that the following initiatives shall be taken by IQAC very soon:

- (i) Sending of a checklist to the departments for available Physical facilities in the department. The department needs to fill it up and return it to IQAC.
- (ii) Names of Alumni and their contact details are to be prepared by the departments and shall be uploaded in the website.
- (iii) Steps for tuition fee reimbursement to poor students are already initiated by IQAC with support from the Administration, departments need to take up the issue at their end on urgent basis. Detail email in this regard shall be sent to them by IQAC.
- (iv) An Academic Audit shall be arranged by IQAC for the departments with internal resources as per the mutual convenience of the department and IQAC to check the preparedness of the departments and to suggest necessary directions of improvement.
- (v) The Director IQAC or members of the core committee constituted for the purpose of NAAC visit may pay occasional visits to the Departments contacting the Head/Departmental IQAC Co-ordinator to assist the departments in the preparation for ensuing NAAC Peer Team Visit.

Agenda 5: Online Teaching/examination and Microsite Administrator Training

Director IQAC, informed the house to keep them prepared about the ways and means in which online evaluation, assessment and teaching was conducted in their department during the COVID days, with necessary documentation. This might be one of the questions which NAAC Peer Team might enquire.

She also asked everyone to send departmental representative to the Microsite Administrator Training that is to be conducted by the Director, Computer Center as per schedule circulated by him.

Agenda 6: Suggestions from the members

The members attending the meeting forwarded various suggestions that IQAC/University shall follow for better performance before NAAC Peer team. They are:

- Signage (Sign boards showing directions)

- Suggestion Box in each department
- NET Coaching Center and Remedial Coaching Cell shall be activated

The Director IQAC took a note of the same and expressed that this issues shall be taken up in appropriate forum of the university.

Meeting ended with thanks from and to the Chair.

Sd/-

Joyati Bhattacharya
Director. IQAC. AUS