

Minutes of the 2nd meeting of the IQAC held on 23rd March, 2010 in the Premendra Mohan Goswami Sabhakakshya, Administration Building, Assam University

Members present :

1. Prof. Tapodhir Bhattacharjee – Chairman
2. Prof. J.B. Bhattacharjee – Member
3. Prof. G.D. Sharma – Member
4. Prof. Goutam Biswas – Member
5. Prof. B. Mate – Member
6. Prof. N. B. Dey – Member
7. Dr. P. Debnath – Member
8. Dr. Alok Sen – Member
9. Sri D. Kanunjna – Member
10. Dr. M. Dutta Choudhury – Member
11. Sri Nilotpal Choudhury – Member
12. Dr. B.R. Choudhury – Spl.Invitee
13. Prof. Gopalji Mishra – Spl. Invitee
14. Prof. Rama Bhattacharjee – Spl. Invitee
15. Dr. Bibhash Dev – Spl. Invitee
16. Dr. Projit Kr. Palit – Spl. Invitee
17. Dr. Niranjana Roy – Member-Secretary

- 1) The Chairman extended welcomed to all the members and special invitees in the 2nd meeting of the IQAC, specially two external members, namely, Prof. J.B. Bhattacharjee, founder Vice Chancellor of Assam University and Sri Nilotpal Choudhury, Exectuvie Director, Sankha Press Limited, Silchar.
- 2) Initiating the agenda items the Chairman urged upon all the members for their valuable contribution and participation towards attainment of Excellence and Quality in academic and administrative matters of the University.
- 3) The minutes of the first meeting held on **4th September, 2009** was confirmed unanimously by the members.
- 4) The member-secretary & Director, IQAC placed before the Committee the Action Taken Report on the basis of the decisions taken in the first meeting. He informed the house that following steps were initiated in recent times with encouraging response.

- i) Students feedback on teachers & courses regularly taken.
 - ii) Introduction of semester systems in the affiliated colleges in TDC programme has been finalised and it will be effective from 2010-11 academic session.
 - iii) TDC syllabuses for all the subjects as per semester plan have been finalised.
 - iv) Compulsory course work for M.Phil and Ph.D in the form of integrated Pre-Ph.D course have been introduced.
 - v) Career Counselling and Placement Cell has been strengthened and Co-ordinator appointed as per UGC guidelines.
 - vi) Capacity expansion and augmentation of infrastructural facilities has been undertaken. All existing academic departments functioning from Transit Accommodation Complex (TAC) to be shifted to permanent buildings by 2011.
 - vii) Laptops / Computer continued to be provided to the faculty member.
 - viii) Total computerisations of administration, finance and examination section have been initiated.
 - ix) Student support services have been strengthened.
 - x) 'Biswavidyalaya Ratna' for group B and C staff awarded and becomes an annual activity.
- 5) The meeting discussed future course of actions for strengthening the academic and administration performances of the University. It was resolved that :
- a) As per the earlier decision CBCS system be introduced in PG and integrated courses from 2010-11 academic session.
 - b) All faculty members are to prepare a teaching plan as per the format prepared by the IQAC (for even and odd semester separately). The said teaching plan must be submitted to the HOD at the beginning of the semester. The HOD will forward the Teaching plan of all faculty members to the Dean of respective school and another copy to IQAC office. Further the faculty members will circulate a copy of teaching plan to all the students.
 - c) All departments will prepare a semester plan as per academic calendar published in the prospectus detailing all academic programmes, including semester, conference etc to be organised during that semester.

d) There will be annual academic and administrative audit at the end of each academic year. The format for such audit will be circulated by the IQAC to all concerned. The academic and administrative audit will be as per NAAC guidelines. A five member external experts will assess the status of the departments similar to the NAAC peer team visit. The external committee will be constituted by Hon'ble Vice Chancellor. For 2009-10 academic & administration audit the team will visit in the month of September, 2010.

At a later stage the same auditing system will also to be extended in the affiliated colleges.

All these information will be uploaded in the University website.

- 6) IQAC has been organising regularly training programme, workshop, special lectures etc. It has been decided to organise may other such programmes during this financial year. It is suggested that a national seminar on Higher education may be organised at an early date. The list of programmes organised by IQAC during 2009-10 will be included in the Annual Report.
- 7) It is resolved that as part of academic and administrative auditing a Bi-annual Quality Rader (QRs) will be developed for monitoring performance of the departments semester wise.
- 8) In the first meeting of IQAC it was decided to initiate industry-university linkage at the earliest. Sri Nilotpal Choudhury was given the responsibility to initiating the same. Sri Choudhury informed that he has already contacted many industrialists in this context. It has been decided that a Mega event in the form of **colloquium on Industry- University Partnership** be organised sometimes during September-October, 2010. All departments will be requested to make a power point presentation on strong points or Unique Selling Points (USP) on the curriculum, students achievements etc. in that **colloquium**. A steering committee was then formed with all the internal members present in the meeting. Decided that Director, IQAC shall be the Convenor. Director, IQAC was also authorised to contact CII and other industries for sponsorship and for other necessary arrangement for the said programme.
- 9) The meeting ended with thanks to and from the chair.