

Minutes of the 4th meeting of the Directorate of Internal Quality Assurance (DIQA) held on 12th August, 2011 in the Premendra Mohan Goswami Sabhakakshya, Raja Rammohan Roy Prashasaniya Bhavan, Assam University, Silchar.

Members present:

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| 1. Prof. Tapodhir Bhattacharjee | - Chairman |
| 2. Prof. J. B. Bhattacharjee | - Member |
| 3. Prof. G. D. Sharma | - Member |
| 4. Prof. Goutam Biswas | - Member |
| 5. Sri Debabrata Deb | - Member |
| 6. Sri Dibakar Kanunjna | - Member |
| 7. Dr. Bibhash Dev | - Special Invitee |
| 8. Prof. G. P. Pandey | - Member |
| 9. Prof. Gopal Ji Mishra | - Member |
| 10. Prof. R. K. Raul | - Member |
| 11. Prof. N. B. Dey | - Member |
| 12. Prof. C. R. Bhattacharjee | - Member |
| 13. Dr. M. S. Rana | - Member |
| 14. Dr. P. K. Palit | - Member |
| 15. Sri P. K. Nath | - Special Invitee |
| 16. Sri A. K. Mandal | - Special Invitee |
| 17. Mostafizur Rahman | - Special Invitee |
| 18. Dr. Shubhadeep Roychoudhury | - Member |
| 19. Prof. Niranjana Roy | - Director & Member Secretary |

Absentees:

1. Prof. B. Mate
2. Prof. A. K. Sen
3. Prof. Swapna Devi
4. Prof. M. Dutta Choudhury
5. Sri Bijoy Garodia
6. Dr. P. Debnath
7. Dr. Anindya Syam Choudhury
8. Dr. Angshuman Sen

1) The Chairman welcomed all the members and special invitees of the DIQA. He especially welcomed the external member Prof. J. B. Bhattacharjee, founder Vice Chancellor of Assam University, Silchar.

2) Initiating the discussion the Chairman requested the Member Secretary to place the agenda items for discussion. The Member- Secretary informed the house that in pursuance of

the decision of 80th meeting of the Executive Council of Assam University, IQAC has been upgraded into Directorate of Internal Quality Assurance. Under the supervision of the Directorate, three units have been reorganised, namely, Quality Assurance Unit, Planning and Development Unit alongwith documentation and Academic Co-ordination Unit.

3) The minutes of the 3rd meeting of the IQAC held on 30th November, 2010 was confirmed unanimously by the members.

4) The Member Secretary placed before the house the action taken report on the decisions adopted in the earlier meeting and presented the achievements of DIQA towards achieving quality assurance in the University. He informed that the following steps and initiatives have been taken in recent times by different administrative units of the University:

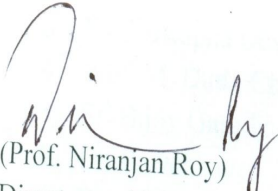
- i) Students' feedback on teachers & courses taken semester-wise and sent to concerned faculty members department-wise.
- ii) Internal Academic and Administrative Audit conducted by DIQA in the month of May, 2011 and the reports sent to concerned departments. A summary of the Audit Report placed before the committee. The Member Secretary also informed the house regarding the preparation for Academic and Administrative Audit to be conducted by external experts during September 12-13, 2011.
- iii) The Member Secretary also informed the house that after 2008 visit of NAAC team the IQAC was constituted with an objective of implementing the NAAC peer team recommendations *in toto* in the context of NAAC re-accreditation to be held in 2012.
- iv) Semester system introduced in the affiliated colleges in all TDC programmes from 2010-11 academic session
- v) The CBCS (Choice Based Credit System) along with interdisciplinary curricula has already been implemented in PG and integrated courses of the University from 2010-11 academic session.
- vi) A University-Industry Interaction Centre to be set up in December, 2011 in collaboration with industrial houses of the north eastern region.
- vii) Teaching plan and semester plan has been introduced in all the academic departments.
- viii) Integrated Pre-PhD courses continued for all M.Phil & PhD courses.
- ix) Capacity expansion and augmentation of infrastructure facility for all departments has been undertaken. Thirty-two out of total 34 departments have shifted to permanent buildings.
- x) Laptops continued to be provided to all faculty members & officers.
- xi) Existing 9(nine) Schools of Studies have been re-organised into 16(sixteen) schools.
- xii) Central Instrumentation Laboratory established which will soon be upgraded to 24x7 uninterrupted academic service to researchers and faculty members of the University.
- xiii) Improved transportation facilities for students and other student services within the campus have been strengthened. Intra-University transportation facility strengthened for the teachers.
- xiv) PBAS & CAS implemented as per UGC Regulations 2010.

- xv) Smart classroom installed at least one in each department.
 - xvi) Non-magnetic white marker board installed in all classrooms
 - xvii) Non-magnetic white board provided to the chamber of faculty members up to Associate Professors in the first phase.
 - xviii) Modular desk and gallery type sitting arrangement is being introduced starting with the Department of Law. In a phased manner all departments will be converted in to modular gallery type sitting arrangement.
 - xix) The Centres of Studies established in the University and are properly functioning:
 - a. Endangered Languages, Manuscriptology & Folk Study
 - b. Biodiversity, Natural Resources & Conservation
 - c. Soft Matters
 - d. Bioinformatics
 - e. Human Development
 - f. Tribal Studies (Diphu Campus)
 - xx) Computerisation with dedicated port to each faculty and section has been completed.
 - xxi) Total networking of entire University completed very successfully.
 - xxii) Digitalisation of the Campus is at the final stage.
 - xxiii) Phenomenal increase in the number of PhD students.
 - xxiv) Increase in the number of academic departments and the number of PG students.
 - xxv) Increase in the number of OBC students.
 - xxvi) Growth in the no. of UG students.
- 5) The meeting discussed the measures undertaken for improvement of academic and administrative performance in the University. The members participated in the discussion and expressed satisfaction about the functioning of the DIQA in the quality sustenance efforts in the University. Prof. J. B. Bhattacharjee expressed his satisfaction concerning the actions taken by the DIQA in the field of teaching-learning and research in the University in particular during the last 3 years in implementing the recommendations of NAAC peer team. He suggested that appropriate measures need to be taken for implementation of various academic and administrative reforms. After a threadbare discussion the members adopted the following resolutions:
- a) It has been noted that the teaching plan for faculty members and semester plan for academic departments is not being appreciated and maintained properly by many departments. The members stressed on formulation of specific guidelines for implementing these plans. The Director, DIQA has been given the responsibility for appropriate action in this regard.
 - b) The activity of the alumni association has to be improved under Prof. N. B. Dey as Co-ordinator so that the alumni association rises to the occasion and do the all important tasks in consultation with the Director, DIQA keeping in view the NAAC reaccreditation in 2012.
 - c) A University-Industry Interaction Centre needs to be established soon. It has been emphasized that the Tea Industries, Hindustan Paper Mill, Publishing Houses and Media Industries of the region should be contacted for the same.

- d) Curricula development based on feedback from industry people involved in R & D to be initiated soon. In this regard, the members suggested that without disturbing the structure of the Ordinance, 1(one) member may be invited as Special Invitee from concerned industry sector till amendment of the Ordinance. For this purpose a standing committee may be constituted with Pro-Vice Chancellors and Deans.
 - e) Bridge/remedial courses to be initiated soon for the students particularly for SC/ST/OBC/minority category students as per UGC guidelines for merged scheme.
 - f) The Career Counselling and Placement Cell needs to be revamped soon for counselling of students by appointing 2(two) Counsellor at the earliest. The members have also emphasized on inclusion of subjects like Educational Psychology, Social Psychology in the UG/integrated curriculum by concerned departments.
 - g) A Research Consultant needs to be appointed who will work in co-ordination with DR (Academic).
 - h) Each department needs to publish a booklet mentioning the title of PhD degrees (awarded & ongoing) and submit a copy of the same to DIQA for documentation.
 - i) A Exhibition cum sale window needs to be opened in the Dept. of fine Arts for display/sale of paintings/handicrafts/articles made by students of the department.
 - j) In order to improve the transportation of teachers hiring of buses on payment-basis (self-supported) may be arranged & the Registrar is requested to formulate a strategy in this regard..
- 6) The meeting discussed in detail the Academic & Administrative Audit, 2011 to be held in September 12-13, 2011. The Member Secretary informed the house that the External audit team has given the consent to undertake the same.
 - 7) The meeting discussed the preparation of the University concerning the NAAC reassessment for the main campus in Silchar, which is expected any time after July, 2012. The NAAC assessment for Diphu campus was also discussed. The meeting authorised the Director, DIQA to initiate all necessary action in this regard.
 - 8) After a threadbare discussion the members suggested the following quality enhancement measures:
 - a. For employability short term courses needs to be designed by respective academic department.
 - b. Innovative research is necessary with the objective of filing patents. In this regard members suggested that an IPR Cell with Prof. C. R. Bhattacharjee being the Co-ordinator and an Innovation Cell with Dr. Bibhash Dev being the Co-ordinator should be established soon.
 - c. It is necessary to project the achievements of the University through website time to time.

- d. Ongoing research projects, year-wise generation of funds through projects, achievements of students, collaboration initiatives should be made available on the University website for better visibility.
 - e. Examination results should be published within the prescribed time limit and the concerned Deans of Schools should be given responsibility in this regard. Honøble PVC Prof. G. D. Sharma should finalize the modalities in consultation with the Controller of Examinations.
 - f. 12th plan proposal should emphasize on strengthening the Deansø Offices in order to make them fully operational.
 - g. Academic curricula for UG/PG courses should be revised particularly concerning the non-core subject areas.
 - h. Emphasis needs to be given on language learning, mainly communication skills.
 - i. Awareness programmes should be organized for research scholars of the University on improvement of thesis writing, methodological issues and plagiarism by the department. DR (Academic) is requested to take necessary action.
 - j. An institutional repository should be created in the library.
 - k. A University bookshop should be opened in the campus in order to make available the recent books and literatures to the students/researchers as well as faculty members of the University.
 - l. As our society is socio-economically challenged the University should also serve the society with inclusiveness and the DIQA should see to it.
- 9) The members expressed satisfaction on many of the positive steps taken for quality progression of the University. However, concerns were also expressed pertaining to digitalization of library which is should be done as soon as possible. Overgrowth of PhD students remained another area of concern and it was emphasized that the quality of research/thesis should not be compromised with as this reflects the educational quality of the University.

The meeting ended with thanks to and from the chair.


(Prof. Niranjana Roy)
Director and Member Secretary


(Prof. Tapodhir Bhattacharjee)
Chairman