

Action taken Report of the Minutes of the Steering Committee of Internal Quality Assurance Cell (IQAC) of Assam University held on 15.5.2018

Agenda 1: New NAAC Accreditation Rules

Resolution: The Chairperson of the committee appraised the house about the fresh rules of NAAC accreditation, and expressed that the IQAC shall take necessary steps for the next NAAC peer-team visit. Dr. Prodipto Das, Assistant Director of IQAC also appraised the house that the request for NAAC visit shall reach the office of NAAC, Bangalore latest by the month of March, 2019.

Action Taken: The Self Study Report of the University should be submitted within 1 month of submission of the application for NAAC visit i.e., IQA. So all the departments and sections of the university are told to complete their departmental/section's SSR and submit it to IQAC for compilation.

Agenda 2: Corrective Measures for the next NAAC visit

Resolution: A tread bearing discussion followed between the members of the committee concerning the NAAC visit and following resolutions were taken:

(i) Internal Academic Audit shall start for all the academic departments followed by the External Academic Audit. IQAC shall initiate necessary steps for the same.

Action Taken: No action was taken in this regard.

(ii) The Administrative Audit shall also be initiated. However, the members felt that the Administrative Audit shall be done through external experts only.

Action Taken: Administrative Audit with External experts was done in August, 2018.

(iii) The recommendations of the audits both external and internal for both Academic and Administrative shall be completed within the next 6 months.

Action Taken: The outcome of the administrative Audit was reported to all sections.

(iv) The house opined that like the academic departments the IQAC co-ordinators are also to be appointed for the Finance Section, Registrar's Office, Examination section and the Library.

Action Taken: The action was done within a month.

Agenda 3: Informing the Stakeholder's of the University about the NIRF ranking and NAAC visit

Resolution: The Chairperson of the Steering Committee of IQAC, placed before the house that Prof. Niranjan Roy, Dean School of Economics and Commerce who is aware of the latest NAAC accreditation rules be requested to deliver a talk before the stakeholders of the university in near future. This shall help everyone to understand

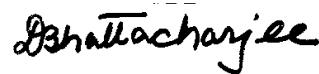
all the dos and don'ts and accordingly prepare for the next NAAC Peer-team visit. On the same day a presentation shall also be made by the Director, IQAC on the recently concluded NIRF ranking from Assam University's perspective.

Action Taken: The action was taken up within a month's time.

Agenda 4: Recruitment of Database Programmer

Resolution: The Secretary of the Steering Committee of IQAC, placed before the house the new steps initiated by IQAC in maintaining quality parameters viz. maintaining different database and feedback systems online. For this purpose, need was felt to engage a Data Base programmer who can perform necessary programming to maintain the online software and the database as the necessary machines are already purchased by the university. The house approved the engagement of the Database programmer and felt that necessary steps shall be initiated in this regard.

Action Taken: The action was taken up within three months time and a Database Programmer called Mr. Arijit Sinha was appointed.



Date: 15.2.2019

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