

Minutes of the first meeting of the reconstituted body of IQAC held on 4th September, 2009 at Conference room of Assam University Guest House

Members Present:

1. Prof. Tapodhir Bhattacharjee, Vice Chancellor----Chairman
2. Prof.J.B.Bhattacharjee-----Member
3. Prof.Goutam Biswas-----Member
4. Prof.B.Mate-----Member
5. Prof. Swapna Devi-----Member
6. Dr.C.R.Bhattacharjee----Member
7. Dr.P.Debnath-----Member
8. Sri M.K.Dutta-----Member
9. Sri Nilotpal Choudhury----Member
10. Dr.P.K.Palit-----Spl. Invitee
11. Dr.Niranjan Roy-----Member-Secretary

1. The Chairman welcomed all the members of the newly reconstituted body of IQAC to the meeting. He specially welcomed two external members Prof. J.B.Bhattacharjee, founder Vice Chancellor of Assam University and Sri Nilotpal Choudhury, Executive Director, Sankha Press Ltd., Silchar.
2. Initiating the agenda items for discussion the Chairman requested the members to identify the grey areas of the University in the pursuit of achieving excellence. He highlighted that the main aim of the Assam University may be summed up in Latin as ‘Excelsior’, that is, towards creative and intellectual excellence for the sake of our society and nation. He urged upon the members to dwell up on the academic and administrative reforms with focus mainly in its implementation and follow up action.
Vice-Chancellor has expressed his desire that the University to be always “Innovative” and attainment of Excellence and Quality should be the main goal.
3. Director IQAC and Member Secretary Dr. Niranjan Roy informed the house that after the NAAC team,s visit during 21-25 August, 2008 the University made a plan of action for the year 2008-09 based on the Peer Team Report. He placed a detailed report on the activities and programmes undertaken during the academic year 2008-09. He informed that the recommendation of Peer Committee report was accepted in principle and most of them were implemented during the year 2008-09. He pointed out that one of the significant achievements during the year 2008-09 is the introduction of Centralized system of collecting, analyzing and reporting of Students feedback/assessment. The Report was discussed first in the Deans Committee meeting and a copy of the Departmental Report was forwarded to each department for sharing the report with faculty members and taking necessary steps in this regard. All the departments have sent their Departmental

resolutions indicating action taken in this regard. Some of the issues that were addressed during the year 2008-09 were:

- (i) Introduction of Students Assessment of teachers for both UG and PG programmes through a centralized mechanism.
- (ii) Introduction of semester systems for UG programmes in affiliated colleges
- (iii) Strengthening research programmes and introduction of compulsory course work for M.Phil and Ph.D programmes
- (iv) Augmentation of infrastructure facilities for academic departments
- (v) Strengthening Guidance, counseling and placement services
- (vi) Augmentation of ICT enabled teaching and faculty development programmes
- (vii) Strengthening Student support services
- (viii) Organisation of various programmes like seminar, conferences, workshops and special lectures
- (ix) Institution of “Biswavidyalaya Ratna” award for group B and C staff.

4. Prof. J.B.Bhattacharjee, founder Vice Chancellor of Assam University and external expert welcomed the decision of the University about establishment of IQAC as per the recommendation of NAAC Peer Team and proposed that the University should take the suggestions seriously and work to its best to achieve the targets. He was happy that the University has already initiated the process of implementation of NAAC Peer team recommendations. However he urged up on the University authority to formulate policy decisions in respect of academic and administrative reforms as per established rules and regulations and the objectives of the University. He also pointed out that issues which need further efforts should be identified at an early date. Sri Nilotpal Choudhury, external member has pointed out that as per the recommendation of NAAC Peer Team Industry-University Interaction Centre may be given top priority for the benefit of students. Prof.Goutam Biswas, Pro Vice Chancellor, Dr.C.R.Bhattacharjee, Dr.P.Debnath, Controller of Examinations, Prof. Swapna Devi and other members participated in the discussion. After a threadbare discussion the following decisions have been taken:

- It is proposed to conduct IQAC meetings once in each quarter
- It was found that the University has expanded over the years, but the strength of the ministerial/supporting staff has not been reinforced proportionately. For qualitative efficiency in administrative and academic works IQAC feels that ministerial support needs to increase. The meeting requested the University authority to take up the matter with UGC and MHRD so that quality sustenance efforts should not suffer for want of adequate manpower deployment at the level of the ministerial support.
- Establishment of University Industry Interaction Centre as a formal body with structured consultancy rules as per UGC guidelines should be given top priority for the benefit of the students.

- Efforts should be made by the University authority for cent percent implementation of rules and regulations of the University in respect of Academic and Administrative functioning..
- The holding of classes for 180 days in academic calendar year (90 in a semester) should be ensured as per rules and regulation. The route for classes should be made taking into account the requiremenrs of number of lectures, tutorials, practicals, assignments, internal tests etc. the workload of the teachers, and the requirement of at least 75% compulsory attendance of students separately in each should be ensured through the HODs and Deans and the IQAC should maintain records of the activities. The use of library and computer acility by the students and researchscholars should also be ensured..
- For ensuring quality research work leading to M.Phil and Ph.D, effective steps should be made for implementation of latest UGC guidelines as adopted already by the University in letter and spirit.
- The meeting recommended in principle immediate introduction of choice based credit system (CBCS) in University departments to provide horizontal mobility of students and vertical integration of interdisciplinary curricula. It has been resolved that the Controller of Examinations should assess the possibilities and difficulties in this respect and make a power-point presentation on CBCS in the next meeting of the IQAC.
- Student's feedback system as per existing pattern should continue. The Director may also explore the possibilities of collecting feedbacks from other stakeholders.
- For monitoring teaching in different departments as per UGC guidelines it is decided to request all the HODs to send copy of the Time Table (semester-wise) to the IQAC office. The meeting authorized the Director to study the time table and prepare a report in this regard.
- It has been decided that regular visit to the departments will be made by the Vice Chancellor along with other members to verify the students attendance and records of individual teachers. All HODS may be requested to instruct faculty members in this regard.
- For ensuring quality and efficiency in administrative and academic works, the assessment system be introduced for non-teaching staff as well. Director IQAC may frame the modalities in this regard and should submit the same in the next meeting.
- For the Staff development workshop, awareness programme, seminar and symposium may be organized by the IQAC.
- ICT should be used effectively in all respects for improving efficiency in delivery mechanism and teaching and learning.
- The meeting ended with thanks to and from the chair.