

INTERNAL QUALITY ASSURANCE CELL
GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Head office : Hathkhowapara, Azara, Guwahati, Pin: 781017
Website : gcuniversity.ac.in Email : iqac@gcuniversity.ac.in

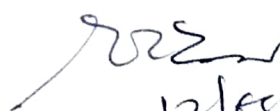
**Action(s) taken Report of the Fourth meeting of the Internal Quality Assurance Cell of GCU,
Assam, held on GCU held on 28th May 2024**

Agenda No	Discussion	Resolutions	Action Taken Status
Agenda no 1: Meeting put to order by the Chairperson, IQAC	The Chairperson, IQAC, Hon'ble Vice Chancellor welcomed all the members of IQAC. The IQAC then discussed the important points of new reforms in NAAC.	--	No Action Required
Agenda no 2: Confirmation of the minutes of 3rd IQAC meeting held on 29 January 2024	<p>The Director, IQAC placed the minutes of the last meeting. After the discussion the Members approved the minutes of the meeting with following necessary notes. The following points have been discussed:</p> <p>(i) Prof. S Robert Ravi informed that the departmental vision and missions have been scrutinised and modified. It has been suggested that the same should be circulated to the faculty members of respective departments for feedback and dissemination.</p> <p>(ii) Hon'ble Chancellor, GCU emphasised on submitting project proposals by the faculty members of various depts. He suggested to visit the departments with the Chairman, RDC to talk about broad research areas and projects etc. The hon'ble VC asked the Chairman, RDC to prepare a review on the research activities of each department of the university.</p> <p>(iii) The Vice Chancellor asked Dr. Debarshi Mallick, HoD, ME to hold a workshop on OBE for the newly appointed faculty members. Dr. Mallick has been advised to mentor the new faculty members in preparing the COs of their respective courses.</p> <p>(iv) The Vice Chancellor asked Dr. Th Shanta kumar to interact with faculty members to discuss the difficulties faced by them in using the new ERP system.</p>	<p>(i) The IQAC will collect the final Vision / Mission of the departments and thus Vision / Mission of each department should be disseminated in proper places for circulation.</p> <p>(ii) Chairman RDC Should take initiative to train the faculty members to write Proper Project proposals.</p> <p>(iii) Dr. Debarshi Mallick, HoD, ME to hold a workshop on OBE for the newly appointed faculty members.</p> <p>(iv) Dr. Th Shanta kumar will interact with faculty members to discuss the difficulties faced by them in using the new ERP system</p>	<p>(i) The Director IQAC requested the department head for proper dissemination of the visions and missions.</p> <p>(ii) Director, RDC has taken steps and conducted several rounds of meeting with the departments to expedite the process of writing project proposals.</p> <p>(iii) Dr. Debarshi Mallick will conduct the next round of OBE workshop with newly appointed faculty members of GCU.</p> <p>(iv) Dr. Shanta Kumar has conducted several rounds of ERP training for the faculty members.</p>

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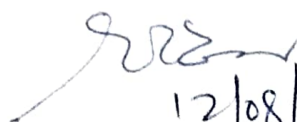
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Agenda no 3: Actions taken report of the 3rd IQAC meeting held on 29th January 2024	The Director, IQAC placed the actions taken report of the 3rd IQAC meeting held on 29 January 2024 and after discussion, the meeting approved the same.	--	No Action required.
Agenda 4: Report on NAAC data collection and deficiencies	<p>Director IQAC submitted and described the position of NAAC, steering committee and its progress towards collection of information towards NAAC accreditation. The following important points have been discussed:</p> <p>i) As per the requirements placed by NAAC Criteria Co-ordinator the syllabi of the various courses need to be reviewed and revised timely and that can be placed in the AC meeting. The Honourable Vice Chancellor told that the minutes of the Academic Council meeting may be considered as a proof of the same.</p> <p>ii) It has been also pointed out that many events are conducted by various departments hampers the normal routine of classes and attendance of the students. Hon'ble Chancellor suggested that the target audience of a particular event should be informed three days prior any event. Hon'ble Vice Chancellor also asked to conduct events which have relevance for the target audience.</p> <p>iii) Hon'ble Chancellor asked to intensify the club activities of the University. The Vice Chancellor suggested forming a UNESCO Club.</p> <p>iv) The Chancellor suggested to develop two standard ICT classrooms which can be used by all departments for virtual classes while interacting with the outside experts or participants.</p> <p>v) The meeting suggests for different types of Museum to be established such as Biological , Engineering,</p>	<p>i) The Dean (Students Affairs) to intensify the club activities of the University together with forming a UNESCO Club.</p> <p>ii) Mr. Adarsh Pradhan has to look after the matter to create atleast two ICT based classroom or webinar hall which will facilitate the University to interact with outside university also.</p> <p>iii) IQAC will conduct a meeting with HoD's and other authorities of the university to discuss about the matter regarding point (i) ,(ii), (iii), (v), (vii), (viii),(ix) as mentioned.</p> <p>iv) IQAC will collect the feedback of Students Satisfaction Survey.</p>	<p>i) Dean Students affairs has taken steps to intensify the Club activities. Also Club activities are incorporated in the routine such the regular activities are conducted during the semester.</p> <p>ii) Mr. Adrash Pradhan has been taken steps to convert few rooms to convert into standard ICT based room. He is in the process of collection of equipment list for such conversion.</p> <p>iii) IQAC will conduct meeting with HoD's and other authorities within August 2024.</p> <p>iv) Students Satisfaction Survey Report and its its analysis has been prepared.</p>


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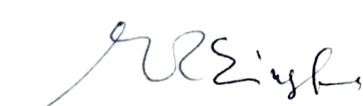
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	<p>Yoga, IKS, Life sciences museum at University campus for a scope to study the for the students.</p> <p>vi) The members also discussed on importance of student satisfactory survey (SSS) and told IQAC to conduct the Student Satisfaction Survey as per NAAC format.</p> <p>vii) The Vice Chancellor asked the Director, IQAC to suggest the faculty members and the students to frequently visit the central library to increase the no of footfall. The faculty members are advised to accompany the students to the library. The Vice Chancellor also suggests to prepare an IT Policy of the university and in this regard a committee has to be formed. Vice Chancellor also directed IQAC to conduct a workshop on E content development and online teaching learning through SWAYAM, NPTEL etc..</p> <p>viii) The meeting also discussed to set up a Competitive Examination Cell to guide the students in appearing exams like GET, NET, GPAT etc.</p> <p>ix) The meeting discussed to start an Alumni page in the GCU website where the outgoing students may register before passing from the university. Moreover, passed out students should be made mandatory to register as during processing of his final clearance.</p>		
Agenda 5: Feedback and collection strategies	It has been suggested that software should be developed for taking feedback. IQAC should take initiation.	Director IQAC should take necessary arrangements for collection of various feedback suggested by NAAC.	Feedback on OBE, Feedback on SSS, Feedback on Curriculum (Both student and faculty) has been collected and analyzed.
Agenda 6: Faculty	It has been discussed that all faculty members should submit the Performance	Director, IQAC should take necessary	AICTE 360 Degree feedback have been

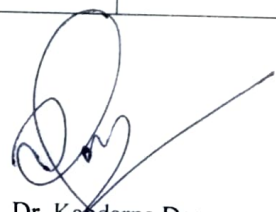

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members Performance Based Appraisal System.(PBAS) for 2023-24	Based Appraisal System.(PBAS) for 2023-24. Resolutions: it has been decided that all faculty should submit the PBAS form in PDF format by 15 July	arrangements to collect the PBAS form in PDF format by 15 July 2024.	collected. PBAS for 2022-23 and 2023-24 have been collected from the faculty members.
Agenda 7: Applying for NBA Accreditation	Discussion : It was discussed that before applying for NBA, the faculty student ratio should be carefully monitored. The Vice Chancellor advised to conduct a meeting among the Director, IQAC, Dr. Debarshi Mallick and Mr. Adarsh Pradhan to work on the Faculty Student Ratio (FSR).	Dr. Debarshi Mallick, NBA Coordinator, will conduct meeting with Program Coordinators to check the Pre-qualifier status of the programs CE, CSE for make an application to NBA in the session 2024-25 and inform the same to the authority.	Dr. Debarshi Mallick, NBA Coordinator, has conducted a meeting for checking the Pre-qualifier status of the programs CE, CSE for make an application to NBA in the session 2024-25.


Dr. M. R. Singha
Director, IQAC
GCU, Assam

12/08/2024


Dr. Kandarpa Das
Chairman, IQAC
GCU, Assam