

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

Minutes of the Fourth meeting of Internal Quality Assurance Cell, GCU held on 28th May 2024

Members present:

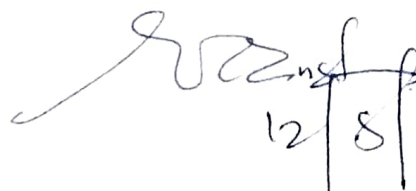
1. Prof. Jayanta Deka, Chancellor, GCU	Special Invitee
2. Prof. Kandarpa Das, VC, GCU	Chairperson
3. Shri Jasodaranjan Das, President, SSA	Member
4. Dr. Dipankar Saha, Registrar	Member
5. Dr. S. Robert Ravi, Dean, E and T	Member
6. Dr. Sandip Bordoloi, Dean, Students affairs	Member
7. Dr. Damiki Laloo, Professor, Pharmacognosy	Member
8. Dr. Shanta Kumar, Associate Professor, CSE	Member
9. Dr. Nilanjana Deb, Associate Professor, BA	Member
10. Dr. Nikhil Biswas, Associate Professor, Pharmaceutics	Member
11. Dr. Lipi Goswami, Asstt. Prof, Physics Dept	Member
12. Ms. Manashi Devi, Asstt. Professor, ENFL	Member
13. Mr. Swapnanil Sarma, Asstt. Professor, ME	Member
14. Dr. Kankan Kishor Pathak, Asstt. Professor, ME	NAAC criteria Coordinator
15. Ms. Lima Patowary, Asstt. Professor, Pharma. Chemistry	NAAC criteria Coordinator
16. Mr. Tridip Saikia, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
17. Mr. Junmoni Kalita, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
18. Dr. Debarshi Mallick, Associate Prof. ME	NAAC criteria Coordinator
19. Dr. Moytri Sarma, Assistant Prof. Maths	NAAC criteria member
20. Dr. Mukta Ranjan Singha, Associate Professor, CA	Director, IQAC

Members present online

1. Ms. Kunki Chowdhury, Member, SSA	Member
2. Dr. Abdul Baquee Ahmed, Principal, GIPS(T)	Member
3. Mr. Kishor Kumar Choudhury, Controller of Examinations, GCU	Member
4. Sri Uttam Borah, Pharmacy Officer(NFG)	Member

Leave of absence (who cannot attend the meeting due to some reasons)

1. Mr. Dwipen Das, Deputy Registrar , GCU	Member
2. Dr. Sampurna Bhuyan, Associate Prof, Economics	Member
3. Sri Ratnadeep Bhattacharjee, Co-Founder, Tech Variable Pvt. Limited	Member
4. Sri Nilkamal Basyak, B. Tech CSE, 6 th Semester	Member
5. Ms. Aparna Thakuria, BPharm, 6 th Semester	Member


12/8/2024

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Agenda no 1: Meeting put to order by the Chairperson, IQAC

The Chairperson, IQAC, Hon'ble Vice Chancellor welcomed all the members of IQAC and special invitees. The IQAC then discussed the important points of new reforms in NAAC.

Agenda no 2: Confirmation of the minutes of 3rd IQAC meeting held on 29 January 2024

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:

- (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.
- (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.
- (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.
- (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.

Resolution(s):

- (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.
- (ii) Chairman RDC Should take initiate to train the faculty members to write Proper Project proposals.
- (iii) Dr. Debarshi Mallick, HoD, ME to hold a workshop on OBE for the newly appointed faculty members.
- (iv) Dr. Th Shanta kumar will interact with faculty members to discuss the difficulties faced by them in using the new ERP system

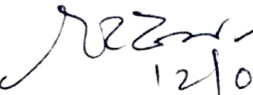
Agenda no 3: Actions taken report of the 3rd IQAC meeting held on 29th January 2024

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.

Agenda 4: Report on NAAC data collection and deficiencies

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:

- 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.
- 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


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- 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.
- iii) Hon'ble Chancellor asked to intensify the club activities of the University The Vice Chancellor suggested forming a UNESCO Club.
 - 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.
 - v) The meeting suggests for different types of Museum to be established such as Biological , Engineering, Yoga, IKS, Life sciences museum at University campus for a scope to study for the students.
 - 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.
 - 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..
 - viii) The meeting also discussed to set up a Competitive Examination Cell to guide the students in appearing exams like GET, NET, GPAT etc.
 - 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.

Resolution(s) :

- i) The Dean (Students Affairs) to intensify the club activities of the University together with forming a UNESCO Club.
- ii) Mr. Adarsh Pradhan has to look after the matter to create atleast two ICT based classroom and webinar hall which will facilitate the University to interact with outside university also.
- 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.
- iv) IQAC informed the students satisfaction survey has been conducted and the outputs are also prepared for analysis.

Agenda 5: Feedback and collection strategies

Discussion :


It has been suggested that software should be developed for taking feedback. IQAC should take initiation.

Resolution(s):

Director IQAC should take necessary arrangements for collection of various feedback suggested by NAAC.

Agenda 6: Faculty members Performance Based Appraisal System.(PBAS) for 2023-24

It has been discussed that all faculty members should submit the Performance Based Appraisal System.(PBAS) for 2023-24.


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Resolution(s):

Director, IQAC should take necessary arrangements to collect the PBAS form in PDF format by 15 July 2024.

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).


Resolution(s):

Dr. Debaeshi Mallick 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.

The meeting ended with the vote of thanks from the Honourable VC and Director, IQAC.


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

12/08/2024


Prof. Kandarpa Das
Chairman, IQAC
GCU, Assam