

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

Actions taken Report of the Fifth meeting of Internal Quality Assurance Cell, GCU
held on 12 August 2024

Members present:

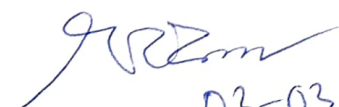
1. Prof. Jayanta Deka, Chancellor, GCU	Special Invitee
2. Prof. Kandarpa Das, VC, GCU	Chairperson
3. Shri Jasodaranjan Das, President, SSA	Member
4. Dr. Dipankar Saha, Registrar	Member
5. Ms. Kunki Chowdhury, Member, SSA	Member
6. Dr. S. Robert Ravi, Dean, E & T	Member
7. Dr. Sandip Bordoloi, Dean, Students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

Members present online

1. Dr. Abdul Baquee Ahmed, Principal, GIPS(T)	Member
---	--------

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

1. Sri Ratnadeep Bhattacharjee, Co-Founder, Tech Variable Pvt. Limited	Member
2. Sri Nilkamal Basyak, B. Tech CSE, 6 th Semester	Member
3. Ms. Aparna Thakuria, BPharm, 6 th Semester	Member
2. Sri Uttam Borah, Pharmacy Officer(NFG)	Member


03-03-2024

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

Minutes of the Fourth meeting of Internal Quality Assurance Cell, GCU
held on 12 August 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. Ms. Kunki Chowdhury, Member, SSA	Member
6. Dr. S. Robert Ravi, Dean, E &T	Member
7. Dr. Sandip Bordoloi, Dean, Students affairs	Member
8. Dr. Damiki Laloo, Professor, Pharmacognosy	Member
9. Dr. Shanta Kumar, Associate Professor, CSE	Member
10. Dr. Nilanjana Deb, Associate Professor, BA	Member
11. Dr. Nikhil Biswas, Associate Professor, Pharmaceutics	Member
12. Dr. Lipi Goswami, Asstt. Prof, Physics Dept	Member
13. Ms. Manashi Devi, Asstt. Professor, ENFL	Member
14. Mr. Swapnanil Sarma, Asstt. Professor, ME	Member
15. Mr. Dwipen Das, Deputy Registrar	Member
16. Dr. Kankan Kishor Pathak, Asstt. Professor, ME	NAAC criteria Coordinator
17. Ms. Lima Patowary, Asstt. Professor, Pharma. Chemistry	NAAC criteria Coordinator
18. Mr. Tridip Saikia, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
19. Mr. Junmoni Kalita, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
20. Dr. Debarshi Mallick, Associate Prof. ME	NAAC criteria Coordinator
21. Dr. Sampurna Bhuyan, Associate Prof, Economics	NAAC criteria Coordinator
22. Ms. Shrabani Medhi, Asst. Prof, CSE	Special invitee
23. Dr. Mukta Ranjan Singha, Associate Professor, CA	Director, IQAC

Members present online

1. Dr. Abdul Baquee Ahmed, Principal, GIPS(T)	Member
---	--------

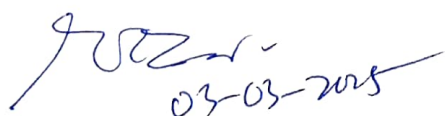
Leave of absence (who cannot attend the meeting due to some reasons)

1. Sri Ratnadeep Bhattacharjee, Co-Founder, Tech Variable Pvt. Limited	Member
2. Sri Nilkamal Basyak, B. Tech CSE, 6 th Semester	Member
3. Ms. Aparna Thakuria, BPharm, 6 th Semester	Member
2. Sri Uttam Borah, Pharmacy Officer(NFG)	Member


03-03-2025

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

Agenda No	Discussion	Resolutions	Action Taken Status
Agenda 1: Meeting put to order by the Chairperson, IQAC	The Chairperson, IQAC, Hon'ble Vice Chancellor called the meeting to order at 11.30 am	No action required	Not required
Agenda 2: Confirmation of the minutes of 4th IQAC meeting held on 28 May 2024	<p>The Director, IQAC placed the minutes of the last meeting. The meeting approved the minutes of the last meeting with the discussion of the following points:-</p> <p>i) The Dean Academics, GCU suggested to take feedback on Student Satisfaction on Infrastructure.</p> <p>ii) Dr. Debarshi Mallick, Head, ME reported that the workshop on OBE for the newly joined faculty members of the university has been conducted. However, Honourable Chancellor has suggested to conduct additional training for the faculty members who are not thorough on OBE.</p> <p>iii) Hon'ble Vice Chancellor advised that all faculties should be sensitised in forming the COs and the questions in the formative and summative examinations should be designed as per the COs of respective courses.</p> <p>iv) Hon'ble Chancellor advised that the faculty members need to know how to develop online courses in platforms like SWAYAM, NPTEL etc. The Director IQAC informed that a workshop will be conducted for the faculty members to train how to develop online courses in next session.</p> <p>v) Honourable Vice chancellor suggested Dean Academics to take over overall responsibility on online courses and issue related notices time to time.</p> <p>vi) Ms. Shrabani Medhi informed that</p>	<p>(i) A feedback form for infrastructure has to be created for taking feedback for students.</p> <p>(ii) NBA Coordinator has been informed to conduct OBE training to newly induced faculty members.</p> <p>(iii) NBA Coordinator has already submitted the guidelines for setting question papers as per CO's of respective Courses.</p> <p>(iv) IQAC, Director has to organise a workshop to train how to develop the faculty members in next session.</p> <p>(v) Dean Academics are take over the overall responsibility on Online Courses.</p> <p>(vi) Ms. Shrabani Medhi has been informed.</p> <p>(vii) The IQAC approved the Vision and Mission of the department scrutinised by the Committee headed by the Prof. S. Robert Ravi, Dean (E&T) and Prof. Damiki Laloo,</p>	<p>(i) A feed back for has been developed and will be distributed to the students for feedback.</p> <p>(ii) A series of OBE training has been already conducted by NBA Coordinator and periodical training to be conducted by NBA team.</p> <p>(iii) CoE has already implemented the setting of question paper as per Blooms Taxonomy and circulated the same to the faculty members.</p> <p>(iv) A Workshop is to be conducted for developing online courses in the session Jan-Jun 2025.</p> <p>(v) Dean Academics has been informed for the same.</p> <p>(vi) Alumni Page has been created and ready for implementation.</p>


03-03-2025

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

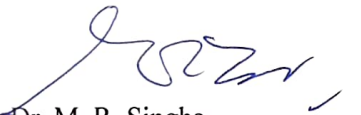
	<p>the university Alumni Page has been created and it will be ready for a demo soon.</p> <p>vii) Director IQAC informed that the final Vision and Mission of the departments have been collected scrutinised by the Committee headed by the Prof. S. Robert Ravi, Dean (E&T) and Prof. Damiki Laloo, Dean(R&D).</p>	Dean(R&D) and finally submitted by the respective departments.	(vii) IQAC requested the departments to disseminate the vision and mission as per NAAC requirements.
Agenda 3: Actions taken report of the 4 th IQAC meeting held on 28 th May 2024	The Director, IQAC placed the actions taken report of the 4 th IQAC meeting held on held on 28th May 2024 and after discussion, the meeting approved the same.	No action required.	No action required.
Agenda 4: Report on PBAS and AICTE 360 degree forms submission by departments	<p>Director IQAC informed that the all the faculty members submitted the (1) PBAS and (2) AICTE 360 degree feedback form to the IQAC for the academic session 2023-24. However, some of the faculty members have submitted incomplete forms.</p> <p>Honourable Vice Chancellor suggested that the incomplete forms submitted by the faculty members to be returned for correction through the HoD's.</p>	IQAC Director has to discuss the issue with HoD's to complete the incomplete forms.	PBAS and AICTE 360 degree feedback form are corrected in discussion with the HoD's.
Agenda 5: NAAC Binary Accreditation	<p>i) The Hon'ble Vice Chancellor informed the key reforms introduced in the NAAC Binary system. He 's pointed that GCU will be eligible for applying after August 2026.</p> <p>ii) IQAC Director is to identify 10 Co ordinators for 10 NAAC attributes.</p>	<p>(i) No action required</p> <p>(ii) IQAC Director has to prepare a list of 10 Attribute Coordinators and submit the same in next meeting.</p>	<p>(i) No action required.</p> <p>(ii) A list mentioning attribute coordinators has been prepared for approval.</p>
Agenda 6: any other matter	<p>i) The Hon'ble President, SSA and the Hon'ble VC stressed that NSS activities should be geared up. Similarly, the students need to be encouraged to join NCC.</p> <p>ii) Hon'ble Chancellor commented that all Students feedback need to</p>	<p>i) NCC Coordinator and NSS Coordinators has been informed to conduct more activities.</p> <p>ii) Head HR has been already informing the HoD's/ Faculty</p>	i) NCC Coordinator and NSS Coordinators has been conducted many activities during Jul-Dec2024

[Signature]
08-03-2025

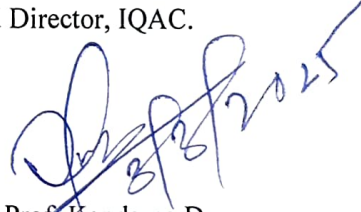
INTERNAL QUALITY ASSURANCE CELL
GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Head office : Hathkhowapara, Azara, Guwahati, Pin: 781017
Website : gcuniversity.ac.in Email : iqac@gcuniversity.ac.in

	<p>be informed to the faculties so that they can improve their teaching.</p> <p>iii) Hon'ble Chancellor suggested that the entire mentor mentee system needs to be strictly monitored.</p> <p>iv) The Director, IQAC informed that no. of classes are to be conducted as per credit wise and UGC norms. The members agreed that all sessional exams should be on Saturdays. The Hon'ble VC suggested that all meetings should be held on Saturdays. Only unavoidable meetings are to be held on weekdays.</p>	<p>members about their feedbacks.</p> <p>iii) Chief Mentor has been working on strengthening entire Mentor-Mentee system.</p> <p>iv) Dean Academics has been taken steps to increase the no. of classes such that it is done as per UGC guidelines.</p>	<p>session.</p> <p>ii) Already implemented by Head HR.</p> <p>iii) Periodical feedbacks are taken by Chief Mentor from the mentors on mentees.</p> <p>iv) Class Test Exams are scheduled on open Saturdays.. Meeting are also scheduled in Saturdays unless it is unavoidable.</p>
--	---	---	--

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


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

03-03-2025


Prof. Kandarpa Das
Chairman, IQAC
GCU, Assam