

INTERNAL QUALITY ASSURANCE CELL
GIRIJANANDA CHOWDHURY UNIVERSITY
HATHIKHOWAPARA, AZARA, GUWAHATI, PIN: 781017
WEBSITE: gcuniversity.ac.in Email: iqacgeu@gmail.com

**Minutes of the Sixth meeting of Internal Quality Assurance Cell, GCU held on 3rd,
March, 2025**

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. Prof. Dipankar Saha, Registrar, GCU	Member
5. Prof. Amar Saikia, Dean Academic, GCU	Member
6. Dr. Abdul Baquee Ahmed, Principal, GIPS(T)	Member (present online)
7. Dr. S. Robert Ravi, Dean, Engg & Technology	Member
8. Dr. Damiki Laloo, Professor, Pharmacognosy, GIPS	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. Ms. Manashi Devi, Asstt. Professor, ENFL	Member
13. Dr. Lipi Goswami, Asstt. Prof, Physics Dept	NAAC criteria Coordinator
14. Dr. Kankan Kishor Pathak, Asstt. Professor, ME	NAAC criteria Coordinator
15. Ms. Lima Patowary, Asstt. Professor, GIPS, Guwahati	NAAC criteria Coordinator
16. Mr. Tridip Saikia, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
17. Dr. Sampurna Bhuyan, Associate Prof, Economics	NAAC criteria Coordinator
18. Mr. Junmoni Kalita, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
19. Dr. Debarshi Mallick, Associate Prof, ME	NAAC criteria Coordinator
20. Mr. Dwipen Das, Deputy Registrar, GCU	Member
21. Dr. Mukta Ranjan Singha, Associate Professor, CA	Director, IQAC

Members absent:

1. Dr. Sandip Bordoloi, HOD, EE Deptt	Member
2. Dr. Moytri Sarmah, Dean, Student Affairs	Member
3. Sri Ratnadeep Bhattacharjee, Tech Variable Pvt. Limited	Member
4. Sri Uttam Borah, Pharmacy Officer(NFG)	Member
5. Mr. Swapnaneel Sarmah, Asstt Professor, ME Deptt.	Member


25.07.2024

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

The Chairperson, IQAC, Hon'ble Vice Chancellor called the meeting to order at 2.00 pm. During the start of the meeting Hon'ble Vice Chancellor also briefed about the VCs meeting with The Governor of Assam and discussed about the outcome of the meeting.

Agenda no 2: Confirmation of the minutes of 5th IQAC meeting held on 12th August 2024, Monday.

The Director, IQAC placed the minutes of the meeting held on 12th August 2024, Monday. After a fruitful discussion the meeting approved the minutes of the last meeting with the discussion of the following points:-

- a) Hon'ble Vice Chancellor suggested that there should be quarterly OBE workshop for the faculty members.
- b) Dean Academics reported that a total of 176 students have enrolled in the SWAYAM courses.

Agenda no 3: Actions taken Report of 5th IQAC meeting held on 12th August 2024, Monday

The Director, IQAC placed the actions taken report of the 4th IQAC meeting held on 12th August 2024 and after discussion, the meeting approved the same.

Agenda 4: Report on OBE and Curriculum feedback (July-Dec 2024)

Dr Debarshi Mallick presented a report on the OBE workshop and feedback (July-Dec 2024). The members discussed the following points:

- a) Dr. Mallick pointed out that the number of faculty and student taking part in the feedback are to be increased to increase awareness amongst the students. The Honb'le Vice Chancellor suggested that OBE feedback should be mandatory and a minimum of 30% of the students enrolled must take part in the feedback process. Anonymity may be maintained while taking feedback from the faculty and the students.
- b) It has been also suggested that the COs of each course should be discussed with the students at the beginning of the classes and these should be well mapped and defined along with the POs.
- c) The Honb'le Vice Chancellor suggested that the timetable/ lesson plan should be designed date and time wise. The Dean Academic needs to collect these lesson plans at the beginning of the semester. The Hon'ble Chancellor and the Vice Chancellor also suggested Dean Academics to prepare a common format of the lesson plan for all faculty members. Honb'le Vice Chancellor also suggested that a meeting/workshop on preparing Datewise lesson plan may be organised for the faculty members..

Agenda 5: Plan of action for Jan-Dec 2025

The Director, IQAC presented the Plan of Action for the session Jan-Dec 2025. The following points have been discussed:

- a) A workshop on the online course development with faculty from KKHSOU as resource persons has been suggested. All departments are to nominate one faculty each who is interested in developing online courses.
- b) Workshop on awareness about Cyber Security to be conducted for the employees of GCU to


23.05.2025

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- aware about cyber crime and fraudulent activities any Cyber criminals.
- c) Other than these the Plan of Action 2025 has been prepared for distribution to the HoD's and in-charges to conduct the activities in time.

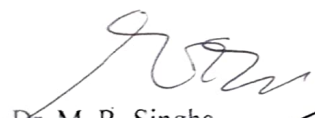
Agenda 6: NAAC Binary Accreditation matters

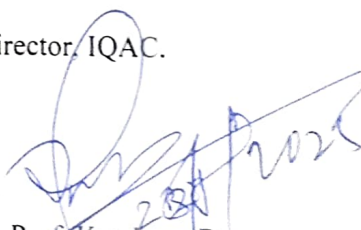
- (i) The Vice Chancellor informed that we need data for the Academic years 2023-24, 2024-25 and 2025-26 for applying for NAAC taking 2025-2026 as Current Academic year. As data for 2023-24 is already collected by the Criteria Coordinators. The collected data may be formatted as per the binary accreditation format (which is yet to publish by NAAC).
- (ii) Director, IQAC proposed to reframe the list of criteria coordinator of IQAC, GCU. The following members are identified and proposed for attribute coordinators:

No	Attribute (Max Score)	Cordinator
1	Curriculum(75)	Dr. Sampurna Bhuyan
2	Faculty Resources(50)	One Faculty and Head, HR
3	Infrastructure(50)	Dr. Jun Mani Kalita
4	Financial Resources(50)	Mr. Amar Jyoti Pathak
5	Learning and Teaching(125)	Dr. Sandip Bordoloi
6	Extended Curriculum(100)	Dr. Moitreyee Sharmah
7	Governance (100)	Ms. Lima Patowary
8	Student Output (150)	Dr. Kankan Kishore Pathak
9	Research and Innovation (125)	Dr. Lipi Goswami and Director, RDC
10	Quality outcome and green initiatives (75)	Mr. Trideep Saikia

- Impact/ Uniqueness/ Sightedness(100)

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


Dr. M. R. Singha
Director, IQAC
GCU, Assam
23.07.2025


Prof. Kandarpa Das
Chairman, IQAC
GCU, Assam