

INTERNAL QUALITY ASSURANCE CELL
GIRIJANANDA CHOWDHURY UNIVERSITY
HATHKHOWAPARA, AZARA, GUWAHATI, PIN: 781017
WEBSITE: gcuuniversity.ac.in Email: iqacgcu@gmail.com

**Action taken Report of the Seventh meeting of Internal Quality Assurance Cell,
GCU held on 23rd, July, 2025**

Agenda No	Discussion	Resolutions	Action Taken Status
Agenda no 1: Meeting put to order by the Chairperson, IQAC	Hon. Vice Chancellor and Chairman IQAC has welcomed all the members of the IQAC including the members of NAAC Steering Committee and NBA Coordinators. He informed that NAAC has not yet published any guideline for binary accreditation, however, formatted data collection process to be continued for the NAAC Steering committee to facilitate data in time.	No resolutions.	No action required
Agenda no 2: Confirmation of the minutes of 6 th IQAC meeting held on 3 rd March 2025, Monday.	Director, IQAC presented the minutes of the last IQAC meeting held on 3 rd March 2025 and after the discussion the members confirmed and accepted the minutes of the meeting.	No resolutions.	No action required
Agenda no 3: Actions taken Report of 6 th IQAC meeting held on 3 rd March 2025, Monday	Director, IQAC presented the action taken report of the IQAC meeting held on 3 rd March 2025, Monday. The following points are discussed in the meeting: (i) Honourable Vice Chancellor inform that 7 faculty members had applied for MOOC courses (6 under IGNOU and 1 under UGC) after a successful conduction of workshop on MOOCS held on 25.05.2025. (ii) The Hon'ble Chancellor also stressed on preparation of lesson plans by the Course Incharge before the start of the session. Moreover, the lesson plan are to be distributed to the students to make the aware about plan of course delivery by the course Incharges. (iii) Director, IQAC stressed upon developing question bank for each subject and maintaining the updated question bank at the departmental level. (iv) The meeting also stressed upon assigning academic coordinators to maintain all the lesson plans and other documents handouts	(i) Dean Academics will take necessary steps to collect the lesson plans from the departments before the start of the session. (ii) The librarian has take necessary step to create a Question Bank subject wise and make available to the students. (iii) Dean Academics will take necessary actions to implement the academic process through Academic Coordinators.	(i) Dean Academics has collected the lesson plans. (ii) Librarian has created the Question Bank which is available through Digital Library links. (iii) Academics Coordinators and Semester Mentors are assigned by the notification from the Office of Dean

[Handwritten Signature]
31.01.2026



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

	and make them available to the students groups.		Academics.
Agenda no. 4: Data Collection for the Year 2024-25 by the NAAC Criteria Co-ordinators	<p>(i) Honourable VC explained the importance for the data of both academic sessions 2023- 24 and 2024-25, which must be compiled, organized, and completed well in advance to meet NAAC requirements. All departments were instructed to maintain updated records of academic, administrative, and co-curricular activities.</p> <p>(ii) Director, IQAC suggested that as there is no suggested data file for NAAC data , thus data to be collected in old format and in time the data may be formatted and aligned with the new format.</p> <p>(iii) The meeting also decided that 15th September 2025 as the final deadline for the collection and compilation of all data required for NAAC for the sessions 2023-24 and 2024-25."</p> <p>(iv) Honorable Chancellor directed that all NAAC-related data should be saved both in hard copy and soft copy formats for secure and easy retrieval during audits or reviews.</p> <p>(v) The meeting also decided that the new NAAC steering is to be formed for collection of the data attribute wise.</p>	<p>(i) ,(ii),(iii) and (iv) The meeting also decided that 15th September 2025 as the final deadline for the collection and compilation of all data required for NAAC for the sessions 2023-24 and 2024-25."</p> <p>(v)Registrar, GCU will be requested to notify the NAAC Steering Committee as per binary accreditation guidelines.</p>	<p>(i) NACC attribute Coordinators are informed to collect and submit the data.</p> <p>(ii) NAAC Steering Committee has been notified.</p>
Agenda no. 5: Academic Audit of the University departments	<p>(i) The Director IQAC stressed on the importance of the Academic and Administrative Audit to be conducted for the University.</p> <p>(ii) Honourable Vice Chancellor expressed that before going for academic and administrative audit with external experts, an Internal Audit is required and hence committees for Internal Audit is required for the purpose. For each school, the internal audit committee has to be formed with the following members :-</p> <p>(a) One Senior Faculty from Engg Department</p> <p>(b) One Senior faculty from Pharmacy Department</p> <p>(c) One Senior faculty from other department.</p> <p>(iii) The meeting also decided that the Internal audit should be completed within 31st October 2025 for Academic Year 2024-25.</p>	<p>(i) Registrar, GCU will take initiative to form the Committee for academic Audit of the University.</p> <p>(ii) An Internal Audit should be completed within 31st October 2025 for Academic Year 2024-25 for AICTE approved courses.</p>	<p>(i) The registrar GCU has been requested to form a committee for the Academic Audit.</p> <p>(ii) Internal Academic has been completed for AICTE approved courses and also presented in NBA inspection.</p>

[Handwritten Signature]
31.01.2026



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

Agenda no, 6: Any other matter	Honourable Chancellor stressed on the mentoring system and also stressed on periodic review on mentorship programme..	Chief mentor to be informed for periodic review of the mentorship programme,	Periodic review in place as per the information of the Chief Mentor.
--	---	--	--

[Handwritten Signature]
31.01.2026

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



[Handwritten Signature]
31/01/2026

Prof. Kandarpa Das
Chairman, IQAC
GCU, Assam