

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

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

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 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.	No resolutions	No action required
Agenda no 2: Confirmation of the minutes of 5 th IQAC meeting held on 12 th August 2024, Monday.	The Director, IQAC placed the minutes of the meeting held on 12 th 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.	(a) The meeting noted the suggestion of Hon Vice Chancellor and hence NBA Coordinator has to Conduct the workshop quarterly.. (b) The meeting noted the information given by Dean Academics about SWAYAM courses.	No action required
Agenda no 3: Actions taken Report of 5 th IQAC meeting held on 12 th August 2024, Monday	The Director, IQAC placed the actions taken report of the 4th IQAC meeting held on 12 th August 2024 and after discussion, the meeting approved the same.	No resolutions	No action required
Agenda no. 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	(a) HoD's are requested for taking action on increased participation on OBE feedback process. (b) An introductory Video has been proposed for each courses	(a) HoD's are requested for increased students participation from the students on OBE feedback. (b) Introductory Video production in progress.

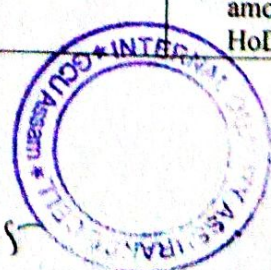
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23.07.2025



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	<p>faculty and the students.</p> <p>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.</p> <p>c) The Hon'ble 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. Hon'ble Vice Chancellor also suggested that a meeting/workshop on preparing Datewise lesson plan may be organised for the faculty members..</p>	<p>and as such description of CO for each subjects are to be included in the Video for students awareness.</p> <p>(c) Lesson plan and a Daywise Routines are to be developed by each course incharge in addition to the introductory video described in (b).</p>	<p>(c) HoD's are informed about the decision in a meeting held on 08/07/2025.</p>
<p>Agenda no. 5: Plan of action for Jan-Dec 2025</p>	<p>The Director, IQAC presented the Plan of Action for the session Jan-Dec 2025. The following points have been discussed:</p> <p>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.</p> <p>b) Workshop on awareness about Cyber Security to be conducted for the employees of GCU to aware about cyber crime and fraudulent activities any Cyber criminals.</p> <p>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.</p>	<p>(a) An workshop has been planned by Dean academics by the guidance of Hon Vice Chancellor on developing online courses with the faculty of KKSOU.</p> <p>(b) HoD, CSE and HoD, CA is requested to conduct the workshop on Cyber security</p> <p>(c) Plan of action has to be implemented by concerned HoD, incharges.</p>	<p>(a) The workshop has been conducted successfully on 20th June 2025. As a result the following faculty members have been given consent for developing Swayam Courses :-</p> <p>(i) Dr. Minakshi Gogoi (ii) Dr. Vidya Srinivasan (iii) Dr. Gour Gopal Banik (iv) Dr. Sandip Bordoloi (v) Dr. Smriti Rekha Chanda (vi) Dr. Anindita Borah</p> <p>(b) Workshop is to be conducted for the employees of GCU in July-Dec 2025 session.</p> <p>(c) The Plan of action has been distributed amongst the HoD/Incharges</p>

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			for implementation.																																	
Agenda no, 6: NAAC Binary Accreditation matters	<p>(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).</p> <p>(ii) Director, IQAC proposed a list of criteria coordinator of IQAC. GCU as per new accreditation directions. The following members are identified and proposed for attribute coordinators:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No</th> <th>Attribute (MaxScore)</th> <th>Cordinator</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Curriculum(75)</td> <td>Dr. Sampurna Bhuyan</td> </tr> <tr> <td>2</td> <td>Faculty Resources(50)</td> <td>One Faculty and Head, HR</td> </tr> <tr> <td>3</td> <td>Infrastructure(50)</td> <td>Dr. Jun Mani Kalita</td> </tr> <tr> <td>4</td> <td>Financial Resources(50)</td> <td>Mr. Amar Jyoti Pathak</td> </tr> <tr> <td>5</td> <td>Learning and Teaching(125)</td> <td>Dr. Sandip Bordoloi</td> </tr> <tr> <td>6</td> <td>Extended Curriculum(100)</td> <td>Dr. Moitreyee Sharmah</td> </tr> <tr> <td>7</td> <td>Governance (100)</td> <td>Ms. Lima Patowary</td> </tr> <tr> <td>8</td> <td>Student Output (150)</td> <td>Dr. Kankan Kishore Pathak</td> </tr> <tr> <td>9</td> <td>Research and Innovation (125)</td> <td>Dr. Lipi Goswami and Director, RDC</td> </tr> <tr> <td>10</td> <td>Quality outcome and green initiatives (75)</td> <td>Mr. Trideep Saikia</td> </tr> </tbody> </table>	No	Attribute (MaxScore)	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	<p>(i) Data collection process as per NAAC guidelines to be continued by the NAAC Coordinators.</p> <p>(ii) The formation of new committee is to be notified after the confirmation of the attributes from NAAC.</p>	<p>(i) No action required.</p> <p>(ii) The notification of new Steering committee to be formed after receiving guidelines from NAAC.</p>
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Dr. M. R. Singha
Director, IQAC
GCU, Assam

23.07.2025



Prof. Kandarpa Das
Chairman, IQAC
GCU, Assam

22/8/2025