

**INTERNAL QUALITY ASSURANCE CELL**  
**GIRIJANANDA CHOWDHURY UNIVERSITY**  
HATHKHOWAPARA, AZARA, GUWAHATI, PIN: 781017  
WEBSITE: [gcuuniversity.ac.in](http://gcuuniversity.ac.in) Email: [iqacgcu@gmail.com](mailto:iqacgcu@gmail.com)

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**Minutes of the Seventh meeting of Internal Quality Assurance Cell, GCU held on  
23<sup>rd</sup>, July, 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. Nikhil Biswas, Associate Professor, Pharmaceutics	Member
11. Ms. Manashi Devi, Asstt. Professor, ENFL	Member
12. Dr. Lipi Goswami, Asstt. Prof, Physics Dept	NAAC criteria Coordinator
13. Dr. Kankan Kishor Pathak, Asstt. Professor, ME	NAAC criteria Coordinator
14. Ms. Lima Patowary, Asstt. Professor, GIPS, Guwahati	NAAC criteria Coordinator
15. Mr. Tridip Saikia, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
16. Dr. Sampurna Bhuyan, Associate Prof, Economics	NAAC criteria Coordinator
17. Mr. Junmoni Kalita, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
18. Dr. Debarshi Mallick, Associate Prof. ME	Member
19. Mr. Dwipen Das, Deputy Registrar, GCU	Member
20. Dr. Mukta Ranjan Singha, Associate Professor, CA	Director, IQAC

Members absent:

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

  
31.01.2026



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**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 has 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.

**Agenda no 2: Confirmation of the minutes of 6<sup>th</sup> IQAC meeting held on 3<sup>rd</sup> March 2025, Monday.**

Director, IQAC presented the minutes of the last IQAC meeting held on 3<sup>rd</sup> March 2025 and after the discussion the members confirmed and accepted the minutes of the meeting.

**Agenda no 3: Actions taken Report of 6<sup>th</sup> IQAC meeting held on 3<sup>rd</sup> March 2025, Monday**

Director, IQAC presented the action taken report of the IQAC meeting held on 3<sup>rd</sup> 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 and make them available to the students groups.


**Resolutions:**

- (i) No resolutions.
- (ii) Dean Academics will take necessary steps to collect the lesson plans from the departments before the start of the session.
- (iii) The librarian has take necessary step to create a Question Bank subject wise and make available to the students.
- (iv) Dean Academics will take necessary to implement the academic process trough Academic Coordinators.

**Agenda no. 4: Data Collection for the Year 2024-25, by the NAAC Criteria Co-ordinators**

- (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.
- (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.
- (iii) 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.
- (iv) The meeting also decided that the new NAAC steering is to be formed for collection of the data attribute wise.

**Resolutions:**

  
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- (i) 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."
- (ii) Registrar, GCU will be requested to notify the NAAC Steering Committee as per binary accreditation guidelines.

**Agenda no. 5: Academic Audit of the University departments**

- (i) The Director IQAC stressed on the importance of the Academic and Administrative Audit to be conducted for the University. He told that present academic audit reports are done the NBA Team with some faculty members , however an Academic audit is required to be done with external Experts.
- (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 :-
- (a) One Senior Faculty from Engg Department
- (b) One Senior faculty from Pharmacy Department
- (c) One Senior faculty from other department.

**Resolutions:**


- (i) Registrar, GCU will take initiative to form the Committee for academic Audit of the University.
- (ii) An Internal Audit should be completed within 31<sup>st</sup> October 2025 for Academic Year 2024-25 for AICTE approved courses.

**Agenda no, 6: Any other matter**

Honourable Chancellor stressed on the mentoring system and also stressed on periodic review on mentorship programme .

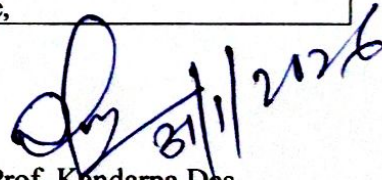
**Resolutions:**

Chief mentor to be informed for periodic review of the mentorship programme,

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

31.01.2026



  
Prof. Kandarpa Das  
Chairman, IQAC  
GCU, Assam