

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

**Minutes of the Eighth meeting of Internal Quality Assurance Cell, GCU held on 31st
January 2026**

Members present:

1. Prof. Jayanta Deka, Chancellor, GCU	Special invitee
2. Prof. Kandarpa Das, VC, GCU	Chairperson
3. Shri Jasodaranjan Das, President, SSA	Member, Management
4. Miss Kunki Chowdhury, Member, SSA Society	Member, Management (online)
5. Prof. Dipankar Saha, Registrar, GCU	Member
6. Dr. Bibhab Kr. Talukdar, Executive Director, Aaranyak (Professor-in-Practice)	Member
7. Mr. Kishore Kumar Choudhury, CoE	Member
8. Mr. B. K Borgohain, CFAO	Member
9. Ms. Shrabani Medhi, Co-Dean, Student Affairs	Member
10. Mr. Junmoni Kalita, Associate Professor, SPS	NAAC Criteria Co-ordinator
11. Dr. Debarshi Mallick, HoD, Mechanical	Member- NBA Report Analysis
12. Dr. Sandip Bordoloi, HoD, Electrical	Member- NBA Report Analysis
13. Mr. Dwipen Das, Deputy Registrar	Member
14. Dr. Junumoni Das, HR Head	NAAC Criteria Co-ordinator
15. Dr. Kankan K Pathak, Assistant Professor, Mechanical	Member
16. Prof. Minakshi Gogoi, HoD, CSE	Member
17. Prof. Nikhil Biswas, Professor, SPS	Member
18. Dr. Snehal Kaushik, Associate Prof., CE	Invitee
19. Dr. Moytri Sarmah, Associate Prof., Mathematics	Member
20. Dr. Rohan Basu Co-Dean, Student Affairs	Member
21. Dr. Damiki Laloo, Director, RDC	Member
22. Prof. Vidhya Srinivasan, Prof, SAHS	Member
23. Mr. Trideep Saikia, Assistant Prof., SPS	NAAC Criteria Co-ordinator
24. Ms. Lima Patowary, Assistant Prof., SPS	NAAC Criteria Co-ordinator
25. Dr. Nirmala Devi, Associate Prof., Chemistry	NAAC Criteria Co-ordinator
26. Dr. Sampurna Bhuyan, HoD, Economics	Member cum NAAC Criteria Co-ordinator
27. Dr. Smriti R C Das, Associate Professor, SPS	NAAC Criteria Co-ordinator
28. Amarjyoti Pathak, Assistant Prof., CSE	NAAC Criteria Co-ordinator
29. Prof. S Robert Ravi, Dean, SoET	Member
30. Dr. Siddharth Shankar, Dean (Academics)	Member
31. Prof. Abdul Baquee Ahmed, Principal, GIPS (Tezpur)	Member (Present online)
32. Mr. Adarsh Pradhan, Assistant Professor, CSE	Assistant Director
33. Mr. Sanjib Hazarika, Assistant Professor, Electrical Engineering	Assistant Director
34. Dr. Abhinav Sarma, Assistant Professor, Business Administration	Assistant Director
35. Dr. Mukta Ranjan Singha, Associate Professor, CA	Director, IQAC

[Handwritten Signature]
26. 03.2026



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

Honourable Vice Chancellor and Chairperson IQAC welcomed all the members of the IQAC including the members of NAAC Steering Committee. 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.

Agenda no 2: Confirmation of the minutes of 7th IQAC meeting held on 23rd July 2025, Wednesday.

Director, IQAC presented the minutes of the last IQAC meeting held on 23rd July 2025 and after the discussion the members confirmed and accepted the minutes of the meeting.

Agenda no 3: Actions taken Report of 7th IQAC meeting held on 23rd July 2025, Wednesday.

Director, IQAC presented the action taken report of the IQAC meeting held on 23rd July 2025, Wednesday. The following points are discussed in the meeting:

- (i) Honourable Vice Chancellor stated that a committee has to be formed for reviewing the NAAC Data that has been collected.
- (ii) Director- IQAC suggested that a meeting has to be called as soon as the new guidelines for binary accreditation of NAAC are published.

Agenda no. 4: Data Collection Reports Collected by NAAC Attribute Co-ordinators:

- (i) Honourable Vice Chancellor explained the importance of data collection which must be compiled, organized, and completed well in advance to meet NAAC requirements. All the Criteria Co-ordinators are instructed to collect and compile the data along with the supporting evidences.
- (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.

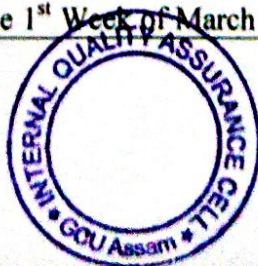
Resolutions:

- (i) A Committee has to be formed for reviewing the NAAC Data. The Committee shall comprise of:- (i) *Dean Academics* (ii) *Director-IQAC*, (iii) *One Senior Faculty member from the School of Pharmacy and (iii) Dean or One Senior Faculty Member from other discipline.*
- (ii) The Data of all the NAAC Criteria shall be reviewed by 20th February 2026 by the Review Committee. The Committee shall evaluate if the data is complete or incomplete and if the data is complete, is there any gap to be identified.

Agenda no. 5: Plan-Do-Check-Act (PDCA) planning for the year 2026-27

Honourable Vice Chancellor suggested that the Plan-Do-Check-Act (PDCA) planning for the year 2026-27 has to be based on the findings of the Internal Audit of the various Schools of the University that shall be conducted during the 1st Week of March 2026. Thus the plan of action of

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20.03.2026



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PDCA can be proposed after Internal Audits of the schools are complete.

Agenda no. 6: NBA Reports Analysis and further actions

The NBA Reports of the Department of Civil Engineering and the Department of Computer Science Engineering were analysed by a committee and the findings and recommendations by the Committee was presented by Dr. Debarshi Mallik, HoD, Department of Mechanical Engineering.

Honourable Vice Chancellor also suggested that the Civil Engineering department along with the support of the other engineering departments should plan to improve the infrastructural ambience of the university.

Agenda no. 7: External Academic Audit of the University Departments

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 are required for the purpose.

Resolutions:

- (i) For each school, the internal audit committee has to be formed with the following members: - **3 (Three) Senior Faculty Members from outside the School and the Dean of School who shall be an Associate Member.**
- (ii) A committee comprising of **Honourable President, SSA Society; Honourable Chancellor, GCU; Honourable Vice Chancellor, GCU; Director- IQAC; Dean Academics and Registrar** shall finalise the guidelines and format for the Internal Audit and hand it over to the Internal Audit Committees of the different schools.
- (iii) The Internal Audit Committee shall conduct the Internal Audit for various schools within March 2026.

Agenda no. 8: Any other matter

Honourable Vice Chancellor stated that students can avail only one scholarship either from GCU or from any other Government Scholarship Scheme, but they shall not be availing double scholarship. It was resolved that a Policy on Scholarship availability of the students shall be made. It shall also be the responsibility of the Admission Cell to verify that the students are not availing double scholarship.

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

20.3.2026



Prof. Kandarpa Das
Chairman, IQAC
GCU, Assam

20/3/2026