

MINUTES OF THE MEETING OF IQAC HELD ON 25TH JANUARY 2016.

A meeting of the IQAC was held on 25th January 2016 at IQAC Office. The following members were present:

1. Prof. A. Mitra, Dept. Of Economics – Director
2. Prof. R.C. Parida, Dept. Of Commerce – Member
3. Prof. Utpal Bhattacharjee, Dept of CSE, – Member
4. Prof. Kessang Degi, Dept. Of Education – Member
5. Dr. Bipan Hazarika, Dept. Of Math. – Member
6. Dr. Rajesh Chakraborty, Dept. Of Chemistry, – Member

The Director welcomed all the members of the newly constituted IQAC and requested for co-operation from all the members for making IQAC an active and vibrant one. After a lot of deliberation the following decisions were taken:

1. The Director informed that one of the functions of IQAC is to prepare AQAR and the IQAC has prepared and submitted it so far upto 2013-14. He requested to prepare AQAR for 2014-15 and 2015-16 and a sub-committee was constituted for this purpose with the following members:
 - (a) Dr. Bipan Hazarika
 - (b) Dr. Oken Lego
 - (c) Dr. David Pertin
 - (d) Mr. Gomar BasarThey are requested to prepare and submit it at the earliest.
2. The Director informed that the preparation of Annual Report is expected to start from the month of April and before starting the work, if necessary a format may be prepared at par with the other central universities. Dr. Rajesh Chakraborty was entrusted for this task and he was requested to bring it in the next meeting. A sub-committee for preparation of Annual Report was constituted with the following members:
 - (a) Prof. A. Mitra
 - (b) Prof. R.C. Parida
 - (c) Prof. Utpal Bhattacharjee
 - (d) Prof. Kesang Degi
 - (e) Dr. Rajesh Chakraborty
 - (f) Mr. Gomar Basar
 - (g) One more member to be co-opted.
3. The Director informed as per the advice of NAAC team, the format for students appraisal may be changed. A sub-Committee with the following members were constituted for change of students appraisal format:
 - (a) Prof. Utpal Bhattacharjee
 - (b) Dr. Rajesh Chakraborty

4. The members opined that there is a need for change of API format as per UGC guidelines 2013. Hence, a sub-committee was constituted with the following members to examine the matter.

- (a) Prof. Utpal Bhattacharjee
- (b) Dr. Rajesh Chakraborty
- (c) Dr. Bipan Hazarika
- (d) Dr. Oken Lego.

5. The Director informed that there is a need for teacher's biodata particularly the list of publication in order to calculate impact factor and citation index. During the NAAC team visit, many teachers biodata were collected as a soft copy and they may be upgraded year to year on the basis of annual report. For this purpose, a sub-committee was constituted with the following members.

- (a) Prof. Utpal Bhattacharjee
- (b) Dr. Rajesh Chakraborty
- (c) Mr. Gomar Basar

Finally, it was decided to organize a one-day workshop by IQAC preferably in October-November on the topic "Enhancement of Quality Research Activity in University". For this purpose, a sub-committee was constituted with the following members:

- (a) Prof. Kesang Degi
- (b) Dr. Bipan Hazarika
- (c) Dr. Rajesh Chakraborty
- (d) Dr. Oken Lego

The meeting ended with a vote of thanks from the Chairman.

(Prof. A. Mitra)
Director, IQAC

Copy to:

- 1. The PS to Vice-Chancellor, RGU for information pl.
- 2. The PS to Registrar, RGU for information pl
- 3. All the concerned members.
- 4. Office copy.

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(Prof. A. Mitra)
Director, IQAC