MINUTES OF THE MEETING OF IQAC HELD ON 15th May 2020

A meeting of IQAC was held in the office of the Pro Vice Chancellor, Rajiv Gandhi University on 15thMay 2020 at 3:00 p.m. to discuss about the progress of the various activities of IQAC. The following members were present:

- 1. Prof. A. Mitra, Pro Vice Chancellor Chairman
- 2. Prof. R.C.Parida- Director IQAC
- 3. Prof. Utpal Bhattacharjee Member(Chairman NAAC SSR committee)
- 4. Prof. Sanjeev Kumar– Member (Chairman CAS Re-verification committee)
- 5. Dr. Rajesh Chakraborty- Member
- 6. Dr. Sunil Nandi Member
- 7. Dr. Sambhu Prasad Member
- 8. Mr. A. Firos- Member

The Chairman welcomed the IQAC members. He requested Director IQAC to apprise the members about the progress of the NAAC SSR related activities. Director IQAC made a brief on overall progress of NAAC SSR related activities and requested Chairman NAAC SSR Committee to explain in details. Some of the major points discussed in the meeting are:

- Chairman, NAAC SSR Committee informed the members that after thorough analysis of data submitted by the departments, the committee prepared customized data requisition format for each department as an attempt to gather remaining portion of data from each department. The format has been circulated on 27th April, 2020 with 7th May, 2020 as the last date for data submission.
- However, considering the prevailing lockdown situation and other difficulties faced by various departments in gathering data, the committee has extended the last date for data submission to 31st May, 2020.
- The Chairman advised the NAAC SSR committee to define road map for execution of the remaining activities. He advised the committee to complete the work by 31st July, 2020.
- Members also discussed about the difficulties faced during the data collection process and also validity of data. The Chairman advised the members for proper documentation of all issues/shortfall they noticed and routed to the competent authority through Director IQAC.
- The committee also discussed about preparation of Annual Report 2019-20. The
 committee felt that an academic year (AY) wise annual report will be more
 helpful for the university as most of the organizations ask for data in academic
 year format. The existing Annual Report Preparation / Compilation
 Committee would do Annual Report for AY 2019-2020.
- The committee also discussed about the modality of collecting data for annual report. The committee felt that to ensure authenticity, validity and reusability of data, from this year onward, the department's data should be collected through

online data collection means. (Action to be taken by Chairman and members of Editorial Board.)

- The Director, IQAC informed the members about a letter received by him from Executive Engineer regarding suggestions for points to be incorporated in the next 5 years vision document. The members felt that since the document is originated from the Executive Engineer office, the vision is related to the infrastructure. Therefore, the members advised the Director, IQAC to propose a new standalone building for the IQAC with all modern amenities and landscaping.
- The Chairman, CAS Application Re-verification committee informed the committee that the re-verification committee has already completed the re-verification process for 50 (fifty) numbers of applications received earlier. The chairman has recently received 09 (nine) new applications. However, since applicant is a member of the Re-verification committee (among those 09 applications), the chairman CAS Application Re-verification committee requested Pro Vice Chancellor and Director IQAC to include one member by replacing that member.

The meeting ended with vote of thanks from the Chair.

(Prof. R. C. Parida) Director, IQAC

1

Copy to:

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

(Prof. R. C. Parida) Director, IQAC