

## MINUTES OF THE MEETING OF IQAC HELD ON 16<sup>th</sup> December 2019

A meeting of IQAC was held in the office of the Pro Vice Chancellor, IQAC on 16<sup>th</sup> December, 2019 at 3:00 p.m. under the Chairmanship of Prof. A. Mitra, Pro Vice Chancellor to officially hand over the charge of Director, IQAC to Prof. R.C. Parida. The following members present in the meeting:

1. Prof. A. Mitra, – Pro Vice Chancellor & Director (Incumbent) – Chairman
2. Prof. R.C. Parida, Department of Commerce– Director IQAC (Designated) – Member
3. Prof. Utpal Bhattacharjee, Department of CSE – Member
4. Prof. (Mrs.) Kesang Degi, Department of Education – Member
5. Prof. Sumpam Tangjang, Department of Botany – Member
6. Prof. Oken Lego, Department of Hindi – Member
7. Mr. Tsering Dorjee Megeji, Joint Director, Computer Centre – Member
8. Dr. Rajesh Chakrabarty, Department of Chemistry – Member
9. Dr. Sunil Nandi, Department of Commerce – Member
10. Dr. Sambhu Prasad, Department of Physical Education – Member

The incumbent Director and Pro-Vice Chancellor of Rajiv Gandhi University, Prof. A. Mitra officially handed over the charge of Director, IQAC to Prof. R.C. Parida in the presence of the members. Prof. Mitra congratulated and offered his best wishes to Prof. R.C. Parida. He expressed the importance of team work for timely completion of various activities of the IQAC and hoped that under the leadership of Prof. Parida, IQAC will be able to meet the deadlines set for various activities related to NAAC accreditation (3<sup>rd</sup> Cycle). The members applauded the contributions of Prof. A.Mitra in establishing the IQAC as one of the most active cell of the University.

1. Prof. Mitra informed the members that the ground work for Academic and Administrative Audit (AAA) has already been completed. However, owing to discrepancies in the data submitted by many of the departments/Institutes, the compiled data should be reverified for accuracy (Action to be taken by Director IQAC).
2. The members unanimously decided that remaining work of AAA shall be completed soon after reopening of the University after winter break so that the an audit team can be invited by the end of January, 2020. (Action to be taken by Director IQAC).
3. Self-Study Report (SSR) for NAAC accreditation shall be uploaded latest by 15 February, 2020 to complete the accreditation process before expiry of the current validity period of NAAC accreditation (Action to be taken by Director IQAC).
4. Prof. Sumpam Tangjang was requested to complete the work related to AQAR and upload it before 31<sup>st</sup> December, 2019.
5. The Chairman expressed his concern over delay in taking feedback from different stakeholders especially alumni and teaching and non-teaching staffs. He asked the Director IQAC to complete the work at the earliest.
6. The Chairman also expressed his concern over delay in completion of the CAS re-evaluation process. After through discussions, the chairman assured the members that necessary action will be taken to ease the process (Action to be taken by Prof. Sanjeev Kumar).

The meeting ended with a vote of thanks from the Director, IQAC.

  
(Prof. A. Mitra)  
Pro-Vice Chancellor, RGU

Copy to:

1. The PS to Vice-Chancellor, RGU for information please
2. The PA to Registrar, RGU for information please
3. The Director IQAC for information and necessary action
4. All the concerned members
5. Office copy.

  
(Prof. A. Mitra)  
Pro-Vice Chancellor, RGU