

**OFFICE OF THE DIRECTOR**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**RAJIV GANDHI UNIVERSITY**

Dated: March 25, 2019

**Minutes of the Meeting held on 25th March, 2019**

A newly constituted meeting of the IQAC was held in the Council Hall under the chairmanship of Prof. Saket Kushwaha, Vice-Chancellor, Rajiv Gandhi University on March 25, 2019 at 3.30 pm to discuss the following agenda items.

1. Action taken report of last meeting.
2. Future course of Action.

The following members were present in the Meeting:

1. Prof. Saket Kushwaha, Vice-Chancellor, RGU & Chairperson, IQAC
2. Prof. Amitava Mitra, Director, IQAC
3. Prof. R. C. Parida, Member, IQAC
4. Prof. Sanjeev Kumar, Member, IQAC
5. Prof. Sumpam Tangjang, Member, IQAC
6. Prof. Kesang Degi, Member, IQAC
7. Prof. Oken Lego, Member, IQAC
8. Mr. Ani Taggu, Member, IQAC
9. Dr. Rajesh Chakrabarty, Member, IQAC
10. Mr. Arindam Garg, Member, IQAC
11. Dr. Gibji Nimasow, Member, IQAC
12. Mr. Firos A, Member, IQAC
13. Dr. Sunil Nandi, Member, IQAC
14. Dr. Sambhu Prasad, Member, IQAC
15. Dr. David Pertin, Member, IQAC

At the outset, the chairman welcomed all the members of the newly reconstituted IQAC and briefly highlighted the scope and objectives of the meeting. The chairman then requested Prof. Amitava Mitra, Director, IQAC to present the agenda items.

1. Director, IQAC tabled the Action Taken Report (ATR) of the IQAC on the decisions taken in the IQAC meeting held on 24<sup>th</sup> December, 2018.
  - a. Regarding the decision to collect student's feedback for teachers in online mode, Prof. Utpal Bhattacharjee briefed about the progress of the OTP-based student feedback form. He informed that the program is ready and assured the committee that it would be completed before the 4<sup>th</sup> semester examination form submission in consultation with Mr. Tsering D. Megeji, Jt. Director (Computer Centre) The chairman instructed to complete it by 20<sup>th</sup> April. **(Action to be taken by Prof. Utpal Bhattacharjee and Mr. Tsering D. Megaji)**
  - b. Director, IQAC informed that the draft format for Academic & Administrative audit in the year 2019 to meet the requirement for NAAC assessment in the year 2020 is ready. Chairman advised that a component of millennium SDGs are to

be included in the format and sent to all the members of the IQAC for the comments and input. **(Action to be taken by Director, IQAC)**

- c. Dr. David Pertin, Jt. Registrar (Academic & Conference) & Member of the IQAC informed that some of departments are yet to furnish the email addresses of their students. **(Action to be taken by Jt. Registrar, Academic & Conference)**
- d. Vice-Chancellor informed that two new rain water harvesting units would be installed in Central Library and Old academic block. Existing rain water harvesting units in Department of CSE, Geography and Institute of Distance Education are non-functional at present. Steps have been undertaken to make them functional. **(Action to be taken by EE and Registration)**
- e. Regarding the participation of the alumni in the growth of the university, Alumni Association was requested to hold a meeting tentatively by the end of April 2019. **(Action to be taken by Jt. Registrar, Academic & Conference)**
- f. Regarding the Green audit of the campus, Prof. Sumpam Tangjang informed that taxonomic identification of the higher plant species in the RGU campus has been completed. Further action for painting the name tags EE was requested to follow up. **(Action to be taken by Prof. Sumpam Tangjang and EE)**
- g. Director was requested to write to all HoDs /Directors to send a copy of the BUGS & BPGS meeting minutes to Office of the Director for record keeping. **(Action to be taken by Director, IQAC)**
- h. Director was also requested to write to all HoDs /Directors to provide employment details of the alumni to the Office of the Director for record keeping. **(Action to be taken by Director, IQAC)**

2. The follow formats were placed for approval
  - a. CAS Format (As per UGC regulation 2018)
  - b. Student Feedback Proforma
  - c. Annual Report Proforma 2018-19
  - d. AQAR Format ( As per new NAAC guidelines)

Director informed that CAS & AQAR format were prepared as per latest UGC and NAAC guidelines. The members approved the formats in principle; however, Chairman suggested that the formats may be sent to the members for further inputs.

3. Director was also requested to write to all Cells/Centers to provide their activity details for updation in the RGU website. **(Action to be taken by Director, IQAC and Jt. Director CC)**

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



(Prof. Amitava Mitra)  
Director, IQAC  
Rajiv Gandhi University

Copy to:

1. PS to Vice-Chancellor for information please
2. PA to Registrar for information
3. All concerned members of IQAC for information
4. Office copy

(Prof. Amitava Mitra)  
Director, IQAC  
Rajiv Gandhi University