

## MINUTES OF THE MEETING OF IQAC HELD ON 13<sup>TH</sup> February 2018

A meeting of IQAC was held in the office of the Director, IQAC on 13<sup>th</sup> February 2018 at 3:00 p.m. to discuss about the progress of the various activities of the IQAC. The following members were present:

1. Prof. A. Mitra, Dept. Of Economics – Director
2. Prof.R.C.Parida, Department of Commerce– Member
3. Prof.UtpalBhattacharjee, Dept. Of CSE – Member
4. Prof. (Mrs.) KesangDegi, Dept. Of Education – Member
5. Prof.SumpamTangjang, Dept. Of Botany – Member
6. Dr. Rajesh Chakraborty, Dept. Of Chemistry – Member
7. Dr. David Pertin, Joint Registrar (Aca) – Member.

After a lot of deliberation the following decisions were taken.

1. Since it was the 1<sup>st</sup> meeting of the year 2018, the Director wished a happy and prosperous year for all the members.
2. The Director informed the members that a draft of AQAR 2016-17 has already been prepared by Dr.BipanHazarika. He give the responsibility of finalizing the AQAR 2016-17 to Prof.SumpamTangjang and Dr. Rajesh Chakraborty.
3. The Director also told the members that preparation for Annual Report 2017-18 will have to be started immediately after the closing of the financial year 2017-18. The members expressed their concern about the print quality of the annual report. The Director assured the members that all possibilities will be explored to ensure good print quality of the annual report.
4. The meeting also decided to organize a workshop in the month of April, 2018 for the young faculty members of the University on how to improve the quality of publications and enlighten them with latest API related information as well as preparation for NAAC Accreditation . The Director assigned the responsibility of the workshop to Prof.KesangDegi and Dr. Rajesh Chakraborty. They are requested to submit the detail proposal and budget for the workshop.
5. The Director also inform the members that a team from U.S. Consulate General is planning to organize a workshop at Rajiv Gandhi University to create awareness on Fulbright-Nehru-Scholarship. The Director entrusted the responsibility for coordinating the programme to Prof.KesangDegi and Dr. Rajesh Chakraborty.

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

  
(Prof. A. Mitra)  
Director, IQAC

Copy to:

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