

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

Dated: 31st May 2019

Minutes of the Meeting held on 31st May 2019

An internal meeting of IQAC was held in the office of the Director, IQAC on 31st May 2019 at 2:30 p.m. to discuss about the progress of the various activities of the IQAC. The following members were present:

1. Prof. Amitava Mitra, Director, IQAC
2. Prof. R. C. Parida, Member, IQAC
3. Prof. Utpal Bhattacharjee, 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. Dr. Rajesh Chakrabarty, Member, IQAC
9. Mr. Firos A, Member, IQAC
10. Dr. Sunil Nandi, Member, IQAC
11. Dr. Sambhu Prasad, Member, IQAC
12. Dr. David Pertin, Member, IQAC
13. Mr. Tsering D. Megeji, Member IQAC

1. At the outset, the Director welcomed all the members and he briefly highlighted the scope and objectives of the meeting.
2. The Director, IQAC tabled the Action Taken Report (ATR) on the decisions taken in the IQAC meeting held on 25th March 2019.

Sl. No.	Decisions of the previous IQAC meeting	Action taken report
1.	Collection of student's feedback for teachers in online mode	Feedback system has been developed and implemented
2.	Finalizing the format for Academic & Administrative audit	The format has been finalized and sent to the members for comment. Since no comment was received from members, it was submitted for administrative approval which was granted and it was uploaded in the university website for necessary action
3.	Completing the process of collecting students' email address of all the departments	Email addresses of all the students were collected as informed by Jt. Registrar (Acad. / Conf.)

4.	Installation of Rain Water Harvesting (RWH) facilities at Central Library building and Old Academic Building and renovation of the non-functioning RWH facilities at CSE Building, Geography Building and Distance Education Building	Under Process
5.	Holding a meeting of Alumni Association by end of April 2019	Jt. Registrar (Aca./Conf.) informed the members that due to the General Election the meeting could not be organized as per schedule. However it will be held shortly
6.	Green audit of the campus	Under Process
7.	Sending a copy of BUGS & BPGS meeting minutes to the Office of the Director, IQAC for record keeping	No action has been taken
8.	Collect Employment details of the alumni from the HoDs/Directors	So far only seven departments have submitted. The other departments have yet to submit

The committee noted the ATR.

3. The Director informed the members that the Editorial Board for Annual Report is preparing the Annual Report for 2018-19, and final draft of report will be prepared before the commencement of Summer Vacation.
4. The Director informed about the preparation of NAAC Accreditation for 2020. He submitted time schedule for one year.
 - (a) **May 2019**: Uploading of Academic Audit to University website.
 - (b) **June 2019**: Receipt of Academic Audit reports from Departments/ Institutes.
 - (c) **July 2019**: Receipt of Administrative Audit reports from different administrative branches.
 - (d) **July-August 2019**: Scrutiny and compilation of Academic and Administrative Audit reports.
 - (e) **July-August 2019**: Preparation of AQAR 2018-19 in new format.
 - (f) **September-October 2019**: Invitation of experts for Academic and Administrative Audit and its finalization.
 - (g) **November-December 2019**: (i) Preparation of Self Study Report (SSR). (ii) To collect students feedback as per NAAC format.
 - (h) **January-February 2020**: Submission of SSR to NAAC
 - (i) **March-April 2020**: Preparation for NAAC visit
 - (j) **May 2020**: Expected visit of NAAC team. **(Action to be taken by Director IQAC and Members of IQAC)**

5. The members also discussed about the workable action plan for the preparation of Self Study Report (SSR) for proposed NACC accreditation (3rd cycle). The Director entrusted responsibilities for the members as follows:

Sl. No.	Responsibility for Preparation of	IQAC Members
1.	Executive Summary, Profile of the University, SWOC Analysis	Prof. A. Mitra, Director IQAC
2.	Criteria – 1 (Curricular Aspects)	1. Prof. R. K. Singh 2. Dr. Gibji Nimasaw 3. Dr. David Pertin
3.	Criteria – 2 (Teaching-Learning and Evaluation)	1. Prof. Utpal Bhattacharjee 2. Mr. Firos A.
4.	Criteria – 3 (Research, Innovations and Extension)	1. Dr. Ani Taggu 2. Dr. Rajesh Chakrabarty
5.	Criteria – 4 (Infrastructure and Learning Resources)	1. Prof. Sanjeev Kumar 2. Mr. Tsering Dorjee Megeji
6.	Criteria – 5 (Student Support and Progression)	1. Prof. Kesang Degi 2. Dr. Sambhu Prasad
7.	Criteria – 6 (Governance, Leadership and Management)	1. Prof. R. C. Parida 2. Dr. Sunil Nandi
8.	Criteria – 7 (Institutional Values and Best Practices)	1. Prof. Sumpam Tangjang 2. Prof. Oken Lego

(Action to be taken from concerned members)

6. The members also discussed about the need for sensitization and preparedness of the stakeholders for the proposed NAAC visit. In this regard it was decided that a mock Student Satisfaction Survey would be conducted in the month of November/December 2019 to prepare the students for NAAC Student Satisfaction Survey. Further, to take feedback from Alumni, Teaching and Non-teaching staff, it was decided that feedback would be taken in specific format. The Director, IQAC assigned the responsibility of preparing feedback format to the following members:

Sl. No.	Responsibility for Preparation of	IQAC Members
1.	Feedback Format for Alumni	1. Prof. Kesang Degi 2. Prof. Sumpam Tangjang 3. Prof. Oken Lego
2.	Feedback Format for Teaching Staff	1. Prof. R. C. Parida 2. Prof. Utpal Bhattacharjee
3.	Feedback Format for Non-teaching staff	1. Dr. David Pertin 2. Mr. Tsering D. Megeji

(Action to be taken from the concerned members)

7. The Director informed the members that a draft format for annual self-appraisal report (APAR) for teaching staff has already been prepared and submitted to the authority for necessary approval. **(Action to be taken Director, IQAC)**

8. The Director also informed the members regarding the scrutiny of the application for CAS promotion. It was decided it will be done at departmental level and Prof. Sumpam Tangjang has already been appointed as IQAC nominee. The members opined that the process should be initiated soon. **(Action to be taken Administration and Prof. Sumpam Tangjang)**

9. The Director also requested Mr. Firos. A, Dr. Sunil Nandi and Dr. Sambhu Prasad to assist Prof. Sumpam Tangjang in the preparation of AQAR, which is expected to be ready by August 2019. **(Action to be taken by concerned members)**

The meeting ended with a 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