

## MINUTES OF THE MEETING OF IQAC HELD ON 24<sup>th</sup> December, 2018

A meeting of IQAC was held in the office of the Vice Chancellor, on 24<sup>th</sup> December, 2018 at 2:30 PM to discuss about the progress of the various activities of IQAC and proposed NAAC Assessment (3<sup>rd</sup> cycle) in the year 2020. The following members were present:

1. Prof. Saket Kushwaha, Vice Chancellor & Chairman, IQAC
2. Prof. Tamo Riba, Registrar, Rajiv Gandhi University
3. Prof. A. Mitra, Dept. Of Economics – Director, IQAC
4. Prof. Utpal Bhattacharjee, Dept. Of CSE – Member, IQAC
5. Prof. (Mrs.) Kesang Degi, Dept. Of Education – Member, IQAC
6. Prof. Sumpam Tangjang, Dept. Of Botany – Member, IQAC
7. Dr. Rajesh Chakraborty, Dept. Of Chemistry – Member, IQAC
8. Mr. Megeji Dorjee Tsering, Joint Director, VSAT - Special Invitee
9. Mr. Gomar Basar, Assistant Registrar (Academic) – Special Invitee

After a lot of deliberation the following decisions were taken.

1. The Chairman welcomed the members of IQAC and briefly highlighted the scope and objective of the meeting. He then requested the Director, IQAC to present the agenda.
2. The Director IQAC apprised the Vice Chancellor about the major decisions taken in the IQAC meeting held on 18<sup>th</sup> December, 2018 under his chairmanship to discuss the issues related to NAAC assessment (3<sup>rd</sup> cycle).
  - a. In the IQAC meeting a decision was taken to collect student's feedback in online mode. A subcommittee has already been constituted in this regard to formulate the implementation plan. The Vice Chancellor approved the proposal and advised to link the feedback process with final year examination form fill-up process through some One Time Password (OTP) based approach to ensure 100% participation of the students in feedback process. (Action to be taken by Joint Director, VSAT and Prof. Utpal Bhattacharjee)
  - b. Another major decision taken in that IQAC meeting was conducting Academic and Administrative audit in the year 2019 to meet the requirement for NAAC assessment in the year 2020. The Vice Chancellor approved the proposal in principle. In this connection Director IQAC submitted a pro forma for Academic audit which was approved by the Vice Chancellor. The Vice Chancellor entrusted the IQAC for designing a proforma for Administrative audit as per NAAC guideline. (Action to be taken by Director, IQAC)
3. The meeting decided that in order to sensitize the students for "Students' satisfaction survey" of NAAC, email addresses of all the students will be collected and online feedback will be taken from the students before summer vacation .. (Action to be taken by Dr. David Pertin and Dr. Rajesh Chakraborty)
4. The Director, IQAC highlighted some of the issues that need immediate attention for improving the NAAC grading of the University. Some of the major points discussed in this regard are:
  - a. To ensure proper utilization of the rain water, Rain Water Harvesting facility should be made available to all the Academic and Administrative buildings of the University campus. (Action to be taken by Executive Engineer)
  - b. To ensure active participation of the alumni in the growth of the University, the Alumni association should be made more proactive. The meeting decided to organize

- an Alumni meet/Donation camp immediately after the winter break. ( Action to be taken by Registrar and Jt. Registrar, Acad.)
- c. To explore and nurture the lush green campus of the University, the meeting decided to conduct a Green Audit of the campus including profiling of the trees in and around the campus. The meeting also decided to renovate the Botanical Garden. (Action to be taken by Prof. Sumpam Tangjang and EE)
  - d. The meeting also decided to restart the activities of the Woman Technology Park.(Action to be taken by Director, IDE)
  - e. Another major decision was taken related to upgradation of the syllabus of all the Departments incorporating Program Outcomes (POs) and Course Outcome (COs) along with crosscutting issues like Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum.(Action to be taken by Director, IQAC and HODs')
5. Considering the huge responsibilities of the IQAC in the context of present policy and functioning of UGC and MHRD, the Vice Chancellor has decided to provide a new well equipped office with sufficient staff to the IQAC immediately for it smooth operation. (Action to be taken by Registrar)
  6. To coordinate the various developmental activities of the University, a decision was taken that IQAC may coordinate the various existing cells like Placement cell, Industry,-Academia Interface cell, Innovation cell in forth coming year. (Action to be taken by Director, IQAC).
  7. Since it was the last meeting of IQAC for the year 2018, the Chairman wished a happy and prosperous new year 2019, to all the members present.

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



Director, IQAC

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