

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

Dated: 05.02.2024

**MINUTES OF THE MEETING WITH REGARD TO NAAC PEER TEAM VISITS
DURING 27-29 FEBRUARY 2024**

MEETING HELD ON 5TH FEBRUARY, 2024 AT 4:00 PM

A meeting with the Deans of Faculties, Registrar, Finance Office, Controller of Exams., HoDs/Directors of various Departments/Institutes, Director (IQAC), Departmental IQAC Coordinators, Joint Registrars, Deputy Registrar, Asst. Registrars, Section Officers, was held on 5th February, 2024 at 4:00 p.m. in the Smart Academic Hall (Mini Auditorium) of the University.

The meeting was chaired by Hon'ble Vice Chancellor (Chairperson of IQAC) and was attended by aforesaid officials of Rajiv Gandhi University including the statutory officers, faculty members and the staff which comprised of Registrar, Finance Officer, IQAC Director, Deans of Faculties, Heads of Departments, Directors of Institutes, Joint Registrars, DR, ARs, NAAC SSR Coordinators, and Section Officers among the others (**Enclosed: List of Attendees with respective signatures**).

At the very outset, the Vice-Chancellor welcomed all the members and informed that the visit of NAAC Peer Team has been scheduled from 27th to 29th February, 2024. In this regard, he requested everyone to prepare themselves with the documents, testimonials and other necessary preparations which the Peer Team is expected to evaluate.

The Registrar while joining with the Vice-Chancellor informed that 70% of the works have already been done with Self-Study Report (SSR) being submitted and assessed as a standard process in this regard. Only remaining 30% evaluation which are field specific (onsite visit) are to be taken care of. He also suggested to prepare a time frame for completion of the works so that everything is ready prior to the visit of NAAC Peer Team.

The Vice-Chancellor then requested Dr. Rajesh Chakrabarty, Member IQAC and SSR Committee (convener) to present the **7(seven) criterion of Self Study Report** where focus has to be given at various levels like departmental level, administrative level, etc.

Dr. Rajesh Chakrabarty presented all the seven criterion and explained to the members what needs to be done. He also informed that the data should be of last five years i.e. 2017-18 to 2021-22. It was shared that adding data of 2022-23 will add value though it will not be a part of direct evaluation process.



Two of the Deans of Faculties comprising Prof. Sumpam Tangjang, Dean, Faculty of Life Sciences and Prof. Sanjeev Kumar, Dean, Faculty of Basic Sciences shared their experiences of visiting as Peer-Team members to different institutions. Both the learned Deans encouraged the members for keeping and maintaining a positive ambience.

The following resolutions were unanimously approved for the smooth visit of Peer Team for 3rd Cycle of NAAC assessment and accreditation of the University:

1. Mission and vision of the Department which should be at par with RGU Mission and Vision.
2. Departmental Profile, Programme Objectives/Outcomes and Course Specific Outcomes should be prepared and placed in the Department.
3. Each Department should identify and prepare at least 5 students (both male and female) by briefing them so that if the team asks them, they can answer properly.
4. The Exam results should be declared through SAMARTH portal and through ABC ID.
5. Incumbency and Departmental Toper's Board should be updated.
6. All the syllabus (old and new) should be kept handy after making them presentable.
7. The Department should prepare for presentation before the NAAC Team which essentially should include the Mission and Vision of the programme in alignment with those of the University.
8. A copy of the full data should be kept in IQAC.
9. Programme outcome of Ph.D. and PG to be printed and placed near class rooms.
10. Four semester syllabus should be maintained by the Departments
11. Time table (Semester-wise) to be notified and placed on record make ready.
12. The mentor- mentee proceedings to be maintained in all Academic Depts.
13. Individual file for faculty/staff as well as Ph.D. scholars which includes Appointment order and Certificate, profile of existing teachers, students, bio-data be maintained by all Departments.
14. All the Departments will be provided with an additional grant for visit of the NAAC Peer team.
15. All the coolers/drinking water installed at different locations will have to be cleaned and made functional.



16. All the Smart Class Rooms should be functional for departmental presentation.
17. Face lifting of the campus must be done with the coordination of Estate Officer and Sanitary Inspector.
18. The Cells, Utility centres, Canteen, Market complex, Guest house, and other facilities in the Campus to be properly maintained.
19. It was suggested categorically that Associations or individual members to cooperate for 3rd cycle of NAAC Assessment. Importance of positive responses from students and stakeholders was reiterated by the gathering during the deliberations.
20. All leaves shall remain suspended till the NAAC visit is completed.

As there were no other points to discuss, the meeting came to an end with a vote of thanks from Director, IQAC.

Sd/-
Registrar

Copy to:

1. PS to Vice-Chancellor for information.
2. All Deans of Faculties for information.
3. PS to Registrar / Finance Officer / Controller of Examinations for information.
4. All HoDs/Directors of the Departments / Institutes for information and wide circulation.
5. Professor-in-charge, University Library for information.
6. All faculty members for information.
7. All Joint Registrars for information and wide circulation.
8. Executive Engineer (C) for information and wide circulation.
9. Joint Director (CC) for information with a request to upload the same on the university website.
10. Chief Medical Officers, Health Centre for information and wide circulation.
11. Deputy Registrar (A&E) for information and wide circulation.
12. All Assistant Registrars for information and wide circulation.
13. Assistant Librarian / System Analyst / Hindi Officer for information and wide circulation.
14. Senior Security Officer for information and wide circulation.
15. All Section Officers / Estate Officer / DA (Vehicle) for information and wide circulation.
16. Manager (Guest House) / Sanitary Inspector for information circulation.
17. Office copy.

Registrar