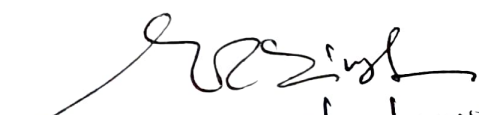


INTERNAL QUALITY ASSURANCE CELL
GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
 Head office : Hathkhowapara, Azara, Guwahati, Pin: 781017
 Website : gcuniversity.ac.in Email : iqac@gcuniversity.ac.in


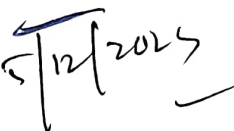
**Action(s) taken Report of the first meeting of the Internal Quality Assurance Cell of GCU, Assam
 held on 27 February 2023**

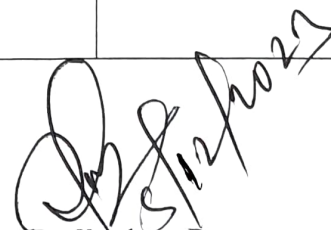
Agenda No	Observation/ Discussion	Actions to be taken	Responsible Person(s)	Target Date	Action Taken Status
1	The Chairperson of the IQAC, Prof. Kandarpa Das, Hon'ble Vice Chancellor called the meeting to order at 11.30 am.	No Action Required	-	-	-
2	The Director, IQAC, Dr. M. R. Singha welcomed the members to the meeting and briefly read out the purpose and agenda of the meeting.	No Action Required	-	-	-
3	Discussion on Vision and Mission of the University Departments	Template for Vision Mission has to be framed and distributed to the departments for framing the vision mission statement.	HoD	Before Next Meeting	Templates are distributed and Vision Mission are collected from each departments for approval in the Next IQAC Meeting.
4	Discussion on Best practice of the University	Departments are to be requested to identify Best Practices to be implemented for Girijananda Chowdhury University and will be discussed in next IQAC meeting	HoD	Before Next IQAC Meeting	Few Good Practices / Best practices are collected from the departments for discussion.
5	Discussion on (a) Plan of Action for the academic session 2023-2024. (b) Academic and Administrative Audit form. (c) AICTE 360° Feedback form. (d) Students Feedback form on Faculty. (e) Infrastructure and Services feedback form.	(a) Actions plan are to be distributed to various implementation authority for necessary actions. (b) /(c)/(d) Feedback forms are to be uploaded in GCU website for ready reference by the departments. (f) Requirements for MIS database to be prepared and informed the Software development Cell / ERP Cell for implementation.	HoD/ Incharges ERP Cell	Before Next IQAC Meeting Before Jan-Jun Session 2024	5.(a)Actions plans prepared for implementation. 5 (b)(c)(d) Feedback forms are uploaded in website for ready reference. 5(e) Installation of ERP is in Progress for building the MIS.


 05/12/2023

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6	Discussion on the Activities for 2023-2024	Final Activity calendar has to be prepared and distributed to the departments for information.	IQAC	Before start of next session.	Prepared for distribution after final approval.
7	Discussion on NAAC and NBA matters	(a) Registrar, GCU is requested to appoint seven co-ordinators for NAAC steering committee (b) Registrar, GCU is requested to appoint NBA Coordinator and a Core committee for further NBA activities.	Registrar	Before Next IQAC Meeting	7 (a) NAAC steering committee is formed and a meeting of the committee is also conducted on 28.08.2023 to start the necessary procedures of NAAC. 7(b) Registrar, GCU is also appointed a Committee for NBA accreditation with its coordinators.
8	Any other matter (a) Discussion on research publication booklet, publication cell. (b) Discussion on workshop on mentoring (c) Discussion on industry academia interaction (d) More Alumni engagement. (e) Starting Teachers education and Law education programmes.	(a) Request to be sent form IQAC to Publishing Cell of GCU to publish a research publication Booklet as suggested by the President of SSA Society. (b) A workshop on mentoring is proposed at the end of the session , when the faculty members are free to attend the workshop.) (c) Departments are requested for More MoU's and collaborations with Industries. (d) More Industry-academia programmes are proposed for the next session. (e) IQAC members showed interest on starting Teachers education and Law education programmes in next few years.	Publication Cell IQAC HoD IIC No Action Required.	No Date fixed. In next session. -- -- --	8(a) A list of publications of the faculty members has been collected by Dean (Students affairs) , However an updated list is yet to be collected after which it can be sent to the Publication Cell. 8(b) A workshop of Faculty induction has been conducted. A workshop on Mentorship programme is yet to be conducted. 8(c) Many MoU has been signed with different organizations.. 8(d) IIC programmes yet to be conducted. 8(e) Discussion noted.


 Dr. M. R Singha
 Director, IQAC
 GCU, Assam



 Dr. Kandarpa Das
 Chairman, IQAC
 GCU, Assam