

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

Actions taken Report of the Second NAAC Steering Committee of GCU, Assam
Held on 5TH December 2023

Agenda No	Discussion	Resolutions/Decision	Action Taken Status
Agenda no 1: Initial Comments from Vice Chancellor	Prof. Kandarpa Das has welcomed all the members in the meeting and told Director , IQAC, Dr. M. R Singha to start with the agenda of the meeting.	--	--
Agenda no 2: Confirmation of the minutes of 1 st NAAC Steering committee meeting	Dr. M. R Singha, Director IQAC read out the minutes of the last NAAC steering Committee meeting and after a thorough discussion all the members approved the minutes of meeting.	Minutes approved by the Members	--
Agenda no 3: Action take Report of the decisions of the 1 st NAAC Steering committee meeting	Dr. M. R Singha, Director IQAC described the action taken Report of the last NAAC steering Committee meeting and after a thorough discussion the members approved the action taken Report of the last meeting..	Action taken Report approved by the Members	--
Agenda no 4: Discussion on Data collection matters by seven criteria Coordinators and finding the strategy for data collection and preservation.	Discussion: Prof. Kandarpa Das requested all the criteria Coordinators to speak about their initiation and the progress of work towards the NAAC approval process one by one. And as such the criteria coordinators described their progress of works towards as follows:	--	--
	Criteria-01 : Curricular Aspects : Dr. Sampurna Bhuyan the Coordinator of curricular aspects told that she has already started the works on curricular aspects and data related to the academic matters such as syllabus, modification of syllabus, feedback etc. s per NAAC Manual. Prof Kandarpa Das told that for collecting the students feedback, the feedback form prescribed by NAAC to be followed. However, he also told that there should be online facility for collecting such feedback for minimizing the processing works.	Sri Adarsh Pradhan has been entrusted to look after the software development part of the students feedback forms required in discussion with the criteria Coordinator of Criteria-01.	Sri Adarsh Pradhan in coordination with Dr. Sampurna Bhuyan developed feedback forms to be discussed in NAAC steering committee meeting.
	Criteria-02 : Teaching, Learning, and Evaluation : Dr. Bipul Kr. Talukdar, the Coordinator of Teaching , learning and evaluation has told that he has also started data collections . He also told that a repository system is required to store the collected data yearly basis. Dr. M. R. Singha, Director IQAC told that a web based system will be developed to store the collected data which may be viewed every criteria Coordinators.	The meeting proposed to design a web based system to work as repository for data collection and storage system for NAAC.	Ms. Mala Ahmed has improvised the IQAC section of website to ease the process data collection and visualisation as per the Direction of Director, IQAC.
	Criteria-03 : Research, Innovation, and Extensions : Dr. Lipi Goswami, the Cordinator, Research, Innovation, and Extensions told that 250 marks is allotted in this criteria and to fulfill the NAAC requirements many procedures such as financial aid for Research and innovation to be framed .	Dr. Damiki Laloo, Dean Research and Innovation requested to find out some procedure for streamlining the criteria related to research and innovation matters.	A policy document has been submitted to management for approval.


27/02/2024

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	Moreover, Budget and expenditure statements with proper authentication is required as NAAC data. Dr. Damiki Laloo, Dean, Research and innovation told that the Research and innovation cell will frame necessary procedures to cope of with NAAC requirements.		
	Criteria-04 : Infrastructure and Learning Resources : Dr. Jun Mani Kalita the Cordinator, Infrastructure and Learning Resources also discussed about the key indicators comes under Infrastructure and Learning Resources. She also expressed about a multimedia learning material development centre is required for capturing Lecture of the faculty members to be used as learning resource by the students.	The members noted the discussion	--
	Criteria-05 : Student Support and Progression : Dr. Kangkan Kishore Pathak Coordinator for Student Support and Progression told that there should some defined source to collect the Information as per Key Indicators . He also told that guidelines for evaluation are necessary to accommodate the NAAC data. He also told that a student council has to be formed as per NAAC guidelines which may give input on the activities for institutional development and student welfare.	Formation of Students council is should be done as per NAAC requirements.	Dr. Sandip Bordoloi , Dean Students affairs has started process to form the Students Council for GCU, Assam
	Criteria-06 :Governance, Leadership, and Management: Ms. Lima Patowary the Coordinator, Governance, Leadership, and Management mentioned about the key indicators related to the criteria under her domain. She also told that all the Governance related to employee administration, financial activities are to be properly defined and documented. Prof. Kandarpa Das also emphasized on the HR policies of the University and told Dr. Junumoni Das , Head (HR) to look after the matter.	The HR Manager will take initiative formulate and approve the HR policies from the authority	The increment and self appraisal policy has been approved by BoM. Other policies are like Leave, promotion etc are in process.
	Criteria-07 : Institutional Values & Best Practices : Mr. Tridib Saikia, Coordinator, Institutional Values & Best Practices was absent in the meeting due some unavoidable circumstances.	The meeting discussed to go forward with the good practices selected by the IQAC , GCU, Assam.	--
Agenda no 5: Any other matter.	Prof. Kandarpa Das, told that the members are to start the data collection process to create a repository for the same to make data available for preparing the Annual Quality Assurance Report (AQAR). He also told that a timeline to be created to finish the Data collection and AQAR preparation process.	The meeting resolved that the data for preparing and supporting the AQAR to be created within March 31 st 2023 and reviewed in next NAAC steering committee meeting.	Data preparation and collection is in progress.

Director, IQAC
GCU, Assam

27/2/2024

Chairman, NAAC Steering
Committee, GCU, Assam
GCU, Assam

27/2/2024