

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

Minutes of the Second meeting of the Internal Quality Assurance Cell of GCU, Assam
Held on 28th September 2023

The 2nd meeting of the Internal Quality Assurance Cell of GCU, Assam was held in the Conference Hall of GIMT building on 28th September 2023 at 11.30 am.

Members present:

| | | |
|-----|--|---------------------|
| 1. | Prof. Kandarpa Das, Vice Chancellor | Chairperson |
| 2. | Sri Jasoda Ranjan Das, President, SSA, Guwahati | Member |
| 3. | Miss. Kunki Chowdhury, Member, SSA, Guwahati | Member |
| 4. | Dr. Abdul Baquee Ahmed, Principal, GIPS, Tezpur | Member |
| 5. | Dr. Sandeep Bordoloi, HoD, EE Deptt, GCU, Guwahati | Member |
| 6. | Dr. Dipankar Saha, Registrar, GCU, Guwahati | Member |
| 7. | Dr. Shanta Kumar, Associate Professor, CSE, GCU, Guwahati | Member |
| 8. | Dr. Robert Ravi, Dean Engg & Tech, GCU, Guwahati | Member |
| 9. | Dr. Nilanjana Deb, HoD, BA, GCU, Guwahati | Member |
| 10. | Dr. Nikhil Biswas, Associate Professor, GCU, Assam | Member |
| 11. | Dr. Lipi Goswami, Asstt Prof, Physics, GCU, Assam | Member |
| 12. | Mr. Swapnaneel Sarma, Asstt Prof, ME, GCU, Assam | Member |
| 13. | Mr. Dwipen Das, Dy. Registrar, GCU, Assam | Member |
| 14. | Sri Nilkamal Basyak, Student CSE (7 th Sem, ME), | Member |
| 15. | Miss Aparna Thakuria, Students BPharm, 7 th Semester | Member |
| 16. | Dr. Mukta Ranjan Singha, Associate Prof and HoD CA Department | Director & Convener |

(Sri Jasoda Ranjan Das, President SSA and Dr. Abdul Baquee Ahmed, Principal, GIPS, Tezpur attended the meeting online)

Leave of absence (who cannot attend the meeting due to some reasons):

| | | |
|----|---|--------|
| 1. | Ms. Manashi Devi, Asstt Prof, English, GCU, Assam | Member |
| 2. | Mr. Akashdeep Goswami, Asstt Prof, ME, GCU, Assam | Member |
| 3. | Sri Ratnadeep Bhattacharjee, Co-Founder, Tech Variable Pvt. Limited | Member |
| 4. | Sri Uttam Borah, Pharmacy, Pharmacy Officer(NFG) | Member |
| 5. | Dr. Chandana Goswami, Dean Academics | Member |

Agenda no 1: Meeting put to order by the Chairman IQAC.

The Chairperson of the IQAC, Prof. Kandarpa Das, Hon'ble Vice Chancellor welcomed all the members of the IQAC specially the new student member and explained about the role of IQAC in institute building process.

Agenda no 2: Confirmation of the minutes of IQAC meeting held on 27th Feb 2023.

The Director, IQAC, Dr. M. R. Singha placed the minutes of the last meeting in the meeting for discussion. After, discussing all the pros and cons, the IQAC, GCU approved the minutes of the last meeting.

Agenda no 3: Action Taken Report of 1st IQAC meeting held on 27th February 2023.

Director, IQAC placed the "Action Taken Report" of the last IQAC meeting held on 27th February 2023. After discussing the report, the IQAC has approved the Action taken Report.


29/01/2024

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

Agenda no 4: Discussion on finalizing vision and Mission of the departments

Discussion : Director IQAC placed the vision and mission framed by all the departments to the IQAC members. The departments who have submitted the vision and mission are :

- (a) Department of Civil Engineering
- (b) Department of Mechanical Engineering
- (c) Department of Electrical Engineering
- (d) Department of Electrical Engineering
- (e) Department of Electronics and communications engineering
- (f) Department of Business Administration
- (g) Department of Computer Applications
- (h) Department of Physics
- (i) Department of Chemistry
- (j) Department of English and foreign languages
- (k) Department of Mathematics
- (l) Department of Political Science
- (m) Department of Economics
- (n) School of Pharmaceutical Science (Guwahati)
- (o) School of Pharmaceutical Science (Tezpur)

Prof. Kandarpa Das, Vice chancellor, GCU, told that Vision and Mission are very important for a department and it should be framed carefully and to be screened by committee taking the view of stakeholders . IQAC Director also put his view to complete the process of finalisation of Mission and mMission of the departments such that these can be disseminated at various places.

Decision :

After a discussion it is resolved that a committee headed by Dr. Robert Ravi, Dean Engg & Tech will initiate the process of finalising the Vision and Mission of the departments / Schools before starting of the next academic and semester.

Agenda no 5: Discussion on Implementation NEP-2020 Syllabus and formulating CO assessment rubrics.

Discussion : Prof Kandarpa Das, Vice Chancellor, GCU informed that the structure of the UG and PG syllabus of GCU has been framed in line of the NEP-2020. Moreover, 1st batch GCU for various programmes started with this framed syllabus. He informed that the UG syllabus pattern started with following Exit Option:

1. Certificate for students who completed the 1st year Course with additional 8 weeks vocational training.
2. Diploma for students who completed the 2nd year Course with additional 8 weeks vocational training.
3. Degree with Major/ Minor who completed the 3rd year Course
4. Degree(Hons) with Major/ Minor who completed the 4th year Course

Moreover, student will get option for selecting various Skill Enhancement Courses (SEC) , Value Added courses (VAC), Ability Enhancement Courses (AEC) and Multi disciplinary Courses (MDC) in different semesters.

In discussing the formulation of the CO Assessment rubrics Dr. M R Singha, Director, IQAC informed that for the courses conducted at GCU, a uniform formula is required and the NBA Coordination team headed by Dr. Debarshi Mallick may be assigned for framing the CO Rubrics and distributed to the concerned department for implementation.

Decision : Meeting resolved that th IQAC Director will inform NBA Coordination team headed by Dr. Debarshi Mallick for framing the rubrics for CO as well PO Assessment and distribution to the concerned department for implementation. Moreover, the team will also train the newly appointed faculty members to be accustomed with


29/01/2024

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

CO Assessment process required for accreditation purpose.

Agenda no 6: Discussion to find out a consolidated list of *good practices*

Discussion : Director IQAC presented a list of good practices collected from the departments and each of the best practices are discussed in the meeting. The IQAC members put their view on good practices of the University and as such many of the good practices are found to be in practice by GCU, Assam.

The following view good practices are came to limelight after the discussion:

- (a) Ban plastic inside the University Campus.
- (b) Solid waste management – a method for Reduction of Carbon emission,
- (c) Rain water harvesting.
- (d) Clean and green campus by naming the trees and taking proper care.
- (e) Promoting Academic Excellence Through Knowledge Beyond Course Curriculum
- (f) Promoting students projects and research activities on the basic problems of the society.

Decision: Resoled that the University departments / administration will continue with the good practices listed, especially the Department of Botany will take care in naming the trees of the Campus and a proper care should be taken to nurture the trees to make the campus Green.

Agenda no 7: Discussion on Examination evaluation pattern.

Discussion : Dr. M. R. Singha, Director, IQAC informed that the following few documents are very necessary to start with the academic evaluation system of the University :-

- (a) Examination Regulation
- (b) Schedule of activities for exam related matters.

It is necessary to inform the admitted students to prepare themselves with the evaluation systems and also with the schedule of activities.

Prof. Kandarpa Das informed that the Academic Calendar which has already approved by Academic Council is to be followed for the schedule of activities, however, a separate schedule of activities to be prepared by the Examination Department for information. He also told that the Revised Examination Regulation preparation is in process.

Decision: Resolved that

- (a) Deputy Controller of Examinations will be informed to prepare and distribute Schedule of activities (annual) for the academic session 2023-24
- (c) Deputy Controller of Examinations will take initiative to prepare the Examination Regulation and make ready for use by the stakeholders.

Agenda no 8: Discussion on NAAC and NBA accreditation matters

Discussion : The meeting discussed that three programmes Viz (1) UG in Civil Engineering (2) UG in Computer Science and Engineering (3) UG in Electrical Engineering have been taken into consideration for applying NBA accreditation in the year 2024-25.

Moreover, the meeting discussed about training for NAAC and NBA to be conducted for the faculty members to


29/01/2024

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

be acquainted with accreditation system, especially for the newly inducted faculty members.

Decision : The meeting noted the discussion.

Agenda no 9: Any other matter

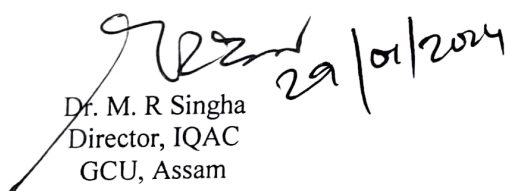
Discussion :


- (i) IQAC has emphasized on the quality publications of the faculty members. It is also discussed that quality publications to be given some incentives by framing a proper procedure. Research and Development Cell has been entrusted to find out a procedure to implement the same.
- (ii) Prof Kandarpa Das, Vice chancellor of the University told that a discussion is going on to start the Teachers Education and Law Education Programmes under the University.

Prof. Das also discussed about the Programs leading to offering Degree, Degree with Hons and Master Degree as per UGC guidelines. However, he told that a proper analysis has been required for the successful implementation of the system.

Decisions : The meeting noted the discussions.

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


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


Dr. Kandarpa Das
Chairman, IQAC
GCU, Assam

29/1/2024