INTERNAL QUALITY ASSURANCE CELL
GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM
Head office : Hathkhowapara, Azara, Guwahati, Pin: 781017

Website : gcuniversity.ac.in   Email :iqacgcu@gmail.com

Minutes of the first meeting of the Internal Quality Assurance Cell of GCU, Assam

Held on 27 February 2023

The first meeting of the Internal Quality Assurance Cell of GCU, Assam was held in the Conference Hall of GIMT building on 27 February 2023 at 11.30 am.

Members present:

1.	Prof. Alak Kumar Buragohain, Chancellor	Special Invitee
2.	Prof. Kandarpa Das, Vice Chancellor	Chairperson
3.	Sri Jasoda Ranjan Das, President,SSA, Guwahati	Member
4.	Prof. Thuleswar Nath, Registrar,GCU, Assam	Member
5.	Dr. Abdul Baquee Ahmed, Principal, GIPS, Tezpur	Member
6.	Dr. Sandeep Bordoloi, HoD, EE Deptt, GCU, Assam	Member
7.	Dr. Dipankar Saha, HoD, BMLT, , GCU, Assam	Member
8.	Dr. Shanta Kumar, HoD, CSE, , GCU, Assam	Member
9.	Dr. Nilanjana Deb, HoD, BA, , GCU, Assam	Member
10.	Dr. Nikhil Biswas, Associate Professor, , GCU, Assam	Member
11.	Dr. Lipi Goswami, Asstt Prof , Physics, , GCU, Assam	Member
12.	Ms. Manashi Devi, Asstt Prof , English, , GCU, Assam	Member
13.	Mr. Akashdeep Goswami, Asstt Prof , ME, GCU, Assam	Member
14.	Mr. Swapnaneel Sarma, Asstt Prof , ME, GCU, Assam	Member
15.	Mr. Dwipen Das, Dy. Registrar, GCU	Member
16.	Sri Ratnadeep Bhattacharjee, Co-Founder Tech Variable Pvt. Limited	Member
17.	Sri Uttam Borah,Pharmacy, Pharmacy Officer(NFG)	Member
18.	Sri Nilkamal Basyak, Student CSE (7th Sem, ME),	Member
19.	Dr. Mukta Ranjan Singha, Associate Prof and HoD CA Department	Director & Convener

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

1. Prof. Krishnanga Gohain, Professor, CE Department, , GCU, Assam
2. Miss. Kunki Chowdhury, Member, SSA, Guwahati
3. Dr. Damiki Laloo, Professor, GIPS, Guwahati

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

The Chairperson of the IQAC, Prof. Kandarpa Das, Hon'ble Vice Chancellor called the meeting to order at 11.30 am.
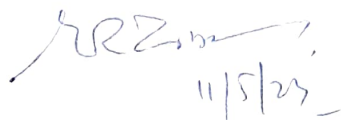
Action:

      No Action required

Agenda no 2: Appraisal by Director, IQAC.

The Director, IQAC, Dr. M. R. Singha welcomed the members to the meeting and briefly read out the purpose and agenda of the meeting.

Action:

      No Action required

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Agenda no 3: Discussion on Vision and Mission of the University Departments.

Discussion : The IQAC decided that a uniform template for writing the departmental vision and mission should be framed and circulated to the all the departments. The Vice chancellor advised that the departments should design their visions and missions accordingly and once it is done, the IQAC Director will conduct meetings with each department to finalise the visions and missions of respective departments.

Decision :
Template for Vision Mission has to be framed and distributed to the departments for framing the vision mission statement. Departments are to be requested to submit the Vision Mission statement for further analysis and approval in the next meeting. (**Actions : IQAC/ HoD**)

Agenda no 4: Discussion on Best practice of the University

Discussion : The Chancellor pointed out that there may be many good practices exercised in an institution; however, the best practice has to be innovative and unique. He also pointed out that Girijananda Chowdhury University is a new University and to identify the good practices shall require time, Therefore, it would be advisable to first observe the good practices of the new University and identify the best practices in future. Vice Chancellor advised to inculcate the habit of observing good practices. He also advised the members to brainstorm on identifying the best practices and pass their ideas to the IQAC. The IQAC will list down the good practices and identify the unique idea and consider it as the best practice for the university.

Decision:
Departments are to be requested to identify Good Practices / Best Practices to be implemented for Girijananda Chowdhury University and will be discussed in next IQAC meeting. (**Actions : HoD**)
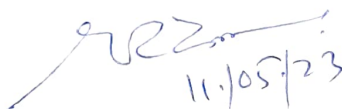
Agenda no 5: Discussion on
       a) Plan of Action for the academic session 2023-2024.
       b) Academic and Administrative Audit form.
       c) AICTE 360° Feedback form.
       d) Students Feedback form on Faculty.
       e) Infrastructure and Services feedback form.

Discussion :
   (a) The IQAC director presented the action plans of IQAC for next academic session. The actions plans are accepted by the members with few modifications as required time to time.
   (b) The members have approved the Academic and Administrative Audit form to be implemented from next session.
   (c) The members have approved the AICTE 360° Feedback form to be implemented from next session.
   (d) The members have approved the Students feedback form to be implemented from next session.
   (e) The members have approved the Infrastructure and Services feedback form to be implemented from next session.

The members also come to the agreement on the introduction of MIS as all feedback needs to be online so that it is easier for the IQAC to analyse the feedback and prepare the report. Dr. Shanta Kumar has informed that

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discussion on developing MIS has already been initiated and the MoU is likely to be signed shortly.

Decision:
- (i) Actions plan are to be distributed to various implementation authority for necessary actions. (**Actions : HoD/ Incharges)**
- (ii) Feedback forms are to be uploaded in GCU website for ready reference by the departments. The feedback forms are :
  - (a) Students Feedback form on teaching (**Actions : IQAC**)
  - (b) Students feedback form on infrastructure (**Actions : IQAC**)
  - (c) AICTE 360 Degree Feedback (**Actions : IQAC**)
  - (d) Academic and Administrative Audit. (**Actions : IQAC**)
- (iii) Requirements for MIS database to be prepared and informed the Software development agencies for implementation. (**Actions : ERP/ Software Development Cell**)

Agenda no 6: Discussion on the Activities for 2023- 2024

Discussion: The Director, IQAC has proposed a list of activities for 2023-2024. IQAC will also prepare an activity calendar for the whole year and it will be aligned with the academic calendar of the university. The Vice Chancellor suggested that the Academic calendar has to be finalised and submitted to the IQAC.

Decision: Final Activity calendar has to be and distributed to the departments for implementation. (**Actions : IQAC**)
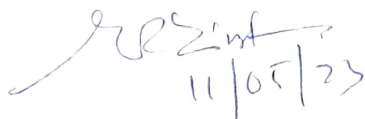
Agenda no 7: Discussion on NAAC and NBA matters

Discussion : The Chancellor has suggested that a NAAC Steering Committee has to be constituted with seven coordinators to work on the seven criteria of NAAC accreditation. Each coordinator will be responsible for collecting all quantitative and qualitative data required for each of the seven criteria.
The IQAC also took the resolution to appoint an NBA coordinator for both constituent campuses and suggested that an immediate discussion is needed to decide which programme can apply for accreditation immediately or next year.

Decision :
- (i) Registrar, GCU is requested to appoint seven co-ordinators for NAAC steering committee.(**Actions : Registrar, GCU**)
- (ii) Registrar, GCU is requested to appoint NBA Coordinator and a Core committee for further NBA activities. (**Actions : Registrar, GCU**)

Agenda no 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.

11/05/23

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Discussion :

(a) The IQAC has decided to publish a research publication Booklet as suggested by the President of SSA Society. This will be a compilation of all the publication of all faculty members of GCU. The Vice Chancellor also informed that a **Publication Cell** will be formed which will be responsible for publication of the newsletter and any other publication of the university.

(b) The IQAC agreed on the necessity of a workshop on mentoring. The objective of the workshop will be to understand the mentoring system and brainstorm on how to conduct mentoring in GCU.

(c) The Chancellor has emphasised that there should be strong industry academia interface and he suggested that MoUs should be signed to expand industry academia activities.

(d) The IQAC discussed that there should be more alumni engagement and in this regard, requested Mr. Ratnadeep Bhattacharjee and Mr. Uttam Borah to collaborate and cooperate with the university. The IQAC desired that there should be more industry academia interaction, and on job training and internship for our students, and strong strategies in this regard, have to be planned out.

(e) Introduction of Teacher Education and Law Education programmes like BEd, MEd and LLB, LLM.

Decisions :

(a) Request has been sent form IQAC to Publishing Cell of GCU to publish a research publication Booklet as suggested by the President of SSA Society. (**Actions : Publication Cell**)

(b) A workshop on mentoring is proposed at the end of the session , when the faculty members are free to attend the workshop. (**Actions : IQAC**)

(c) Departments are requested for More MoU's and collaborations with Industries. (**Actions : IIC**)

(d) More Industry- academia programmes are proposed for the next session. (**Actions : Coordinator, IIC**)

(e) IQAC members showed interest on starting Teachers education and Law education programmes in next few years.

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

Dr. M. R Singha 11/5/23
Director, IQAC
GCU, Assam

11/5/2023
Dr. Kandarpa Das
Chairman, IQAC
GCU, Assam