

**INTERNAL QUALITY ASSURANCE CELL**  
**GIRIJANANDA CHOWDHURY UNIVERSITY, ASSAM**  
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**Minutes of the Second meeting of the NAAC Steering Committee of GCU, Assam**  
Held on 5<sup>TH</sup> December 2023, Tuesday, at 11.30 AM

The Second meeting of the **NAAC Steering Committee of GCU, Assam** was held in the Conference Hall of GMT building on 5<sup>TH</sup> December 2023, Tuesday, at 11.30 AM.

**Members present::**

1.	Prof. Kandarpa Das	Vice Chancellor
2.	Shri J. R. Das, President, SSA	Special Invitee
3.	Dr. Dipankar Saha, Registrar, GCU	Member
4.	Dr. S. Robert Ravi, Professor, GCU	Member
5.	DR. Damiki Laloo, Professor, GCU	Member
6.	Dr. Sampurna Bhuyan	Member
7.	Dr. Bipul Kr. Talukdar	Member
8.	Dr. Lipi Goswami	Member
9.	Dr. Jun Mani Kalita	Member
10.	Ms. Lima Patowary	Member
11.	Dr. Debarshi Mallick	Invitee
12.	Dr. Nikhil Biswas	Invitee
13.	Mr. Adarsh Pradhan	Invitee
14.	Dr, Junumani Das, Head (HR)	Invitee
15.	Dr. M. R. Singha	Director, IQAC

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

1. Mr. Trideep Saikia, Asstt Professor, GCU

**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<sup>st</sup> NAAC Steering committee meeting held on 28<sup>th</sup> August 2023-11-2023.

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.

**Agenda no 3:** Action taken Report of the decisions of the 1<sup>st</sup> NAAC Steering committee meeting held on 28<sup>th</sup> August 2023-11-2023.

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.

**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.

**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.

  
27/02/2024

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**Criteria-03 : Research, Innovation, and Extensions :**

Dr. Lipi Goswami, the Coordinator, 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. 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 Coordinator, 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.

**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

**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.

**Criteria-07 : Institutional Values & Best Practices :**

Mr. Tridib Saikia, Coordinator, Institutional Values & Best Practices was absent in the meeting due some unavoidable circumstances. However, the meeting discussed to go forward with the good practices selected by the IQAC, GCU, Assam.

**Resolution :**

- (i) A software based data collection system has to be developed for collecting the students feedback and a procedure should be followed for automated processing of the forms to get the analyzed output. Sri Adarsh Pradhan has been requested to look after the software development part of the students feedback form
- (ii) The meeting proposed to design a web based system to work as repository for data collection and storage system for NAAC.
- (iii) Dr. Damiki Laloo, Dean Research and Innovation requested to find out some procedure for streamlining the criteria related to research and innovation matters.
- (iv) Dr. Sandip Bordoloi, Dean Students affairs is working on formation of Students Council for GCU, Assam.
- (v) The HR Manager will take initiative formulate and approve the HR policies from the authority
- (vi) The meeting discussed to go forward with the good practices selected by the IQAC, GCU, Assam.

**Agenda no 5: Any other matter.**

**Discussion:**

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.

**Resolution:** The meeting resolved that the data for preparing and supporting the AQAR to be created within March 31<sup>st</sup> 2023 and reviewed in next NAAC steering committee meeting.

The meeting ended with the vote of thanks from the Vice Chancellor, Chairman NAAC Steering Committee and Director, IQAC.

Director, IQAC  
GCU, Assam

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