

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 first meeting of the NAAC Steering Committee of GCU, Assam

Held on 28 August 2023

The first meeting of the NAAC Steering Committee of GCU, Assam was held in the Conference Hall of GMT building on 28 August 2023 at 11.30 am.

Members present:

1. Prof. Alak Kumar Buragohain	Chancellor
2. Prof. Kandarpa Das	Vice Chancellor
3. Prof. Chandana Goswami, Dean (Acad)	Chairperson
4. Dr. Dipankar Saha, Registrar, GCU	Invitee
5. Dr. S. Robert Ravi, Professor, GCU	Member
6. DR. Damiki Laloo, Professor, GCU	Member
7. Dr. Sampurna Bhuyan	Member
8. Dr. Bipul Kr. Talukdar	Member
9. Dr. Lipi Goswami	Member
10. Dr. Jun Mani Kalita	Member
11. Ms. Lima Patowary	Member
12. Mr. Trideep Saikia	Member
13. Dr. Debarshi Mallick	Invitee
14. Dr. Nikhil Biswas	Invitee
15. Mr. Adarsh Pradhan	Invitee

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

1. Dr. Dr.Kankan Kishore Pathak, Asstt Professor, ME Deptt, GCU

Agenda no 1: Initial Comments from Vice Chancellor


Prof. Kandarpa Das, Vice Chancellor, GCU, Assam welcomed all the members of the NAAC Steering Committee and described the purpose of the meeting. He requested Prof. Alak Kumar Buragohain, Chancellor, GCU to speak about the important activities to be taken by the NAAC Steering Committee. On responding to the request of Vice Chancellor Prof. Alak Kumar Buragohain, Chancellor, GCU has stressed on few important point as follows:

- (a) Departmental NAAC Committee is required to assist the NAAC Steering Committee.
- (b) All Meeting to be documented properly with minutes Geo-Tag Photographs.
- (c) Project Proposals for fetching Project grants to be prepared and submitted to the granted agencies.
- (d) Co- Curricular and extracurricular activities to be scheduled and conducted properly with evidences kept as records for future reference.

Prof. Buragohain also mentioned about proper HR policies to be documented and distributed amongst the employees / faculty members to expedite the process of NAAC accreditation. He also mentioned about the importance of NAAC accreditation for an Institute, which ensures the quality of academic activities as well as administrative procedures of an Institute.

Prof Kandarpa Das, Vice Chancellor, GCU has discussed on the following few activities of the University from the beginning of the session :

- (a) Record of Placements with supporting documents.
- (b) Records of employment of foreign faculty members.


3/12/2023

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Prof Das also told that University should follow some unique best practices which will be an example in the society. He mentioned that GCU is working minimising carbon reduction on using green technology in the construction of the building. He also told that the cohesion of the Alumni with the department / Institute plays a great role on the development of the Institute. Prof. Alak Kumar Buragohain suggested that a strong alumni office to be set up at GCU for making the Alumni Cell of GCU more effective and stronger. He also told that the guideline of the Alumni Cell should be documented and also alumni fund to be created for helping the needy and the financially backward students of the University.

Decisions:

- (a) Department HoD's will be informed to form a Departments accreditation committee.
- (b) Dean Students affairs will be informed to create a Co-curricular and Extra Curricular activity list session wise for implementation.
- (c) Alumni Cell will be informed to create a strong Alumni Cell and also to document the guideline for engagement of the Alumni in the building process of the University.

Agenda no 2: Comments from Chairperson NAAC Steering Committee

Prof. Chandana Goswami, Chairman of NAAC steering committee has welcomed the members and suggested the members of NAAC steering Committee to create the records for NAAC data with proper evidences which will help in preparing the SSR. Prof. Goswami has also requested the members to go through the SSR of the re-known Indian Universities which will help in documenting the SSR during the submission of online SSR.

Decisions:

The Committee noted the discussions made by honourable Chair-Person of NAAC Steering committee.

Agenda no 3: Discussion on Seven Criteria and its importance.

Prof. Kandarpa Das has mentioned all the criteria for Quality Indicator framework (QIF) and told that collection monthly data is required for maintaining the records of the University. He also told that all the seven Criteria Coordinators are work in coordination with IQAC team to go forward with accreditation and assessment activities.


Decisions:

The Committee noted the suggestion made by honourable Vice Chancellor and Seven criterion coordinators are requested to follow the same.

Agenda no 4: Discussion on Allotment of duties and responsibilities

Prof Kandarpa Das, Vice Chancellor distributed the Criteria coordinators as follows:

- | | |
|---|------------------------------|
| 1. Curricular Aspects | : Dr. Sampurna Bhuyan |
| 2. Teaching, Learning, and Evaluation | : Dr. Bipul Kr. Talukdar |
| 3. Research, Innovation, and Extensions | : Dr. Lipi Goswami |
| 4. Infrastructure and Learning Resources | : Dr. Jun Mani Kalita |
| 5. Student Support and Progression | : Dr. Kangkan Kishore Pathak |
| 6. Governance, Leadership, and Management | : Ms. Lima Patowary |
| 7. Institutional Values & Best Practices | : Mr. Tridib Saikia |


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Prof Das informed that following NBA Coordination team will also coordinate with the respective criteria coordinators as follows:

1. Dr. Debarshi Mallick : Coordinator - Research, Innovation, and Extensions
2. Mr. Adarsh Pradhan : Coordinator- Curricular Aspects
3. Dr., Nikhil Biswas : Infrastructure and Learning Resources

Decisions:

The Committee members welcomed the Criterion Coordinator NAAC Steering committee .

Agenda no 5: Plan for NAAC activities for next academic session 2023-24

Prof Chandana Goswami, Chairman of NAAC Steering Committee has told the coordinators of Criteria coordinators to fill up the SSR forms and also follow the Standard NAAC SSRs submitted by Indian Universities.

On discussing the online filling of forms Mr. Adarsh Pradhan told that sometimes the SAR form supplied by the NBA differs when filling up the form in online .

Prof Kandarpa Das requested the Coordinators to maintain the latest forms and changes made by accreditation agencies.

Decisions:

The Committee noted the discussions made by the honourable members..

Agenda 6: Any other matter


Dr. Mukta Ranjan Singha, Director IQAC told the GIMT and GIPS has gone through three phases of accreditation of NBA. So it will a added advantage for the GIMT and GIPS to work with the preparation for accreditation.


However, he also pointed out that earlier GIMT and GIPS has applied as affiliated college as two tier system. Now for the NAAC accreditation, it will apply as a University so some additional works such as curriculum development and Examinations matters will also to be look after by the NAAC steering committee / NBA Coordinators. He also thanked all the members for their presence in the meeting.

Decisions:

The Committee noted the discussions made by honourable members.

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


Director, IQAC
GCU, Assam
3/12/2023


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