


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


**Action(s) taken Report of the Third meeting of the Internal Quality Assurance Cell of GCU, Assam
 held on 29th January 2024 at 11.30 am.**

Agenda No	Discussion	Resolutions	Action Taken Status
Agenda no 1: Meeting put to order by the Chairperson, IQAC	<p>The Chairperson, IQAC, Hon'ble Vice Chancellor welcomed all the members of IQAC. The Vice Chancellor then informed the major reforms in the Accreditation criteria of NAAC. He informed that the preparation for NAAC will be easier as the Govt. is contemplating to abolish the grading system for HEI and to introduce binary grading system.</p> <p>The Vice Chancellor urged that the faculty members of GCU should be aware of OBE. He emphasised that the evaluation and assessment system should be a continuous process and the students should be given ample opportunities to do better in their examination. He stressed on implementing NEP in letter and spirit.</p>	---	No action required
Agenda no 2: Confirmation of the minutes of 2nd IQAC meeting held on 28 September 2023	<p>The Director, IQAC placed the minutes of the last meeting and after discussion, and as such following discussions are held.</p> <p>Discussion :</p> <p>Prof. S Robert Ravi informed that the departments have been advised to modify their departmental visions and missions by aligning with the University Vision and Mission. The modified vision and missions have been scrutinised and the same will be submitted to IQAC and later uploaded in the university website.</p> <p>While discussing the need for finalising best practice of the university, the Vice Chancellor suggested that the practice of making the faculty members aware of OBE, framing question paper in accordance with OBE may be identified as one of the good practices.</p> <p>The members also discussed the importance of highlighting undergraduate research. The Vice Chancellor pointed out that all labs are research labs. So we should focus on undergraduate research and promote it. It can also be regarded as a good practice.</p> <p>The President, SSA has emphasised that while naming the trees of the university campus, the local names of the trees</p>	<p>(i) After the discussion the Members approved the minutes of the meeting held on 28th September 2023.</p> <p>(ii) Controller of Examinations is to be will be a member of IQAC.</p>	Controller of Examinations will be a members of IQAC from next meeting.


28.01.2024

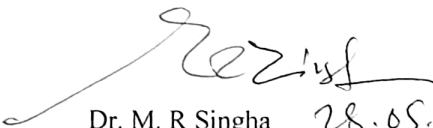
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	<p>should be written. The director informed that it has been already done.</p> <p>The members suggested that the Controller of Examination should be also a member of the IQAC.</p>		
<p>Agenda no 3: Actions taken report of the 2nd IQAC meeting held on 28th September 2023</p>	<p>The Director, IQAC welcomes the members of the meeting and placed the actions taken report of the 2nd IQAC meeting held on 28th September 2023 and after discussion, the meeting approved the same.</p>	<p>After the discussion the Members approved actions taken report .</p>	<p>No action required</p>
<p>Agenda 4: Report on NAAC meeting and Progress</p>	<p>Director IQAC submitted and described the position of NAAC, steering committee and its progress towards collection of information towards NAAC accreditation.</p>	<p>The meeting noted the progress of NAAC, steering committee</p>	<p>No action required</p>
<p>Agenda 5: Report on AICTE 360 Degree feedback form for session 2022-2023</p>	<p>The Director, IQAC presented the report on the AICTE 360 degree feedback form submitted by the faculty members of the university for the session 2022-2023. The Chairman, IQAC suggested to modify the 360 degree feedback form by including CO attainment level in the form. He also opines that the Director, IQAC to write a letter to the HoDs of the different department suggesting the improvements on the activities of the faculty members with a special focus on the research work.</p> <p>Dr. Damiki Laloo also suggested that a standard should be set for research work and activities in the university. He also advised to conduct a workshop for faculty members of both the Schools to make them aware of the quality research journals for their publications.</p>	<p>(i) The meeting resolved that CO attainment level will be included in 360 degree feedback form.</p> <p>(ii) Workshop for faculty members on Research and Innovation will be conducted at least once in a year.</p>	<p>(i) CO Assessment status report is added with 360 degree feedback form.</p> <p>(ii) Workshop on Research and Innovation is conducted by Dean (R&C).</p>
<p>Agenda 6: Report on training organised by the NBA Coordinator for faculty members</p>	<p>Dr. Debarshi Mallick informed that a workshop on OBE has been conducted where the faculty members of the university had given a presentation and also submitted a test online.</p> <p>The Vice Chancellor asked to hold another workshop for the faculty members who have not understood OBE. The Director, while discussing about the workshop, insisted</p>	<p>The meeting noted the discussion and suggestion of the honourable members</p>	<p>The training on OBE has been conducted for the Faculty members of Tezpur Campus by the Co-ordinators of NBA.</p>



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	that the CO's of each course should be passed through Departmental Advisory Board. President, SSA enquired whether the faculty members of GIPS Tezpur have been trained in OBE or not. The Principal, GIPS also requested to hold a workshop for them. It has been decided that an online workshop will be conducted for the GIPS Tezpur faculty members in the month of February. In the next phase, an expert will visit Tezpur for a further workshop.		
Agenda 7: Discussion finding procedures for field work, internship, and vocational training matters	It has been pointed out by the Vice Chancellor, Prof Kandarpa Das that all courses should identify the potential areas where the students can undertake internship, and field work. He also mentioned that the lesson plan prepared by the Faculty should include the Potential field works related to the subject areas.	The meeting noted the discussion and suggestion of the honourable members.	The HoD's are informed to add field works for the possible courses by mentioning in Lesson plans.
Agenda 8: Discussion on FDP and CEEP Courses conducted by the departments.	The VC opined that the OBE workshop may be considered as an FDP. Dr. Damiki Laloo insisted that all faculty members should attend one FDP per year. The Coordinator of NAAC Steering Committee Criterion-6 has been advised to collect the certificates of the FDPs attended by the faculty members.	The meeting noted the discussion and suggestion of the honourable members	No action required.
Agenda 9: any other matter	Mr. Uttam Borah said that E Office should be implemented in GCU. In response to this, the Vice Chancellor has informed that GCU has already implemented it. GCU has abolished the system of sending physical notice. All the notice boards have also been removed to minimise the use of paper. The Vice Chancellor has asked the departments to create WhatsApp Groups of students and to make sending notices and circulars easily to the students. The meeting noted the discussion and suggestion of the honourable members	The meeting noted the discussion and suggestion of the honourable members	No action required.


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

28.05.2024


 Dr. Kandarpa Das
 Chairman, IQAC
 GCU, Assam