

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


Minutes of the Third meeting of Internal Quality Assurance Cell, GCU held on 29th
January 2024

Members present:

1. Prof. Kandarpa Das, VC, GCU	Chairperson
2. Shri Jasodaranjan Das, President, SSA	Member
3. Ms. Kunki Chowdhury, Member, SSA	Member
4. Dr. Dipankar Saha, Registrar	Member
5. Dr. Abdul Baquee Ahmed, Principal, GIPS(T)	Member
6. Dr. S. Robert Ravi, Dean, E & T	Member
7. Dr. Sandip Bordoloi, Dean, Students affairs	Member
8. Dr. Damiki Laloo, Professor, Pharmacognosy	Member
9. Dr. Shanta Kumar, Associate Professor, CSE	Member
10. Dr. Nilanjana Deb, Associate Professor, BA	Member
11. Dr. Nikhil Biswas, Associate Professor, Pharmaceutics	Member
12. Dr. Lipi Goswami, Asstt. Prof, Physics Dept	Member
13. Ms. Manashi Devi, Asstt. Professor, ENFL	Member
14. Mr. Swapnanil Sarma, Asstt. Professor, ME	Member
15. Dr. Kankan Kishor Pathak, Asstt. Professor, ME	NAAC criteria Coordinator
16. Ms. Lima Patowary, Asstt. Professor, Pharma. Chemistry	NAAC criteria Coordinator
17. Mr. Tridip Saikia, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
18. Dr. Sampurna Bhuyan, Associate Prof, Economics	NAAC criteria Coordinator
19. Mr. Junmoni Kalita, Asstt. Professor, Pharmaceutics	NAAC criteria Coordinator
20. Dr. Debarshi Mallick, Associate Prof. ME	NAAC criteria Coordinator
21. Mr. Dwipen Das, Deputy Registrar , GCU	Member
22. Sri Uttam Borah, Pharmacy Officer(NFG)	Member
23. Ms. Aparna Thakuria, BPharm, 6 th Semester	Member
24. Dr. Mukta Ranjan Singha, Associate Professor, CA	Director, IQAC

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

1. Sri Ratnadeep Bhattacharjee, Co-Founder, Tech Variable Pvt. Limited	Member
2. Sri Nilkamal Basyak, B. Tech CSE, 6 th Semester	Member


28.05.2024

INTERNAL QUALITY ASSURANCE CELL
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Agenda no 1: Meeting put to order by the Chairperson, IQAC

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.

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.

Agenda no 2: Confirmation of the minutes of 2nd IQAC meeting held on 28 September 2023


The Director, IQAC placed the minutes of the last meeting and after discussion, and as such following discussions are held.

Discussion :

- a) 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.
- b) 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.
- c) 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.
- d) The President, SSA has emphasised that while naming the trees of the university campus, the local names of the trees should be written. The director informed that it has been already done.
- e) The members suggested that the Controller of Examination should be also a member of the IQAC.

Resolution(s) :

- (i) After the discussion the Members approved the minutes of the meeting.
- (ii) Controller of Examinations will be one of the Member of IQAC .


28, 9. 2024

Agenda no 3: Actions taken report of the 2nd IQAC meeting held on 28th September 2023

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.

Agenda 4: Report on NAAC meeting and Progress

Director IQAC submitted and described the position of NAAC, steering committee and its progress towards collection of information towards NAAC accreditation.

The meeting noted the progress of NAAC, steering committee.

Agenda 5: Report on AICTE 360 Degree feedback form for session 2022-2023

Discussion :

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.

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.

Resolution(s):

- (i) The meeting resolved that CO attainment level will be included in 360 degree feedback form.
- (ii) Workshop for faculty members on Research and Innovation will be conducted at least once in a year.


Agenda 6: Report on training organised by the NBA Coordinator for faculty members

Discussion :

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.

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 that the COS 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.

 28.5.2024

The meeting noted the discussion and suggestion of the honourable members.

Agenda 7. Discussion finding procedures for field work, internship, and vocational training matters

Discussion :

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.

Agenda 8: Discussion on FDP and CEEP Courses conducted by the departments.

Discussion :

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


Agenda 9: any other matter

Discussion :


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 ended with the vote of thanks from the Honourable VC and Director, IQAC.


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

28.05.2024


Prof. Kandarpa Das
Chairman, IQAC
GCU, Assam