

MINUTES
of the
FOURTH MEETING
of the **Internal Quality Assurance Cell (IQAC), D.U.**

held on 31 October, 2018

At **VISHRANTA**



DIBRUGARH UNIVERSITY

DIBRUGARH ♦ PIN - 786 004 ♦ ASSAM

Minutes of the Fourth Meeting of the IQAC, held on 31.10.2018

Members Present

1. Prof. Ranjit Tamuli, Vice Chancellor, DU	Chairperson
2. Prof. Sarat Ch. Kakaty, Dept. of Statistics, DU	Member
3. Prof. Surajit Kr. Ghosh, Dept. of Pharmaceutical Sciences, DU	Member
4. Prof. Deb Kr. Chakraborty, Dept. of Economics, DU	Member
5. Dr. Hari Chandra Mahanta, Registrar, DU	Member
6. Mr. Sonaram Gogoi, Kumaranichiga, Dibrugarh	Member
7. Dr. Amarjyoti Mahanta, Dept. of Economics, DU	Member
8. Dr. Pankaj Dutta, Dept. of Physics, DU	Member
9. Dr. Binod Bora, Joint Registrar (Academic), DU	Member
10. Dr. Lakhipriya Gogoi, Dept. of English, DU	Member
11. Dr. Kakoli Gogoi, Dept. of History, DU	Member
12. Sri Ashim Gogoi, President, DUEA	Member
13. Prof. Kalyan Bhuyan, Dept. of Physics, DU	Director, IQAC

The Chairperson extended a warm welcome to all the members of the IQAC and requested Prof. Kalyan Bhuyan, Director, IQAC, DU to proceed with the agenda items.

Agenda Items

Item No. 1:

Prof. Kalyan Bhuyan presented the minutes of the last meeting of the IQAC held on 28.5.2018 and requested for any comments on it by the Hon'ble members.

As there was no observation, the minutes of the 3rd meeting of the IQAC (4th cycle) was accepted.

Resolution:

Resolved that the Minutes of the 3rd IQAC meeting held on 28.5.2018 be accepted.

Item No. 2:

Action taken report on the resolutions of the first meeting of the IQAC held on 28.5.2018.

The Director presented the Actions taken on the minutes of the last meeting of the IQAC.

Discussion: During the discussion, it was opined by the Chairperson that necessary steps should be taken to prepare DPR with specific reference to Vision Plan (10 years) and Perspective Plan (5 years) of the University. The members also expressed their views on the suggestions of the 3rd IQAC Meeting held on 28.05.2018 and recommended necessary initiatives, and accordingly resolved the following:

Resolution:

Resolved that

(a) A committee be constituted to prepare Vision Plan and Perspective Plan with the following members:

- (i) Prof. S.K. Ghosh, Chairperson
- (ii) Prof. S.C. Kakoty, Member
- (iii) Prof. D. Chakraborty, Member
- (iv) Prof. K. Bhuyan, Director, IQAC, Member
- (v) Dr. B.C. Borah, Joint Registrar (Academic), Convener

(b) A cell for GIAN Initiative be formed with the following members:

- (i) Prof. N. Boruah, Deptt. of History
- (ii) Prof. J.G. Handique, Deptt. of Chemistry
- (iii) Prof. J.P. Saikia, Deptt. of Sociology

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- (c) The Registrar be requested to take necessary steps to fill up the vacant faculty positions in various departments of D.U. immediately.
- (d) As the consultancy policy has been adopted very recently in 2016, no reviews are required right now. An update may be requested from the competent official.
- (e) Administrative Setup Committee be reconstituted, TOR should include the Development of Code of Conduct.
- (f) Necessary steps be taken to create a page in DU Web Portal under IQAC for initiating discussions for overall growth of the University.

Item No. 3.

Start-up (Seed money) grant for faculty research.

The Chairperson has expressed the view that there has been the necessity of an effort to mentor and motivate the Assistant Professors for the enhancement of their research capabilities and hence he has also expressed his willingness to initiate Start-up grants for faculty research. The members accepted the proposal with great appreciation, and resolved as:

Resolution:

Resolved that

- (a) A maximum of Rs. 25,000/- (rupees twenty five thousand) only per faculty member may be granted to deserving Assistant Professors of the University as seed money. There will be 21 (twenty one) numbers of such grants for permanent faculty members of each department/centre. The proposal for the grant be recommended by the concerned DRC and the recommended proposals be forwarded to the Dean, R&D for further necessary action. Proposals be submitted either individually or jointly.
- (b) The Proposal for Creating Seed Money for faculty research be forwarded to the Finance Committee and the Executive Council for necessary approval.
- (c) This initiative be started from the next financial year.

Item No. 4.

Possible introduction of Audit Courses on Self defence for girl-students, Yoga, North East studies, Ethics.

The Director has brought to the notice of the honourable members of the IQAC committee the specific suggestion of the NAAC Peer Team in their report on the necessity of increasing the number of Audit courses in the curriculum by introducing courses on Self defence for girl-students, Yoga, North East studies, Ethics, etc. After detailed discussion on the issue, it was suggested that such courses may be introduced in the form of Ability Enhancement Courses/Skill Enhancement Courses in the Proposed Curriculum under CBCS. The resolution adopted in this regard is:

Resolution:

Resolved that Audit Courses on Self defence for girl-students, Yoga, North East studies, Ethics, etc. may be introduced in the form of Ability Enhancement Courses/Skill Enhancement Courses in the Proposed Curriculum under CBCS.

Item No. 5

NAAC recommendation on strengthening of Centre for Performing Arts with introduction of new programmes including visual arts.

The Director presented before the members the issues related to Dr. Bhupen Hazarika Centre for Performing Arts, Dibrugarh University with special reference to the NAAC suggestion on the introduction of a

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course on Visual Arts. The Chairperson suggested that there is a need to re-examine the possibility of revival the UG Courses in the Centre and accordingly a resolution was adopted:

Resolution:

Resolved to examine the possible revival of undergraduate courses in the Dr. Bhupen Hazarika Centre for Performing Arts, Dibrugarh University.

Item No. 6

Report submitted by the committee on the review of Student feedback system.

The Director IQAC informed the members that an online Student Feedback System was initiated in the last semester based on Google Forms. However, serious concerns regarding the security and confidentiality of the online system were expressed by the faculty members. Keeping in view the apprehensions of the teachers, a committee was constituted to examine the issues raised. The recommendations of the Committee were placed before the members for consideration.

Resolution:

Resolved to accept the Recommendations of the Committee on the review of Student Feedback System and request the Registrar for necessary action

Item No. 7

Registration of the Alumni Association.

The Director informed the members that the Alumni Association of Dibrugarh University needs to be registered for the effective participation of the alumni in the development and welfare of the university. As such, there has been an urgent need to initiate the process of registering the association under the Registration of Societies Act.

Resolution:

Resolved that necessary steps be taken to initiate the process of registering the Dibrugarh University Alumni Association in consultation with the Public Information and Law Officer, Dibrugarh University.

Item No. 8

Holding of a series of Orientation Programme / Workshop for Young Faculty members of the University.

The Chairperson informed the members about the initiatives of the authority to train the young faculty members of the university in the emerging scenario of higher education in the country. In this regard, he also informed that a decision has been taken to hold a series of Workshops for the young teachers with emphasis on teaching, research and extension activities.

The members greatly appreciated the efforts of the authority.

Resolution:

Resolved to support the initiative of the authority in this regard.

Item No. 9

Holding of workshop for Principals and IQAC Coordinators for Affiliated Colleges who have not been accredited yet.

The Director informed the members about a letter received from Prof. S.C. Sharma, Director, NAAC, on Mentoring the Non-Accredited Institutions affiliated to Dibrugarh University. He also informed that a Two Day Workshop is being organized for the Principals and IQAC Coordinators of the Non-Accredited

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Colleges under Dibrugarh University jointly by the IQAC, CDC and Academic Branch of Dibrugarh University on 16th and 17th November 2018. The members appreciated the effort and accepted the proposal.

Resolution :

Resolved to accept the proposal for holding a Two Day Workshop for the Principals and IQAC Coordinators of the Non-Accredited Colleges under Dibrugarh University.

Item No. 10

Discussion on critical analysis of the NAAC Peer Team Report on Institutional Accreditation (III Cycle) / NIRF Ranking.

Keeping in view the Revised Policy and Framework for NAAC Assessment and Accreditation, the Director proposed the critical analysis of the NAAC Peer Team Report on Institutional Accreditation (III Cycle)/NIRF Ranking. The Chairperson suggested that Independent Committees may be constituted to address the issues related to each of the Seven Criteria for NAAC Assessment and Accreditation.

Resolution:

Resolved that Seven Independent Committees be constituted for addressing the issues related to each of seven criteria of NAAC Assessment and Accreditation Framework.

Item No. 11

Information on the Meeting held on 25/10/2018 by RUSA, Assam on 'Action Plan for Acceleration the Assessment and Accreditation Process of the State Higher Education Institutions (HEIs) in Assam.'

The Director informed the members about the proceedings of the Meeting held on 25/10/2018 by RUSA, Assam on 'Action Plan for Acceleration the Assessment and Accreditation Process of the State Higher Education Institutions (HEIs) in Assam'. The Members appreciated the initiative taken by Mission Director, RUSA, Assam. The Director has also informed the members that steps have already been initiated in compliance with the decisions and suggestions of the meeting. The members have appreciated the efforts of the University.

Any other matter

Item No. 13

1. Community Radio Centre.

The Chairperson intimated the members about the steps taken by the authority to revive the Community Radio Centre of Dibrugarh University with contractual employees from Centre for Journalism and Mass Communication, D.U. All the members appreciated the efforts of reviving the Community Radio Centre.

2. Training for the non-teaching staff.

Sri Ashim Gogoi, President of Dibrugarh University Employees Association (DUEA) proposed a training programme for non-teaching staff of Dibrugarh University. All the members appreciated the proposal and accepted it.

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19/11/18*

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3. Holding of Short Term Courses for the Faculty Members:

Dr. Lakhpriya Gogoi and Dr. Kakoli Gogoi, Members of the IQAC Committee, requested the Authority to explore the possibility of organizing short term faculty development programs for the faculty members of the university with due approval from the UGC. All the members appreciated the proposal and accepted it.

4. Review of the Master's Degree Program in Colleges:

Dr. Pankaj Dutta, Head of the Department. Department of Physics, has requested the IQAC Committee to look into the issues related to the running of Master's Degree Program in the Affiliated Colleges of the University and has requested for a review of the status of various Master's programs being run by the colleges. After threadbare discussion, the members opined that it is high time to have a review of the programs. The Chairperson also laid emphasis on the matter of reviewing the status of the colleges having PG Course under the affiliation of Dibrugarh University

Resolution :

Resolved that Appropriate Authority of the University be requested to take initiative in this regard.

5. Academic and Administrative Audit:

Prof. S.C. Kakoty has suggested that the Terms of Reference for the Academic and Administrative Audit should be formulated by the Expert Committee Members and not by the University to make the exercise of audit a more effective one. The members of the IQAC Committee have agreed to the suggestion and opined that the suggestion should be forwarded to the authority.

Resolution:

Resolved that the suggestion of formulating the Terms of Reference by the Expert Committee Members for Academic and Administrative Audit be forwarded to the authority.

6. Waiver of fees for Meritorious Students:

The Chairperson proposed that the meritorious students of the various departments who secure the highest rank/marks in the first semester may be assisted by the university by giving them the opportunity of free education by waiver of their fees for the course. The members opined that the opportunity of fee waiver should be given to students except for self-financing courses. The following resolution was adopted:

Resolution:

The Proposal for fee waiver to meritorious students be forwarded to the Finance Committee and the Executive Council for necessary approval.

As there was no other matter for discussion, the meeting ended with a Vote of Thanks to and from the Chair.

Kalyan Bhuyan
19/11/2018
Professor Kalyan Bhuyan
Director, IQAC
Dibrugarh University

sd/ **Professor Ranjit Tamuli**
Vice Chancellor
Dibrugarh University

**Report on Actions Taken on the Recommendations of the Third Meeting of
the IQAC held on 28.05.2018**

Item No. 3: Suggestions on NAAC Recommendations

Necessary action for the implementation of the various suggestions made on the recommendations of NAAC will be initiated very shortly.

Item No. 4: Student feedback system

An online feedback system was initiated in the last semester which is based on Google Forms. However, serious concerns on the issues of confidentiality and security of the online feedback system were expressed by the faculty members of the University. Keeping in view these apprehensions about the system, a four member committee was constituted to review the current feedback system. The committee has examined all the options available to develop an effective, secure and confidential online feedback system and has submitted its report with several recommendations to the Registrar, Dibrugarh University for consideration.

Item No. 5: Review of the Status of CBCS

The recommendations of the IQAC meeting held on 28/05/2018 have already been implemented to certain extent. Counseling of students at the time of admission, organizing orientation lectures for the students are being carried out at the departmental level.

An Orientation Program has already been organized in association with Joint Registrar (Academic) for the young faculty members on Emerging Trends in Higher Education Pedagogy on 24/09/2018 as per recommendation of the IQAC Committee meeting. Another Workshop on Framing and Transaction of Syllabi for CBCS is being organized very shortly for the young faculty members of the University.

Item No. 8: Diploma in fire safety

The necessary procedure has already been initiated.

