



# GAUHATI UNIVERSITY

INTERNAL QUALITY ASSURANCE CELL

Gopinath Bordoloi Nagar, Guwahati - 781 014, Assam

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From: Prof. Bhaben Tanti  
Director

Date: 07/08/2020

All members of the IQAC, Gauhati University.

Sub: Meeting of the IQAC

Sir/Madam,

As directed I am to inform you that a meeting of the constituted members of the IQAC, Gauhati University is scheduled to be held on the **12<sup>th</sup> of August, 2020 at 2 PM** in the Vice Chancellor's Conference room. Hon'ble Vice Chancellor Prof. Pratap Jyoti Handique will be chairing the meeting.

You are kindly requested to make it convenient to attend the same.

**Agenda :**

1. Last NAAC peer team recommendation and implementation.
2. AQAR 2019-2020 preparation, data acquisition techniques and NIRF ranking.
3. Matter related to Direct Recruitment, promotion under CAS.
4. GU Alumni association.
5. PETC.
6. Placement cell information.
7. Training of GU Employees and office automation.
8. Green Audit.
9. Data retrieval from DSW cell.
10. AOB.

Thanking you and looking forward for your corporation.

Yours faithfully

(Bhaben Tanti)

DIRECTOR  
Internal Quality Assurance Cell (I  
Gauhati University

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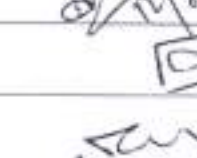
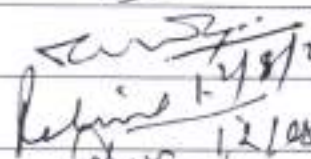
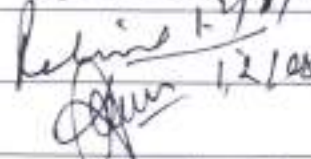
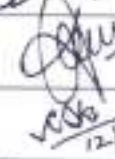
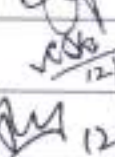
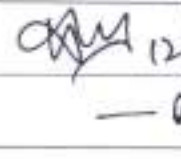

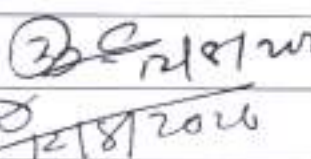
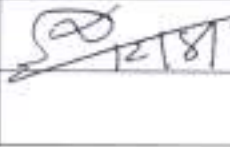
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QAC, Gauhati  
Chancellor's  
meeting.

**IQAC MEETING DATED 12/08/2020,**

**Time: 2:00p.m**

SL. NO.	Name/Designation	Signature
1	Prof. P.J. Handique, Vice Chancellor,G.U.	 12/8/2020
2	Dr.Hemanta Kr.Nath,Registrar,GU	 12/08/2020
3	Chandan Talukdar,Treasurer	- Ab -
4	Dr Guruprasad Khataniar,Academic Registrar	- Ab -
5	Secretary, University classes	 12/08/2020
6	Dr Dhruvajyoti Choudhury,Controller of Examinations	- Ab -
7	Prof Asha Kuthari Chaudhuri , Dept of English	 12/8/2020
8	Prof Sanjay Kr Singh, Dept of Lib & Info Sc	 12/8/20
9	Prof Shikhar Kr Sarma, Dept of IT	
10	Prof Madhurjya P Bora, Dept of Physics	 12/8/2020
11	Prof Ratul Mahanta , Dept of Economics	 12/08/20
12	Dr. Dulumoni Goswami,Dept of Education	
13	Dr. Chandana Sarmah, Dept of Anthropology	 12/08/2020
14	Prof Dhrubajyoti Sahariah ,Dept of Geography	 12/08/2020
15	Prof Birinchi Kr Das,VC,Bhattadev Univ	- Ab -
16	Sri Robin Goswami, Member of EC,GU	- Ab -
17	Dr K K Nath, ISS Secretary,Govt of Assam ,Dept of transportation & Development <i>Transformation</i>	 12-08-2020
18	Prof Bhaben Tanti, Director, IQAC	 12/8/2020
19	Prof Dandadhar Sarma , Special Invitee Director , IDOL	 12/8/2020
20	Dr kumaresh Sarma , Member, IQAC	

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## Minutes of the IQAC Meeting on 12<sup>th</sup> August, 2020

A meeting of the IQAC, Gauhati University is scheduled today i.e. 12<sup>th</sup> August, 2020 at 2 p.m. at Vice Chancellor's Conference Hall to discuss about the agenda as mentioned in the notification.

- On the onset, Hon'ble Vice Chancellor mentioned that in the coming NAAC Assessment universities having both regular and ODL courses will be accessed together.
- Director, IQAC mentioned that feedback from Alumni, Parents, Students are very hard to obtain. Social transformation is required to increase public response. If faculties from departments come forward to assist in this matter it will be highly beneficial. Institutional Alumni active list is required to acquire any feedback at any time.
- Regarding improvement in the Publication sector of the University by the faculties, Prof. M.P. Bora mentioned that continuous monitoring system is required in order to strengthen the publication side. Out of 3700 participating universities, GU being placed amongst the 4.2% of the Universities with a rank of 78<sup>th</sup> Nationwide is a quiet an achievement but still number and quality of publications can be developed further. Prof. Bora further suggested of a mechanism of Institutional effort for publications where all journals, articles etc. will have to come to University archive where it shall be reviewed before publishing anywhere.
- A detailed discussion was done regarding appointment of teachers from colleges to university in the rank of Associate Professor & Professor.
- Matter relating to short-listing criteria for appointment of Assistant Professor in Gauhati University was discussed and it was concluded that short listing criteria need not be made public to any individual. It can be done internally without disclosing any fixed set of rules to applicants.
- Matter regarding promotion of faculty from Academic Level 2-3 under CAS was discussed and if 20 marks per assessment year is not obtained, it may be rejected. And in case of applicants who applied earlier under 2010 regulation of UGC may be considered and benefitted accordingly while new applicants will fall under 2018 regulation of UGC.
- Regarding alumni association, it was discussed departmental methods of keeping records of accomplishment of students by a particular assigned faculty will be made official & institutionalised very soon. After making it structural committee will be formed and timely meetings will be held to discuss updates and for data acquisition during NIRF ranking and AQAR submission. Also it was suggested that a facebook page of departments seemed beneficial for data collection during NIRF. Registrar, GU suggested sharing of Google forms among the students where they can be asked to mention name, contact number and department etc. and once the phone numbers or email address are in record of university at any moment when required students may be sent feedback forms etc via message or email to fill up as and when required. Circulation of university newsletter to alumni if can be maintained, it will be easier for data extraction.
- On the matter of PETC, Hon'ble VC, GU suggested that a director PETC will be appointed very soon.
- On the matter regarding placement cell information, it was discussed that active participation of placement officer is required for placement of students. Placements happening in GU is mainly department wise like- from MBA dept; Geological Sciences etc but not through placement officer. Hence, Placement officer may be asked to visit

  
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DIRECTOR  
Internal Quality Assurance  
Gauhati U.

field and companies instead of only browsing online for Jobs. Prof. M.P. Bora also suggested of making a Portal in GU website where in the companies could register them and advertise their vacancies and other details online for the students to view and apply as per the display of the companies.

- For Office automation it was discussed that employees may be trained as and when required to adopt skills necessary for office automation. Director, IQAC suggested that NEILIT is ready to offer yearly trainings to GU employees for which duty leaves will have to be given to employees to pursue the necessary trainings. Prof, M P Bora suggested that employees, which will bring a compulsion for employees to undertake trainings and update themselves, might link yearly increment of employees with the adoption of new skills. Also Prof. Shikhar Kr. Sarma and Dr. K. K. Nath suggested of a android app wherein many necessary official work may be done at one touch like- Important circulars of University may be viewed at any time through the app without browsing the GU website every time; Applying for a Casual leave may be done from anywhere, anytime from the app without sending a application of the same to the office etc. Enforcing employees to adopt IT tools and providing trainings for the same also counts in the institutional best practices.
- On the agenda of green audit, Hon'ble V, GU suggested that professionals may do green audit and he said that regular yearly academic and administrative audit is also required.
- On the matter of Project cell, Hon'ble VC, GU suggested that a full-fledged Project Officer would be appointed in the cell that will be entrusted all the responsibilities for smooth running of the cell. Also transferring of employees from the cell on frequent basis creates a chaos which may be avoided.
- Regarding DSW office, it was discussed that DSW cell must be a complete student centre wherein all data related to students should actually be found starting from I-Cards issuing, admissions details, hostels accommodation etc. However, in GU, DSW cell is mainly a sports organising centre where no other data is available. A full time student counsellor is necessary in DSW office having necessary experience of clinical psychology. Since NAAC team visits DSW office with the opinion that it's a total student centre, so DSW office may be assigned responsibilities which are currently under Secretary University Classes, G.U.
- In AOB, matter related to Swayam was taken up where it was that GU may be registered under Swayam and can easily get a centre for conducting online courses available there.
- Regarding setting up of Technology Incubation centre, Prof. Shikhar Kr. Sarma suggested of scheme under MHRD, Pradhan Mantri Kaushal Vikash Yojna where GU can obtain funds from central Govt to set up a kaushal centre in GU with 24\*7 Power facility, Internet facility, drinking water, rest room, Good workspace and encourage students to work there for start-ups and other innovative tasks. Dr. K. K. Nath also suggested of different schemes under Start-up India wherein Schools and also University can obtain funds to setup incubation centre.
- Regarding updation of all faculty profiles in GU website, Prof M P Bora mentioned that new GU website is under process since the old website is too hacking prone. The Beta version of new website will soon be release by September.

The meeting ended with Hon'ble VC, GU thanking everyone for their co-operation and valuable suggestion.

  
21/9/2020  
DIRECTOR  
Internal Quality Assurance Cell (IQAC)  
Gauhati University

## Resolutions

- It is suggested to reactivate the GU Alumni Association which will be helpful for feedback collection from alumni and parents as required by NAAC.
- The Hon'ble VC, GU suggested the committee for NIRF, GU to identify the areas/parameters where the NIRF ranking can be improved. Prof. M.P. Bora is further directed to develop an effective mechanism for improvement of the publications by the University by the faculties.
- The Registrar, GU is asked to develop the assessment criteria for the promotion under CAS for the GU faculties and for short listing criteria for direct recruitment and to make the both available at the GU website.
- The Director, IQAC is advised to develop more effective mechanisms for collection of the data related to NAAC-AQAR and NIRF. In this connection, Prof. M.P. Bora is suggested to help the IQAC.
- It is decided to appoint a Director, PETC and to make the PETC more functional.
- The committee further resolved to ask the Placement Office, GU to invite more companies and to organise campus recruitment drive.
- The committee further resolved to develop office automation systems, to organise the orientation/training programmes for the office employees time to time and the Registrar, GU is asked to look at the matter.
- It is resolved to do the academic, administrative and green audit by the external agencies/professionals before next NACC peer team visit.
- The Hon'ble VC, GU has committed to appoint a full-fledged Project Officer to look after the smooth sailing of the project related activities.
- The DSW, GU is suggested to maintain the data properly for NAAC and NIRF.
- The committee suggested the SWAYAM Coordinator for registration of GU at the SWAYAM platform immediately. It is also further resolved to ask the Academic Registrar to notify the academic departments to offer the courses from SWAYAM in the various programmes and especially in the PHD coursework for the credit transfer o the transcript.
- The Honble VC, GU suggested Prof. M. P. Bora to look at the matter related to continuous updation of all faculty profiles in GU website.

  
21/09/2020  
DIRECTOR  
Internal Quality Assurance Cell (IQAC)  
Gauhati University

  
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Vice-Chancellor  
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