

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

held on 24<sup>th</sup> April, 2019

At **VISHRANTA**



**DIBRUGARH UNIVERSITY**

DIBRUGARH ♦ PIN - 786 004 ♦ ASSAM

## Minutes of the Fifth Meeting of the IQAC, held on 24.04.2019

### Members Present

1. Prof. Ranjit Tamuli, Vice Chancellor, DU	Chairperson
2. Prof. Surajit Kr. Ghosh, Dept. of Pharmaceutical Sciences, DU	Member
3. Prof. Deb Kr. Chakraborty, Dept. of Economics, DU	Member
4. Dr. Hari Chandra Mahanta, Registrar, DU	Member
5. Dr. P.K. Kakoty, Controller of Exam (ic), DU	Member
6. Dr. Dip Saikia, Principal, Digboi College	Member
7. Mr. Sonaram Gogoi, Kumaranichiga, Dibrugarh	Member
8. Dr. Amarjyoti Mahanta, Dept. of Economics, DU	Member
9. Dr. Pankaj Dutta, Dept. of Physics, DU	Member
10. Dr. Binod Bora, Joint Registrar (Academic), DU	Member
11. Dr. Paramananda Sonowal, Joint Registrar (Admin.), DU	Member
12. Dr. Kakoli Gogoi, Dept. of History, DU	Member
13. Dr. Parthajyoti Hazarika, Department of Statistics, DU	Member
14. Sri Ashim Gogoi, President, DUEA	Member
15. Sri Mridul Gogoi, President, DUPGSU	Member
16. 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 31.10.2018 and requested for any comments on it by the Hon'ble members.**

As there was no observation, the minutes of the 4<sup>th</sup> meeting of the IQAC (4<sup>th</sup> cycle) was accepted.

#### Resolution:

Resolved that the Minutes of the 4<sup>th</sup> IQAC meeting held on 31.10.2018 be accepted.

#### Item No. 2:

**Action taken report on the resolutions of the first meeting of the IQAC held on 31.10.2018.**

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 the Proposed Perspective Plan of the University be formulated for the period from 2020-21 to 2024-25. He has also put forward the suggestion that the proposed format for the submission of the Perspective Plan for the Departments/Centres/Offices of the University be circulated very shortly and necessary guidance be provided to the Heads/Chairpersons of the Departments/Centres/Offices by the Members of the committee constituted for framing the Perspective Plan. He has also suggested that frequent meetings of the Departments/Centres be held under the monitoring of the respective Deans in this regard.

#### Resolution:

- Resolved that the proposed format for submission of the Perspective Plan for the Departments/Centres/Offices of the University be circulated very shortly and necessary guidance be provided to the Heads/Chairpersons of the Departments/Centres/Offices by the Members of the committee constituted for framing the Perspective Plan.
- Resolved that the recommendations of the Committees constituted on the Seven Criteria of NAAC be forwarded to the Competent Authority of the University.

#### Item No. 3.

**Report on the Recent Activities of the IQAC.**

The Esteemed Members of the IQAC Committee have expressed satisfaction on the recent activities of the IQAC, DU aimed at the quality enhancement of the University.

*Kalyan Bhuyan*

**Item No. 4.****Green and Academic and Administrative Audit of the University.**

The Director, IQAC has brought to the notice of the honourable members of the IQAC committee that no Green Audit has been carried out in the University till date. Also, keeping in view the fact that the NAAC Assessment and Accreditation of the University for the 4<sup>th</sup> cycle is due in about two and half years, carrying out Academic and Administrative Audit of the University has become absolutely essential. The Members have agreed on the issue and have adopted the following resolution in this regard as:

**Resolution:**

Resolved that

- (i) necessary action be taken to carry out Green as well as Academic and Administrative Audit of the University very shortly.
- (ii) ASTEC be approached for installation of Solar Powered Street Lights in the campus
- (iii) the University Authority be requested to procure Garbage Disposal Systems.

**Item No. 5****Introduction of Soft Skill Development Programs.**

The Director presented before the members the importance of introducing Soft Skill Development Programs for the Students of the University. The following resolution is adopted in this regard:

**Resolution:**

Resolved that a proposal for Introduction of Soft Skill Development Programs be submitted and a committee be constituted with the following members to look into the various aspects of the proposal:

- (i) Dr. M. Bordoloi, Head, Department of English, DU
- (ii) Dr. B. Borah, Joint Registrar (Academic), DU
- (iii) Prof. K. Bhuyan, Director, IQAC, DU

**Item No. 6****Defining Core Values of the University.**

The Director, IQAC informed the members that defining core values of the University and displaying it in the website of the University has become essential in view of revised framework of NAAC Assessment and Accreditation. The Honourable Chairperson has opined that the Committee constituted for framing the Perspective Plan may be endowed with the responsibility of framing the core values.

**Resolution:**

Resolved that the Committee constituted for framing the Perspective Plan be endowed with the responsibility of framing the core values.

**Item No. 7****Creation of Database for Student Satisfaction Survey.**

The Director informed the members that creation of a database for Student Satisfaction Survey has become mandatory in the Revised Framework of NAAC Assessment and Accreditation. In view of this, the process of creating Student Database be initiated from the Academic Session 2019-20. The following resolution is adopted in this regard:

**Resolution:**

Resolved that IQAC be authorized to take necessary action to create a student database from the academic session 2019-20. A Committee may be constituted with Mr. Gunadeep Chetia, System Administrator, DU as convener. A student sensitisation program on Student Satisfaction Survey be organized in the University.

**Item No. 8****Activities of the IPR Cell and the Innovation and Incubation Centre.**

The Director, IQAC informed the esteemed members that the IPR Cell and the Innovation and Incubation Centre should be rejuvenated so as to enable the Cell and the Centre to contribute towards quality

*Kolga Borah*

enhancement in the University. The Chairperson has suggested the Registrar, DU that the issue be addressed at the earliest.

**Resolution:**

Resolved to request the Registrar, DU to reconstitute the IPR Cell and the Innovation and Incubation Centre.

**Item No. 9**

**Adoption of a Research Policy of the University.**

The Chairperson has opined that there should be a well defined Research Policy of the University and suggested to constitute a Committee for Framing a Research Policy of the University.

**Resolution :**

Resolved that a committee be constituted in consultation with the Honourable Vice Chancellor and the Registrar, DU for framing the Research Policy of the University.

**Item No. 10**

**Establishment of a Social Responsibility Cell.**

The Director proposed the establishment of a Social Responsibility Cell in the University to streamline the Extension activities of the University. The members discussed the matter thoroughly and the following resolution has been adopted in this regard:

**Resolution:**

Resolved that a Social Responsibility Cell be established in the University for streamlining the extension activities of the University.

**Item No. 11**

**Formulation of Perspective Plan and Vision Plan for the Departments/Centres/Offices of the University**

**Resolution:**

Resolved that the Format Proposed by the Committee constituted for framing of Perspective and Vision Plan for the University be circulated among the Departments/Centres/Offices of the University with a request to frame their own Perspective and Vision Plan.

**Any other matter**

**Item No. 12**

**1. MOU/Collaboration.**

**Resolution:**

Resolved that the Public Information and Law Officer of the University be requested to renew the MOUs of the University, if required and take necessary action to finalize the pending MOUs in consultation with the Office of the Honourable Vice Chancellor, DU.

**2. ISO Certification of the Guest House, Library, Sophisticated Instrument Centre, etc.**

Prof. Deb Kumar Chakraborty, Department of Economics has suggested that the University may opt for ISO Certification of the Guest House, Library, Sophisticated Instrument Centre, etc. which will provide more weightage to the University in NAAC Ranking and NIRF Ranking. The Members greatly appreciated the suggestion. The following resolution is adopted:

**Resolution:**

Resolved that authority be requested to explore the possibility of obtaining ISO Certificate for the Guest House, Library, Sophisticated Instrument Centre, etc. of the University.

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

Dr. Kakoli Gogoi, Member 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. The Chairperson informed that the University has a plan to hold short term courses in the various departments and has already earmarked in the budget of the University the necessary fund required for the purpose. The members appreciated the efforts of the authority.

**4. 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 Dr. Ganesh Hegde, Deputy Adviser, NAAC, dated 5<sup>th</sup> April, 2019 on Mentoring the Non-Accredited Institutions affiliated to Dibrugarh University. He also informed that NAAC has requested to submit a proposal to hold a Two Day Workshop for the Principals and IQAC Coordinators of the Non-Accredited Colleges under Dibrugarh University for necessary funding from NAAC. A resolution in this regard is adopted:

**Resolution :**

Resolved that a proposal to hold a Two Day Workshop for the Principals and IQAC Coordinators of the Non-Accredited Colleges under Dibrugarh University be prepared and submitted immediately for financial support from NAAC.

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

*Kalyan Bhuyan*  
03/05/19  
**Professor Kalyan Bhuyan**  
Director, IQAC  
Dibrugarh University

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

**Action Taken Report on the Resolutions of the Fourth Meeting of the IQAC  
Committee held on 31.10.2018**

Item no. 2: Preparation of DPR with specific reference to Vision Plan and Perspective Plan of the University.

- (a) As resolved, a Committee has been constituted vide Notification No. : DU/RG/G.01.01/18/3035 dated 07/12/2018 and the Committee has already prepared the DPR as suggested.
- (b) A cell for GIAN Initiative has been formed vide Notification No.: DU/RG/G.01.01/18/3034 dated 07/12/2018
- (c) Steps to fill up the vacant faculty positions have already been initiated
- (d) Consultancy policy has already been adopted.
- (e) Administrative Setup Committee has already been constituted.
- (f) IQAC already has its own page in the DU Portal.

Item No. 3: Start up Grant for Faculty Research

As resolved, the guidelines formulated for the Award of Start up Grant for Faculty Research has already been accepted by the Executive Council of the University.

Item No. 4: Introduction of Audit Courses on Self Defense for Girl Students, Yoga, etc.

As resolved, the proposal for introduction of Audit Courses on Self Defense for Girl Students, Yoga, etc. has already been approved by the UG Board, PG Board and the Academic Council of the University.

Item No. 5: Strengthening of the Centre for Performing Arts with Introduction of new programs including visual arts.

Further necessary action on the issue may kindly be suggested.

Item No. 6: Student Feedback System:

The required process for the development of an Online Student Feedback System is on the verge of completion.

Item No. 7: Registration of the Alumni Association

As resolved, a Constitution of the Dibrugarh University Alumni Association has been formulated and the subsequent process of registration has already been initiated.

Item No. 8: Holding of Orientation Programs/Workshops for young faculty members of the University.

As resolved, four orientation programs/workshops have been conducted till date for the young faculty members of the University.



Item No. 9: Workshops for Principals and IQAC Coordinators for Affiliated colleges

As resolved, a Two Day Workshop was organized on 16<sup>th</sup> and 17<sup>th</sup> November, 2018 .

Item No. 10: Critical Analysis of the NAAC Peer Team Report

As resolved, seven Independent Committees were constituted vide Notification No.: DU/RG/G.01.01/18/3039 dated 13/12/2018 and the committees have already submitted the respective reports.

Item No. 13:

(a) Training for the Non Teaching Staff:

A training program for the Non Teaching Staff was organized by the Training and Placement Cell of the University.

(b) Holding of Short Term Courses for the Faculty Members:


Efforts are being made to get approval for UGC HRDC/ UGC TLC in Dibrugarh University.

(c) Review of Master's Degree Program in Colleges:

The College Development Council has already taken necessary steps in this regard.

(d) Waiver of Fees for Meritorious Students:

A Guideline in this regard had been formulated and it has already been approved by the Executive Council of the University.

  
(Prof. Kalyan Bhuyan)  
Director, IQAC