

Minutes of the Seventh Meeting of the IQAC, held on 06.06.2021

Members Present:

Offline Mode

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| 1. Prof L.K. Nath, Vice Chancellor i/c, DU | Chairperson |
| 2. Prof. Jiten Hazarika, Registrar i/c, DU | Member |
| 3. Prof. Kalyan Bhuyan, Dept. of Physics, DU | Director, IQAC |
| 4. Dr. Chandan Kumar Sarma, Dept. Of History | |

Online Mode:

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| 5. Prof. Surajit Borokotoky, Dept. of Mathematics, DU | Member |
| 6. Dr. Dip Saikia, Principal, Digboi College | Member |
| 7. Dr Amarjyoti Mahanta, Dept. of Economics, DU | Member |
| 8. Dr. Pankaj Dutta, Dept. of Physics, DU | Member |
| 9. Dr. Kakoli Gogoi, Dept. of History, DU | Member |
| 10. Dr. Lakhipriya Gogoi, Dept. Of English | Member |
| 11. Dr. Parthajyoti Hazarika, Department of Statistics, DU | Member |

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 Sixth meeting of the IQAC held on 13.08.2020 and requested for any comments on it by the Hon'ble members.

As there was no observation, the minutes of the 6th meeting of the IQAC (4th cycle) was accepted.

Resolution:

Resolved that the Minutes of the 6th IQAC meeting held on 13.08.2020 be accepted.

Item No. 2:

Action taken report on the resolutions of the sixth meeting of the IQAC held on 13.08.2020.

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

Resolution:

- (i) Resolved that the Action Taken Report be accepted.

Item No. 3.

Report on the Recent Activities of the IQAC.

The Director IQAC presented a Report on the Recent Activities of the Cell. 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.

Item No. 4.

Strategic Plan.

The Director, IQAC has brought to the notice of the honourable members that as per resolution adopted in the Academic Council of the University, the Honourable Vice Chancellor had constituted a Committee to formulate a Strategic Plan for ten years. The Director also presented the Strategic Plan in front of the Members of the IQAC Committee and the Members have agreed unanimously to accept the Strategic Plan.

Resolution:

Resolved that Strategic Plan of the University be forwarded to the University Authorities for further necessary action.

Item No. 5

Quality Assurance Handbook

The Director apprised the members of the importance of having a Quality Assurance Handbook for the University in regards to Academic Processes. He also presented the Draft of the Quality Assurance in front of the Members of the Committee. The Members appreciated the effort of the IQAC to formalize the Academic Processes in the form of a Quality Assurance Handbook.

Resolution:

Resolved that the Quality Assurance Handbook of the University be forwarded to the University Authorities for further necessary action.

Item No. 6

Handbook of SOP for the University Processes.

The Director, IQAC informed the members that the IQAC has undertaken an effort to prepare a Handbook of Standard Operating Procedure (SOP) for the University Processes in regards to Administration and Finance. The Member have opined that this will be very useful as a Guideline of the Administrative and Financial Processes of the University .

Resolution:

Resolved that the IQAC Director be authorised to prepare a Handbook of Standard Operating Procedure (SOP) for the University Processes and forward the same to the University Authorities for appropriate action..

Item No. 7

Submission of the Green and Carbon Audit.

The Director, IQAC informed the esteemed members that the Green and Carbon Audit Report carried out by Dr. Shukla Acharjee and Dr. Binita Pathak on behalf of the IQAC has been submitted and presented one copy each of the Report to the Chairperson of the Committee and the Registrar.

Resolution:

Resolved to appreciate the efforts of Dr. Shukla Acharjee and Dr. Binita Pathak and their team. Also resolved that the Director, IQAC be authorized to submit it to the University Authorities for acceptance.

Item No. 8

Budgetary Provision for Soft Skill Development Cell.

The Director, IQAC apprised the Members of the IQAC Committee apprised the Members that keeping in view the objectives of NEP 2020, the establishment of a Cell for Development of 21st Century Skills has been of utmost importance for the University. The Director also presented his vision about such a Cell and the Chairperson of the Committee has suggested him to submit the vision in the form of a formal proposal.

Resolution :

Resolved that the Director, IQAC be authorised to submit a formal proposal for Establishment of a Soft Skill Development Cell in tune with the Objectives of the NEP 2020 for Budgetary Provision.

Item No. 9

Digital Classroom.

The Director apprised the Members about the present status of the Establishment of Digital Classrooms phase wise in the various Departments and Centres of the University as initiated by the IQAC.

Resolution:

Resolved that the University authorities be requested to expedite the process of Establishment of Digital Classrooms as proposed

Any other matter

Item No. 10

(i) **Guidelines for Student Learning Outcome:**

The Director, IQAC explained the necessity of having a Guidelines for formulating Student Learning Outcomes in tune with the Proposed UGC Evaluation Reforms and the Members agreed that a Guideline should be formulated for the same.

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Resolution:

Resolved that a Committee be constituted to formulate the Guidelines for Student Learning Outcome.

(ii) **Social Media Policy:**

The Members discussed the necessity of having a Social Media Policy in the University in detail and agrees unanimously that such a policy be formulated at the earliest.

Resolution:

Resolved that a Committee be constituted to formulate a Social Media Policy for the University.

(iii) **Ethical Guidelines for Supervisors:**

The Director, IQAC presented an Ethical Guidelines for Supervisors of Dibrugarh University and the Members opined that the same may be accepted.

Resolution:

Resolved that Ethical Guidelines for Supervisors of Dibrugarh University be forwarded to the University Authorities for necessary action.

(iv) **Cell for Implementing Sustainable Development Goals:**

The Director, IQAC apprised the Members of the Committee that the Implementation of Sustainable Development Goals has become an urgent necessity both in terms of NEP 2020 and also International Higher Education Ranking Framework. He proposed the establish a Cell for Implementing Sustainable Development Goals as appropriate for the University.

Resolution:

Resolved that a Cell for Implementing Sustainable Development Goals be constituted.

(v) **Criteria for Research Incentives:**

Prof. Surajit Borokotoky has suggested that the criteria as formulated in the Policy for Research Incentives may be reviewed in view of the current International Standards. The Members agreed to the issue raised by Prof. Borkotoky. The Members also opined that the criteria may be reviewed.

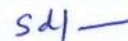
Resolution:

Resolved that a Committee be constituted to review the criteria as formulated in the Policy for Research Incentives.

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




Professor Kalyan Bhuyan
Director, IQAC
Dibrugarh University



Professor Lila Kanta Nath
Vice Chancellor
Dibrugarh University

Action Taken Report on Minutes of the Sixth Meeting of the IQAC, held on 13.08.2020

1. HR Management Software: An Online demonstration of TCIL UMS was held on 11/11/2020 and a subsequent offline demonstration of the same ERP was held in the Month of December 2020. But, because of the high cost of the TCIL UMS, the University needs to explore other low cost options for the Software.
2. Defining Core Values of the University: As part of the Strategic Plan of the University, Core Values have been defined.
3. Analysis of NIRF Ranking of the University: A Policy entitled "Dibrugarh University Policy for Incentives to Faculty Members for Research" has been formulated and approved by the 345th Executive Council Meeting held on 23/03/2021 and 24/03/2021.
4. Implementation of Moodle LMS: The process has been on to procure the Moodle LMS. A policy to encourage the Use of LMS, development of e-LMS, etc. is being formulated.
5. Student Mentorship Program: Guidelines have been circulated.
6. Revival of the Innovation and Incubation Centre: The Committee for Management of the Centre has been reconstituted vide notification No.: DU/RG/G.01.01/2020/4122 dated: 03/12/2020. A letter has been sent to Dr. Parismita Gogoi, Coordinator to frame a detailed Work Plan for CTII (Ref. No. DU/IQAC/2021/02 dated: 31/05/2021)
7. Guidance for Competitive Examination and Career Counseling: A letter requesting the Honourable Vice Chancellor to create a budget provision for this purpose (letter No.: DU/IQAC/2021/01 dated: 31/05/2021). The Constitution of a Soft Skill Development Cell has been included in the Strategic Plan of the University.
8. Editing Services from Publishers: Grammarly, Language editing software has been activated from the month of March, 2021 for one year. A letter to the Librarian in Charge has been sent requesting him to explore the possibilities of institutional hiring of Editing Services from Publishers (ref. No. DU/IQAC/2021/03 dated: 31/05/2021).


(Prof. Kalyan Bhuyan)