

## Minutes of the 6<sup>th</sup> IQAC meeting held on 29<sup>th</sup> July' 2020

IQAC meeting was held on 29<sup>th</sup> July' 2020 in virtual mode. The following members were present.

Sl No	Name	Designation
1	Dr. Amarjyoti Choudhury	Vice-Chancellor
2	Dr. Rajeev Sarmah	Dean I/c Science as Joint Member Secretary, IQAC
3	Dr. Sunandan Barua	Dean, Engineering & Technology
4	Dr. B.K. Dey	Dean Faculty of Pharmaceutical Science
5	Dr. Seema Sarma	Dean Faculty of Commerce, Management, Humanities and Social Science
6	Dr. Manashi Sen Gupta	Dean Faculty of Nursing
7	Dr. Arup Kalita	Dean Paramedical Science
8	Mr. Ashim Barman	Additional Registrar
9	Mr. Raktimabh Kakati	Deputy Registrar Administration
10	Ms. Monika Bora	Deputy Manager HR
11	Mr. Anjan Thakur	Director, Quality & Process and Coordinator, IQAC

The chairman welcomed the participants. The committee considered the items of the agenda one by one.

**Item No 1:** Confirmation of the minutes of the 5<sup>th</sup> IQAC Meeting held on 10<sup>th</sup> June' 2019.

**Item No 2:** Action taken report on the resolution of 5<sup>th</sup> IQAC meeting.

**Item No 3:** Reconstitution of NIRF committee.

**Item No 4:** Committee to initiate Ground work for QS initiative.

**Item No 5:** Road map for improvement of grade under NAAC.

**Item No 6:** Conducting 4<sup>th</sup> Internal Audit as per requirement of ISO 9001:2015 QMS.

**Item No 7:** Institutional Structure for Green Campus initiative.

**Item No 8:** Constitution of team for preparation of Annual Report for the University.

**Item No 1: Confirmation of the minutes of the 5<sup>th</sup> IQAC Meeting held on 10<sup>th</sup> June' 2019.**

As there were no comments made on the draft minutes circulated earlier, the minutes of 5<sup>th</sup>IQAC meeting is confirmed.

**Item No 2: Action taken report on the resolution of 5<sup>th</sup> IQAC meeting.**

The member secretary IQAC presented before the committee the action taken on the resolutions of the 5<sup>th</sup>IQAC.

**RESOLUTIONS AND ACTION TAKEN on 5<sup>th</sup>IQAC meeting**

SL. NO.	RESOLUTION	ACTION TAKEN
1	The committee discussed the AdtU Model of Teaching Learning and Research presented by IQAC and approved the same. Further it is also resolved that Director, Quality & Process to present the model before the faculty members.	The Director, Quality & Process presented AdtU Model of Teaching Learning and Research before the Faculty members.
2	It is resolved that the 5 (five) nos of circle namely, Department of Physiotherapy, Department of Optometry, Department of MLT, Department of ECC and Department of FND to be given incentives for their active involvement in Quality Circle activities. A cash award of Rs. 20,000/- may be given to each Quality Circle mentioned above.	Cash award of Rs. 20,000/- distributed to active Quality Circles during Convocation.
3	It is resolved that IQAC make the arrangement for conducting the 2 <sup>nd</sup> Internal Audit during when the Academic branches are open.	2 <sup>nd</sup> Internal Audit in connection with ISO 9001:2015 QMS conducted.
4	It is resolved that Management Review Meeting for assessment of status of ISO to be conducted for assessment	The Management Review Meeting for assessment of status of ISO is conducted.

**Item No 3: Reconstitution of NIRF committee.**

**Resolution 1:**It is resolved that the member secretary IQAC request concerned Deans to nominate at least 2 (two) faculties to be incorporated in the NIRF committee. The committee members should be finalized after discussion with the honourable Vice Chancellor.

**Item No 4: Committee to initiate Ground work for QS initiative.**

**Resolution 2:** The proposed committee to initiate the ground work submitted by member secretary IQAC is approved.

**Item No 5: Road map for improvement of grade under NAAC.**

**Resolution 3:** It is resolved that the draft road map prepared by IQAC may be finalized after consultation with the competent authority and circulate to concerned Deans for their observation.

**Item No 6: Conducting 4<sup>th</sup> Internal Audit as per requirement of ISO 9001:2015 QMS.**

**Resolution 4:** It is resolved that IQAC should plan the 4<sup>th</sup> internal audit when university re opens.

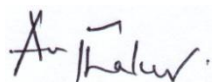
**Item No 7: Institutional Structure for Green Campus initiative.**

**Resolution 5:**It is resolved that member secretary IQAC should constitute a committee for implementation and monitoring of Green Campus initiative and take approval of the competent authority.

**Item No 8: Constitution of team for preparation of Annual Report for the University.**

**Resolution 6:** It is resolved that IQAC should finalize the composition of committee after discussion with the honourable Vice Chancellor

Member Secretary



(Anjan Thakur)  
IQAC Committee