

Minutes of the 1st Meeting of the Reconstituted IQAC

As per the approved schedule the Meeting of IQAC was held on 8th May, 2018 at 2.30 PM in the Council Room of the university. The following members were present.

<u>SL NO</u>	<u>NAME</u>	<u>DESIGNATION</u>
1	Prof. AmarjyotiChoudhury	Vice Chancellor
2	Prof. H. K. Das	Pro Vice Chancellor (Chairperson, IQAC)
3	Prof. H. Goswami	Chairperson, Faculty of Management
4	Dr. B. K. Dey	Dean, Pharmacy
5	Dr. L. P. Saikia	Dean, Engineering & Technology
6	Dr. R. Sharma	Dean, Science
7	Prof. M. Sengupta	Dean I/C, Nursing
8	Anjan Thakur	Director (Quality & Process)
9	Mr. BhabajyotiSaikia	OSD to VC & Assistant Professor
10	BhaskarJyotiKalita	DEO, Quality & Process

The Agenda of the meeting were:

1. Presentation of status of ongoing activities of IQAC.
2. New ideas and suggestions from respected members.
3. Short, Medium and Long term measures/activities of IQAC.

Regarding presentation of status of ongoing activities the member secretary appraised the members that the following activities are ongoing.

- Organisation & conduct of Workshop on quality related parameters.
- Preparation of draft policies and procedure.
- Process of Implementation of Quality Circle.
- Initiate design and implementation of ISO 9001:2015 Quality Management System.

Workshop on the following subjects were successfully conducted by IQAC.

- Introduction to integration of Quality Circle.
- Interpersonal relation and transaction analysis.
- Top management workshop on implementation of ISO 9001:2015 QMS.
- Documentation workshop on implementation of ISO 9001:2015 QMS.

Preparation of draft policies with respect to the following are in process.

- Performance appraisal policy & system.
- Purchase policy & procedure.
- Consultancy policy & procedure.
- Startup policy & procedure.

IQAC completed the process of implementation of Quality Circle. As on date 22 Quality Circles covering different departments and cross functional areas are functioning.

The implementation of ISO 9001:2015 QMS is in progress. Top management workshop and documentation workshop conducted, preparation of process map in progress.

The Committee feels the following steps are to be taken.

- Quality circles should be made more vibrant
- Teacher's Self-Appraisal Questionnaire incorporating API scores be finalized

Accordingly the following resolutions are adopted.

Resolution No. 1

- a) Resolved that the quality circles be made more vibrant.
- b) Further resolved that the Teacher's Self-Appraisal Questionnaire be finalized incorporating API scores

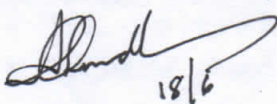
The committee further discussed that in future more workshops be conducted on quality parameters.

Accordingly the following resolutions was adopted.

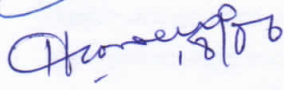
Resolution No. 2

Resolved that more workshops on quality parameters be conducted in future.

Signature of the members present:

1.  18/6

2. 

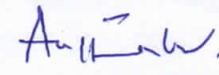
3.  18/6/18

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5.  18/06/2018

6.  18/6/18

7.  18/6/18

8. 

9.  18/6/18

10.