

## **Draft Minutes of the 2<sup>nd</sup> IQAC meeting held on 21.06.2018**

The 2<sup>nd</sup> IQAC meeting held on 21.06.2018 in the council room of the university. The following members were present:

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. H. K. Das	Pro VC & Co Chairperson, IQAC
2.	Prof. H. Goswami	Chairperson, Faculty of Management
3.	Dr. R. Sarma	Dean, Sciences
4.	Dr. B. K. Dey	Dean, Faculty of Pharmacy
5.	Dr. L. P. Saikia	Dean, Engineering & Technology
6.	Anjan Thakur	Director, Quality & Process

The following members could not attend due to their preoccupation:

1.	Dean of Studies	Chairperson
2.	Dean I/c, Faculty of Nursing	Member
3.	Academic Officer	Member
4.	Dr. Anil Kumar Goswami	External Member
5.	Dr. A C Bhagabati	External Member
6.	Mrs. PapariSarma	Statistician

The Co-Chairman welcomed the members. The committee considered the items of the agenda one by one.

### **The agenda of the 2<sup>nd</sup> IQAC meeting were**

1. Confirmation of the minutes of the 1<sup>st</sup> IQAC meeting held on 8<sup>th</sup> May 2018.
2. Action taken report on the resolution of 1<sup>st</sup> IQAC.
3. Composition of IQAC as per revised guidelines.
4. Student Feedback System.
5. Student Satisfaction Survey.
6. Preparation of Annual Report of AdtU.
7. Academic & Administrative Audit.

### **Agenda no 1: Confirmation of the minutes of the 1<sup>st</sup> IQAC meeting held on 8<sup>th</sup> May 2018.**

As there were no comments made on the draft minutes circulated earlier, the minutes of the 1<sup>st</sup> IQAC meeting is confirmed.

**Agenda no 2: Action taken report on the resolution of 1<sup>st</sup> IQAC.**

The member secretary IQAC presented before the committee the actions taken on the resolutions of the 1<sup>st</sup> IQAC.

**RESOLUTIONS AND ACTION TAKEN on 1<sup>st</sup> IQAC meeting held on 8<sup>th</sup> May, 2018**

SL. NO.	RESOLUTION	ACTION TAKEN
1	The quality circles to be made more vibrant	Meeting of the Steering Committee for review of implementation of Quality Circle held on 6 <sup>th</sup> June, 2018 and action initiated as suggested by the Steering Committee.
2	The Teacher's Self-Appraisal Questionnaire to be finalized incorporating API scores.	Prepared & submitted to competent authority.
3	Workshop on Quality Parameters	Plan for conducting additional workshops in future is in progress.
4	Preparation of draft policies	The following draft policies prepared <ul style="list-style-type: none"><li>• Performance appraisal policy &amp; system.</li><li>• Purchase policy &amp; procedure.</li><li>• Consultancy policy &amp; procedure.</li><li>• Startup policy &amp; procedure.</li></ul>

**Agenda no 3: Composition of IQAC as per revised guidelines.**

The committee observed that the existing composition of the IQAC committee is not as per revised IQAC guidelines and felt that the committee should be reconstituted as per the revised guidelines and accordingly, the following resolution was adopted:

*Resolution 1* – Resolved that IQAC be reconstituted as per revised IQAC guidelines.

**Agenda no 4: Student Feedback System.**

The committee observed that collection and analysis of feedback from stakeholders are one of the functions of IQAC. As such, HR should forward feedbacks collected to IQAC for verification, scrutiny and analysis. The following resolution was adopted:

*Resolution 2* – Resolved that student feedback collected be forwarded by HR to IQAC for verification cum scrutiny and analysis. Further resolved that student feedback in future be handled by IQAC.

**Agenda no 5: Student Satisfaction Survey.**

The committee is of the opinion that student satisfaction survey is required to be conducted under the initiative of IQAC and recommend appropriate measures based on the survey to the competent authority. The following resolution is adopted:

*Resolution 3* – Resolved that student satisfaction survey be conducted by IQAC. Further resolved that based on this survey adequate measure to be taken up and forwarded to the competent authority.

**Agenda no 6: Preparation of Annual Report of AdtU.**

As per the IQAC guidelines Annual Quality Assurance Report (AQAR) should be a part of Annual Report of the University. The members of the committee feel that while IQAC should initiate preparation of AQAR, the competent authority to instruct suitable official to prepare the annual report.

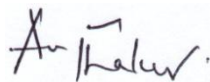
*Resolution 4* – Resolved that the annual report of the university be prepared by the university and a suitable officer be entrusted with the responsibility.

**Agenda no 7: Academic & Administrative Audit.**

The committee observed that IQAC should ensure the conduct of Academic and Administrative audit of the university periodically. As Academic & Administrative audits are conducted from time to time, copies of reports to be forwarded to IQAC.

*Resolution 5* – Resolved that copy of reports of academic and administrative audit to be forwarded to IQAC.

Member Secretary



(Mr. Anjan Thakur)  
IQAC Committee