Minutes of IQAC Committee Meeting
Date: 27.07.2023
Venue: VC's Conference Room, GU

1. Prof. Pratap Jyoti Handique, Vice Chancellor, GU
2. Dr. Hemanta K. Nath, Registrar, GU
3. Academic Registrar, GU
4. Prof. Madhurjya Prasad Bora, Director, IQAC, GU
5. Controller, Examination, GU
6. Prof. Bhaben Tanti, Dept. of Botany, GU
7. Prof. Dhrubajyoti Sahariah, Dept. of Geography, GU
8. Prof. Asha Kothari Chaudhuri, Dept. of English, GU
9. Prof. Shikhar Kumar Sarma, Department of IT, GU
10. Prof. Sanjay Kumar Singh, Dept. of Library and Information Science, GU
11. Dr. Chandana Sarah, Dept. of Anthropology, GU
12. Dr. Dulumoni Goswami, Deptt. Of Education, GU

Agenda 1: Regarding the submission of NAAC-AQAR for 2021-22 and 2022-23

Resolution: The Director IQAC and both the Deputy Directors, IQAC, GU discussed the matter related to submission of the AQAR for the academic year 2021-2022 and 2022-2023 with the committee members. The Director, IQAC presented the AQAR to the esteemed committee members and also discussed some important write up which to be uploaded for Criteria VI and VI. After thread baring discussion, all the points were finalised and the Chairman has approved for final uploading for AQAR submission. The Director, IQAC has requested the Registrar, G.U. to obtain the approval of the Executive Council of Gauhati University.

[**Action taken:** The Vice Chancellor, G.U. has instructed the Registrar, G.U. to place the AQAR, 2021-22 for approval of the Executive Council, Gauhati University]

Agenda 2: Preparedness for the NAAC Peer Team visit

Resolution: The committee discussed in details to review and about the preparedness for the upcoming NAAC Peer Team visit to Gauhati University. Moreover, it has been decided tentatively to prepare everything for the NAAC Peer Team visit in next November-December, 2023 and instructed the IQAC team for preparedness.

[**Action taken:** The Hon'ble Vice Chancellor, G.U. constituted a committee with the convener of Prof. Bibhash Choudhury to review and submit a report within August, 2023.]

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Agenda 3: AoB with the permission of the Chair

Resolution: The committee discussed the matter for accelerating the process for construction of the Central Instrumentation Facility (CIF) building of Gauhati University and requested to speed up the work so as to complete at least the ground floor within next six months to install the high end equipments which will be procured from the DST-PURSE project.

[**Action taken:** The Vice Chancellor, Gauhati University directed the Registrar, G.U. and the Supdt. Engineer, G.U. to speed up the construction work]

Dr Bhaben Tanti
Director, IQAC, GU

Prof. PJ Handique
Vice Chancellor, GU

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Minutes of IQAC Committee Meeting Date: 30. 03. 2023
Venue: VC's Conference Room, GU

Members present:

1. Prof. Pratap Jyoti Handique, Vice Chancellor, GU
2. 2. Dr. Hemanta K. Nath, Registrar, GU
3. Academic Registrar, GU
4. Prof. Madhuriya Prasad Bora, Director, IQAC, GU
5. Controller, Examination, GU
6. Prof. Bhaben Tanti, Dept. of Botany, GU
7. Prof. Dhrubajyoti Sahariah, Dept. of Geography, GU
8. Prof. Asha Kothari Chaudhuri, Dept. of English, GU
9. Prof. Shikhar Kumar Sarma, Department of IT, GU
10. Prof. Sanjay Kumar Singh, Dept. of Library and Information Science, GU
11. Dr. Chandana Sarah, Dept. of Anthropology, GU
12. Dr. Dulumoni Goswami, Deptt. Of Education, GU
13. Prof. Parag Phukan as special invitee

The Vice Chancellor welcomed all the members and highlighted the importance of the IQAC Committee in details. He emphasised the need for a holistic approach to address the quality control issues and the challenges faced by HEIs in addressing these issues. He also emphasised the importance of including affiliated colleges within the scope of quality-assurance measures taken up by Gauhati University and to act as mentor for guiding the affiliated colleges for preparedness of NAAC.

The Director, IQAC, GU made a power Point presentation on silent points of the NAAC accreditation process including a detailed account of the performance of GU in the latest cycle of accreditation in various categories of merits and also discussed a comparative analysis f the scores received by GU and few other universities. He further presented the NIRF ranking of GU for the previous years focusing on its performance under different ranking criteria. The recommendations of the NAAC peer team for quality enhancement were also flagged in the presentation. Further, the Director, IQAC briefly outlined the following activities already underway.

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- More than 650 applications for faculty recruitment/promotion have been processed in the last three years.
- DQACs in all the departments have been revised to prepare the departmental reports and assist the IQAC in preparing the AQARs.
- NAAC Task Force committee has been reconstituted for AQAR and SSR preparation.
- Handholding programmes on NAAC procedures have been organised for the benefit of the affiliated colleges of Gauhati University.

Members present participated in the discussion on the points raised in the presentations, and offered constructive suggestions.

Prof. Parag Phukan suggested the following measures:

- Inclusion of publications of teachers and research scholars from colleges under GU to be included in the university publication inventory.
- Taking the measures to bring the greater diversity of students by opening up the admission to students from outside the state through PGET.
- Ensuring declaration of results within one month of examination.
- Integration of ICT components of the university management for more office automation
- Initiating action for smart campus
- Installation of rainwater harvesting and campus drainage management
- Generation of more solar power and connecting it to grids for offloading surplus power
- Installation of pyrolysis system for biomedical and laboratory waste management
- Formation of protocol for internal quality control in matters of publication.

Resolutions:

After discussion, the following resolutions were taken:

1. The university will initiate action to constitute faculty-wise committees, after discussion at appropriate level as an institutional protocol for quality control of publications. The committees will function as advisory bodies.
2. A fully integrated campus management system will be put in place, further creation of GU- Online Examination Management System will be done.
3. GU will renew the agreement with Fresh Air for biomedical and laboratory waste management and the Estate Officer, GU has been given the responsibility for the same.
4. The Vice Chancellor, GU will constitute a committee for Academic and Administrative Audit o f Gauhati University.

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5. As an extension activity and good practice, a pool of university teachers will be identified wo would voluntarily take up classes in GU affiliated colleges, the modalities which will be worked out in consultation with college Principals, Gauhati University will facilitate logistic requirements; however, the service will be non-remunerative.

6. The Director, IQAC will take the necessary action to update the web portal and also brief profiles of the IOAC members.

Action taken report:

Sl. No.	Minutes of the IQAC Meeting held on 30 May, 2023	Action Taken Report
1	The university will initiate action to constitute faculty-wise committees, after discussion at appropriate level as an institutional protocol for quality control of publications.The committees will function as advisory bodies.	A meeting with all the Deans of the Faculties was held in the VC's Conference Room. It is decided to implement faculty wise and Deans of the Faculty will initiate the process.
2	Afully integrated campus management system will be put in place, further creation of GU-Online Examination Management System will be done.	Dr. Shikhar Kumar Sarma has been entrusted to expand the GU-Online Management System for effective data capturing mechanisms and to declare the timely results.
3	GU will renew the agreement with Fresh Air for biomedical and laboratory waste management and the Estate Officer, GU has been given the responsibility for the same.	The Estate Office, GU has been entrusted to torenew the mechanism with the consultation with the Director, IQAC, GU.
4	The Vice Chancellor, GU will constitute a committee for Academic and Administrative Audit of Gauhati University.	Acommittee has been notified by the approval of Hon'ble VC, GU with allthe professors of the GU and few Principals of the affiliated colleges to conduct the AAA in the affiliated colleges of GU. Further, it also decided to conduct an external AAA in the GU for which Prof. P. P. Baruah and Prof. D. Sahariah have been entrusted the responsibility forthesame.

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Sl. No.	Minutes of the IQAC Meeting held on 30 May, 2023	Action Taken Report
5	As an extension activity and good practice, a pool of university teachers will be identified wo would voluntarily take up classes in GU affiliated colleges, the modalities which will be worked out in consultation with colege Principals, Gauhati University wil facilitate logistic requirements; however, the service will be non-remunerative.	The Director, IQAC, GU and the CDC GU have has been entrusted for the same.
6	The Director, IQAC will take the necessary action to update the web portal and also brief profiles of the IQAC members.	The Director, QIAC has been entrusted to initiate the same.

Dr Madhurjya P Bora
Director, IQAC, GU

Prof. PJ Handique
Vice Chancellor, GU

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Minutes of the IQAC Committee Meeting Date: 10.01.2023
Venue: VC's Conference Room, GU

Members present
1. Prof. Pratap Jyoti Handique, Vice Chancellor, GU
2. Dr. Hemanta K. Nath, Registrar, GU
3. Academic Registrar, GU
4. Prof. Madhurjya Prasad Bora, Director, IQAC, GU
5. Controller, Examination, GU
6. Prof. Bhaben Tanti, Dept. of Botany, GU
7. Prof. Dhrubajyoti Sahariah, Dept. of Geography, GU
8. Prof. Asha Kothari Chaudhuri, Dept. of English, GU
9. Prof. Shikhar Kumar Sarma, Department of IT, GU
10. Prof. Sanjay Kumar Singh, Dept. of Library and Information Science, GU
11. D.r Chandana Sarah, Dept. of Anthropology, GU
12. Dr. Dulumoni Goswami, Deptt. Of Education, GU

Agenda 1. Feedback from Alumni, Parents/Guardian and Employers of GU students

Resolution: As per the NAAC Data Format, the committee discussed the matter of taking feedback from students, alumni, parents/guardians and employers, in the same line of the decision taken on previous IQAC meeting for feedback form formulation and online feedback acquiring from all the stake holders of GU as per the NAAC guidelines. The committee also advised to have a feedback system to be maintained centrally by the IQAC. The Coordinator, IQAC entrusted to Prof. Eeshankur Saikia to make necessary arrangement for achieving the same for the academic year 2022-2023.

[**Action taken:** ICT Management team involved in developing the online feedback system and it was put into operation to obtain feedback from the students, alumni, parents/guardians and employers groups]

Agenda 2. Upgradation of computer based management system

Resolution: The committee again discussed the matter of upgrading the computer management system in Gauhati University that had discussed in the previous IQAC Committee meeting. It was proposed that henceforth departments should be encouraged to input all data (relating to events, faculty appointments and promotions, new courses etc.) online so that everything would be on record and easily accessible online. It was also proposed that the annual report formats should be generated online. It was also felt that the university should seriously consider second generation of computing which would allow sophisticated assets to data through database mapping.

[**Action taken:** The resolution has been intimated to the higher authority for implementation and data collection for 2022-23]

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Prof. PJ Handique
Vice Chancellor, GU

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Minutes of IQAC Committee Meeting Date: 20. 12. 2022
Venue: VC's Conference Room, GU

1. Prof. Pratap Jyoti Handique, Vice Chancellor, GU
2. Dr. Hemanta K. Nath, Registrar, GU
3. Academic Registrar, GU
4. Prof. Madhurjya Prasad Bora, Director, IQAC, GU
5. Controller, Examination, GU
6. Prof. Bhaben Tanti, Dept. of Botany, GU
7. Prof. Dhrubajyoti Sahariah, Dept. of Geography, GU
8. Prof. Asha Kothari Chaudhuri, Dept. of English, GU
9. Prof. Shikhar Kumar Sarma, Department of IT, GU
10. Prof. Sanjay Kumar Singh, Dept. of Library and Information Science, GU
11. Dr. Chandana Sarah, Deptt. of Anthropology, GU
12. Dr. DulumoniGoswami, Deptt. Of Education, GU

Agenda 1: Academic and Administrative Audit of Gauhati University for a period of 2018-2023

Resolution: The meeting proposed an external academic and administrative audit for the period of 2018-2023 to be done as early as possible. The Coordinator IQAC was entrusted to make necessary arrangement for completion of academic and administrative audit by consulting with the concern authorities of GU.

[**Action taken:** The process of academic has been initiated by the Academic Registrar, G.U. and the dates has been proposed to conduct the AAA on 04-06 January, 2023. Accordingly, a committee has been constituted with the approval of Hobble Vice Chancellor, G.U. where Prof. Dhrubajyoti Sahariah and Prof. Partha Pratim Baruah have been interested the responsibility to coordinate the AAA by the external peer team]

Agenda 2: Purchase of books for KKH Library, GU

Resolution: The committee discussed the matter and recommended to prepare a list of books in consultation with all the heads of the academic departments for their requirements of books for 2022-2023. The Librarian of KKH Library, GU was entrusted to give a circular asking list of books from each and every academic department.

[**Action taken:** Implemented as per recommendations] Agenda 7: Start up research grants to deserving researchers]

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Resolution: In continuation to the previous IQAC Meeting, the committee took up the matter of financial assistance in the form of startup grant to the deserving young faculty members for 2022-2023.

[**Action taken:** The first round of applications for start up research grants have been invited by the Registrar's office for the academic year 2022-2023]

Dr Madhurjya P Bora
Director, IQAC, GU

Prof. PJ Handique
Vice Chancellor, GU

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Minutes of the meeting

Meeting of the IQAC, 9 February 2023
Conference Room, VC's Secretariat, GU

Members Present

1. Prof PJ Handique, Vice Chancellor, GU as the Chair
2. The Academic Registrar, GU, Member
3. The Secretary, University Classes, GU, Member
4. Prof Bhaben Tanti, Department of Botany, GU, member
5. Prof Asha Kuthari Choudhury, Member
6. Prof Sanjay Kumar Singh, Member
7. Prof Chandana Sarma, Member
8. Prof Shikhar Sarma, Department of IT, GU, Member
9. Prof Dhrubajyoti Sahariah, Department of Geography, GU
10. Prof Rajib Handique, Department of History, Special Invitee
11. Dr Chandan Kumar Goswami, Department of Communication & Journalism, Special Invitee
12. Sri Mrinal Jyoti Deka, PS To VC, Special Invitee
13. Prof MP Bora, Director, IQAC, Convenor

Proceedings & Resolutions

1. **Confirmation of the earlier proceedings of the meeting held on 01-12-2022**

2. **Discussion on NAAC SSR Submission**

   (a) The existing working groups are to be re-constituted with inputs from the Honourable Vice Chancellor

   (b) After re-constitution, various working groups will be handed over the broad guidelines for NAAC SSR preparation so that they can provide the IQAC inputs as to how best one can gather the academic data.

   (c) The Honourable Vice Chancellor assured that the tasks related to Campus Preparation will be done.

3. **Discussion on IQAC Manpower**

   It has been resolved that persons at the level of Assistant Director(s) will be engaged for the IQAC at the administrative level and such duties will be counted when API scores will be calculated for the purpose of promotion.

4. **Data for QSWU and THE Ranking**

   (a) As informed by the Director, IQAC, GU, it has been resolved to submit the QS World University Ranking data.

   (b) It has also been resolved that GU will participate in the THE Ranking (Times Higher Education) and the IQAC, GU will do the needful in this regard.

5. **Discussion on Alumni Meet and Fund Raising**

   It has been resolved to have a Central Alumni Meet as a part of the Platinum Jubilee Celebration programme.

6. **Media Cell**

   Is announced by the Honourable Vice Chancellor, an official digital channel will be provided by the IQAC to connect the PRO (PS to VC) and Dr Chandan Kumar Goswami so as to facilitate smooth flow of important news to be made public.

   As such, the Departmental Heads will be also a part of this channel.

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Vice Chancellor, GU

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Minutes of the meeting

Meeting of the IQAC, 1 December 2022
Conference Room, VC's Secretariat, GU

Members Present

1. **Prof PJ Handique, Vice Chancellor, GU as the Chair**
2. The Registrar, GU, Member
3. The Academic Registrar, GU, Member
4. Prof Bhaben Tanti, Department of Botany, GU, member
5. Prof Asha Kuthari Choudhury, Member
6. Prof Sanjay Kumar Singh, Member
7. Prof Chandana Sarma, Member
8. Prof Shikhar Sarma, Department of IT, GU, Member
9. Prof MP Bora, Director, IQAC, Convenor

Agenda

1. **Confirmation of the earlier proceedings of the meeting held on 01-12-2022**

2. **Discussion on the forthcoming NIRF Data Submission**
   (a) Last year's NIRF Data
   (b) Discussion on this year's data
   (c) AROHAN and ADR Data Capture Module

3. **Discussion on course-wise feedback**

4. **Clarification regarding UGC-CARE list (Group II)**

Proceedings & Resolutions

Agenda No. 2

Data submission modalities for NIRF have been discussed. It has been proposed that we would supply data related to Agriculture and Medical Science for the relevant fields as GU has recently initiated field training in Aquaculture and Biodiversity Park and Medical Science Graduates have been regularly enrolled in GU through LGBRIMH, Tezpur.

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It has been suggested that AROHAN and ADR will be effectively used to capture the required data.

As such it has been resolved to add the aforementioned data in the NIRF.
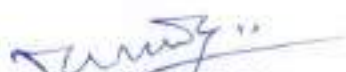
Agenda No. 3

The Director of IQAC, GU informed that some of the departments have expressed their opinion for collecting course-wise student feedback data. However, it is also informed that the purview of the IQAC regarding student feedback is limited ONLY to the overall course without mention of any individual teacher.

Considering the importance of the issue, it has been resolved that the IQAC will take course-wise feedback from the willing departments without however referring to any individual teacher.

Agenda No. 4

It has been pointed out by the Director of IQAC, GU that the UGC-CARE list does not explicitly clarifies whether all databases included in the Web of Science (WoS) should be considered to be inclusive. Apparently, in some of UGC-CARE documents, it is mentioned that ONLY certain important databases belonging to WoS should be conferred as inclusive. So, there lies an ambiguity in this context.

Considering the nonexistence of exclusive directive y the UGC-CARE regarding the inclusiveness of WoS databases, it has been resolved that all the databases which are parts of the WoS should be considered as inclusive to the UGC-CARE list.

Dr Madhurjya P Bora
Director, IQAC, GU

Prof. PJ Handique
Vice Chancellor, GU

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Minutes of IQAC Committee Meeting
Date: 03.05.2023
Venue: VC's Conference Room, GU

Members present:

1. Prof. Pratap Jyoti Handique, Vice Chancellor, GU
2. Dr. Hemanta K. Nath, Registrar, GU
3. Academic Registrar, GU
4. Prof. Madhurjya Prasad Bora, Director, IQAC, GU
5. Controller, Examination, GU
6. Prof. Bhaben Tanti, Dept. of Botany, GU
7. Prof. Dhrubajyoti Sahariah, Dept. of Geography, GU
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9. Prof. Shikhar Kumar Sarma, Department of IT, GU
10. Prof. Sanjay Kumar Singh, Deptt. of Library and Information Science, GU
11. Dr. Chandana Sarah, Deptt. of Anthropology, GU
12. Dr. Dulumoni Goswami, Deptt. Of Education, GU

Agenda 1: Online system for NAAC, NIRF and QS World ranking related data collection, documentation and management from academics and administrative departments

Resolution: The committee resolved to use the continuous ICT Management Cell for online data collection, documentation and management from academics and administrative departments. Prof. Shikhar K. Sarma who formed the ICT Management Team and acts as the Convener of the ICT Management Cell will maintain the ICT Management Cell.

[**Action taken:** Implemented and an online software was developed by the ICT Management Team for the same purpose and it was demonstrated in various IQAC meetings organized for Heads of Departments, Nodal Faculties, RDCs and other academic and non-academic staff]

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Agenda 2: Discussion of the strengthening research and development activities of the University

Resolution: The committee felt the necessity of taking steps to encourage faculty members in enhancing research publications for greater academic visibility in the National Institutional Ranking Framework (NIRF). The committee resolved to launch research awareness meetings with faculty members. It was further requested the Hon'ble Vice Chancellor to constitute a Research and Development Cell for smooth sailing of the R & D related activities of GU.

[**Action taken:** The Hon'ble VC took up the matter and constituted a Research and Development Cell (RDC) as per the guidelines of Ministry of Education, Govt. of India. Further, he also constituted a committee with the convener of Prof. Bhaben Tanti to revise the Research and Development policy and Consultancy Policy for Gauhati University]

Agenda 3: Feedback from Alumni, Parents/Guardian and Employers of GU students

Resolution: Taking account of the New NAAC Data Format, the committee discussed the matter of taking feedback from students, alumni, parents/guardians and employers, in the same line of the

decision taken on previous IQAC meeting for feedback form formulation and online feedback acquiring from all the stake holders of GU as per the NAAC guidelines. The committee also advised to have a feedback system to be maintained centrally by the IQAC. The Coordinator, IQAC entrusted to Prof. Eeshankur Saikia to make necessary arrangement for achieving the same.

[**Action taken:** ICT Management team helped to develop an online feedback system and it was put into operation to obtain feedback from the target groups]

Agenda 4: Upgradation of computer based management system

Resolution: The committee again discussed the matter of upgrading the computer management system in GU that had discussed as Agenda 5 in the previous IQAC Committee meeting. It was proposed that henceforth departments should be encouraged to input all data (relating to events, faculty appointments and promotions, new courses etc.) online so that everything would be on record and easily accessible online. It was also proposed that the annual report formats should be generated online. It was also felt that the university should seriously consider second generation of computing which would allow sophisticated assets to data through database mapping. A mother database with provisions more modularity would allow data scalability, reformulation, retrieval and data mapping.

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[**Action taken:** The resolution has been intimated to the higher authority for implementation]

Agenda 5: An arrangement of academic audit

Resolution: The meeting proposed an internal academic audit and administrative audit to be done as early as possible. The Coordinator IQAC was entrusted to make necessary arrangement for completion of academic and administrative audit by consulting with the concern authorities of GU.

[Action taken: The process of academic has been initiated by the Academic Registrar]

Agenda 6: Purchase of books for KKH Library, GU

Resolution: The committee discussed the matter and recommended to prepare a list of books in consultation with all the departments for their requirements of books. The Librarian of KKH Library, GU was entrusted to give a circular asking list of books from each and every academic department.

[**Action taken:** Implemented as per recommendations]

Agenda 7: Start up research grants to deserving researchers

Resolution: In continuation to the previous IQAC Meeting, the committee took up the matter of financial assistance in the form of startup grant to the deserving young faculty members.

[**Action taken:** The first round of applications for start up research grants have been invited by the Registrar's office]

Dr Madhurjya P Bora
Director, IQAC, GU

Prof. PJ Handique
Vice Chancellor, GU

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Minutes of IQAC Committee Meeting Date: 30.05.2023
Venue: VC's Conference Room, GU

Members present:

1. Prof. Pratap Jyoti Handique, Vice Chancellor, GU
2. Dr. Hemanta K. Nath, Registrar, GU
3. Academic Registrar, GU
4. Prof. Madhurjya Prasad Bora, Director, IQAC, GU
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6. Prof. Bhaben Tanti, Dept. of Botany, GU
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8. Prof. Asha Kothari Chaudhuri, Dept. of English, GU
9. Prof. Shikhar Kumar Sarma, Department of IT, GU
10. Prof. Sanjay Kumar Singh, Dept. of Library and Information Science, GU
11. Dr. Chandana Sarah, Dept. of Anthropology, GU
12. Dr. Dulumoni Goswami, Deptt. Of Education, GU
13. All the Advisors cum Conveners and Members of NAAC Drafting Committee

Agenda 1: Submission of the NAAC-AQAR for the academic year 2021-22 and 2022-23

Resolution: The Hon'ble Vice Chancellor asked the matter related to submission of AQAR and asked the Director, IQAC to present the deal status and progress of the same. After presentation, the VC requested to all the Advisor cum Conveners to present their 7 different criteria and also to discuss different pros and cons about their assigned criteria. After thorough discussions, the VC asked to complete the compilation of data under the supervision of the Director, IQAC. The VC further instructed to submit the AQAR for 2021-22 within 30th July 2023.

[**Action taken:** All the Advisor cum Conveners of the 7 different criteria accepted the instruction of the Hobble VC with commitment that they will finish the data compilation for the AQAR, 2021-22 first and subsequently the last one. Accordingly, the AQAR for 2021-22 has been successfully submitted on 30th July 2023]

Agenda 2: AoB with the permission from the Chair

Resolution: The committee discussed to renew the Institutional Biosafety Committee with revision of the IBSC, GU. Further, the committee also requested the Hobble VC to renew the Animal Ethical Committee for Gauhati University. The committee also further discussed to celebrate the World Environment Day, 2023 as per the guidelines of Ministry of Environment and Forest and Climate Change, Govt. of India.

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[**Action taken:** The Hon'ble VC took up the matter and constituted a new committee for IBSC for GU and D.r Hridip Kumar Sarah fas been given the responsibility as Member Secretary of IBSC. Further, the Director, Research and Development Cell, GU has been given the responsibility to coordinate the same. Regarding the renew of the Animal Ethical Committee, the Hon'ble VC asked the Registrar, GU to speed up the process of recruitment of the post of veterinary doctor as soon as possible. The Hon'ble VC, GU also given the responsibility to the Director, RDC, GU to celebrate the World Environment Day, 2023 for Gauhati University. The Director, RDC, GU has organised the WED-2023 institutionally as per the guidelines of Ministry of Environment and Forest and Climate Change, Govt. of India from 2-5 June, 2023 at the Gauhati University premises]

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Director, IQAC, GU

Prof. PJ Handique
Vice Chancellor, GU

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Minutes of the meeting

Meeting of the Web Management, 20 September 2022
Conference Room, VC's Secretariat, GU

Members Present

1. Prof PJ Handique, Vice Chancellor, GU as the Chair
2. The Registrar, GU, Member
3. Prof MP Bora, Convenor

Agenda

1. **Approval of invoice for maintenance of the GU Website for the year 2022-23**
2. **Discussion on implantation of certain advanced features in GU Website such as disable-friendly options etc.**

Proceedings

Agenda No. 1

The developer and maintainer of then GU Website — Compton Computers, New Delhi has raised an invoice amounting to ₹ 6,11,6678/- (six lakh eleven thousand six thousand six hundred sixty seven) for the maintaining the website and carrying out necessary security measures for the year 2022-23. This amount is about 15% higher than the amount for last year (and previous two years). It should also be noted that the maintenance amount remained static for the year 2019-20, 20-21, and 21-22.

The justification given by the maintainer in support of this increase is

(a) Hosting charge for AROHAN (Scholastic Data Repository of the Faculty Members)
(b) Adding a new server space as required by NAAC for holding its data related to GU
(c) Hardware infrastructure upgrade of the web server (migration of SATA to SSD drives)

It has been resolved that as these measures seems to be within the reasonable limit, the amount can be approved.

Agenda No. 2

Over time, it has been felt that certain important features need to be added to the website. These features include (a) Readability features for differently abled persons, (b) Provision for a different landing pages for the departments, (c) Site Map etc.

The Honourable Vice Chancellor summarily agreed for these upgrades subject verification and feasibility cost by an expert. It has also been decided that the proposal would be referred to Prof. Sikhar Sarma, head of the Department of IT, GU for comments.

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Minutes of the meeting

Meeting of the IQAC, 20 September 2022
Conference Room, VC's Secretariat, GU

Members Present Prof PJ Handique, Vice Chancellor, GU as the Chair

1. The Registrar, GU, Member
2. The Treasurer, GU, Member
3. The Academic Registrar, GU, Member
4. The Secretary, University Classes, GU, Member (also Convenor of the Town Committee, GU)
5. The Controller of Examinations, GU, Member
6. Prof Asha Kuthari Choudhury, Member
7. Prof Sanjay Kumar Singh, Member
8. Prof Chandana Sarma, Member
9. Prof Nandana Duttta, Special Invitee
10. Dr Ankuran Dutta, Special Invitee
11. The Placement Officer, Special Invitee
12. Prof MP Bora, Director, IQAC, Convenor

Agenda

1. **Confirmation of the earlier proceedings of the meeting held on 27-05-2022**

2. **Discussion on the forthcoming NAAC Assessment**
   (a) Overall guidelines and principles on the basis of which the preparation should proceed
   (b) Campus Preparation, Garbage Disposal System and Green Campus initiatives
   (c) Discussion on participation of GU in MOOCs and condition of studios

3. **Information about new GU Alumni Platform**

4. **Discussion on the status of placement services**

IQAC

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Proceedings & Resolutions

Agenda No. 2 (a)

A discussion was initiated on the preparation for the forthcoming NAAC Assessment in 2023, after the Director, IQAC presentation on the overview of the last NAAC Peer Team Report. Based on the discussion led by the Honourable VC, it was resolved that

(a) A special committee / team will be created to advise the IQAC on how to proceed for the forthcoming NAAC Assessment

(b) A coffee-table book will also be brought out to highlight the achievements of the university, especially during the last five years

In this context the status of the submission of data into the ADR (Academic Data Repository) was presented where about 30 academic departments have NOT yet submitted any data. In this context it was resolved that

A with the Heads of the Departments with the administration will be arranged and the Registrar will also request the Heads of the Departments to submit these data within a new deadline (to be decided).

Agenda No. 2 (b)

The issue of keeping the Campus clean and Garbage Disposal was highlighted by the Director, IQAC in the light of preparing the campus for peer team visit. It has been observed that at present, the process of keeping the campus clean is not at all effective and lacks any kind of scientific vision. The issue of severe shortage of cleaning staff was noted and lack of wisdom and leadership on the part of the Estate Officer was also discussed and noted.

It has been thus resolved that the Registrar in consultation with the Estate Officer chalk out a different plan for effective cleaning of the campus, at least the main stretch of the road. If necessary more people will be hired.

It has been also resolved that the various signboards should be immediately installed.

Agenda No. 2 (c)

It was pointed out that the studios, especially the one in GUINEIS is highly under-utilised and the costly equipment there are now running the risk of being damaged due to non-utilisation. Prof Nandana Dutta, Director of GUINEIS informed that she does NOT have skilled manpower to fully utilise the studio and neither the university has any provision of regularly using these equipments.

In this context the Coordinator for MOOCs in the university, Prof SK Singh informed that despite his intimidation several times, no proposal for formulation of new MOOC was forthcoming.

It has been resolved that an expert in handling the studio equipment be hired and a simultaneous drive to encourage faculty members to formulate new MOOC will be taken.

Agenda No. 3

It has been informed by the Director, IQAC that the new alumni platform GU Connect is now ready and the Honourable VC instructed that whatever requirements for making the alumni platform effective, should be given in writing to the Registrar, so that necessary steps can be taken and instructions can be issued to the academic departments.

Agenda No. 4

The Honourable Vice Chancellor has observed that the Placement Officer has completely failed in taking the placement service into a proper direction and she utterly lacks vision and initiatives.

It has been resolved a special committee would constituted to look into the matter and advise how to make the placement services effective.

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