



THE ASSAM

ROYAL GLOBAL UNIVERSITY

The Assam Royal Global University  
Third Meeting of the IQAC  
24<sup>th</sup> April 2019

Venue: Board of Governors' Room, Block A, Royal Global University.

Time: 2:30 p.m.

**Members Present:**

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| 1. Prof. (Dr.) S P Singh<br>Vice Chancellor, The Assam Royal Global University<br>Guwahati | Chairperson          |
| 2. Prof. (Dr) O.K.Medhi  | (Director ,IQAC)     |
| 3. Mr. Ankur Pansari   | (Member)             |
| 4. Ms. Angira Mimani   | (Member)             |
| 5. Prof. Anuradha Devi   | (Member)             |
| 6. Ar. Anita P.Y.  | ( Member)            |
| 7. Ms. Dipika T. Agarwal   | (Member)             |
| 8. Dr Monalisa B. Deka   | (Member - Secretary) |

**Leave of Absence for members**

1. Mr Jogen Barpuzari
2. Mr Vishal More

**Special Invitee**

1. Prof A.K. Buragohain
2. Prof K.K.Baruah

**PROCEEDINGS OF THE MEETING**

Professor S. P. Singh, Vice Chancellor, RGU and Chairperson (Academic) presided over the meeting and called the House to order

**3.1: Agenda: Welcoming the members of the Internal Quality Assurance Cell (IQAC)**

**Deliberations:** The meeting commenced with welcoming the members by the Chairperson (Academic).



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**3.2. Agenda: Ratifying the minutes of the 2<sup>nd</sup> IQAC meeting held on 26<sup>th</sup> Nov, 2018 and Action Taken Report.**

**Deliberations:** Resolutions passed along with the Action Taken Report was read out by Professor O. K. Medhi. No objections were raised by the members present, on the resolutions passed and its Action Taken Report.

**Resolutions:** The Council ratified the minutes of the last meeting without any modifications along with the Action Taken Report.

**3.3. (i) Agenda: To apprise about: (i) the Academic Audit Report (AAA)**

**Deliberations:** A presentation was made by Professor O. K. Medhi on the academic audit carried out. Based on the format prescribed by NAAC, the required information was obtained from each academic department. The strength and weaknesses of the departments were suggested by the Faculty. The following is a compilation of the information:

**(a) Faculty Recruitment:**

- It was found that the ratio of total number of Professor: Associate Professor: Assistant Professor is 1:0.4:5. There were very few Associate Professors in the university as compared to that in other institutions.
- About 65% of the Assistant Professors do not have Ph. D degree. This implies lack of experience in setting up new departments. There are not enough senior teachers in many departments to provide guidance to the young faculty.

**(b) Reported weaknesses by the departments (Annexure enclosed):**

- Lack of Manpower: Many departments do not have adequate number of faculty and technical staff.
- Lack of Infrastructure: There is a lack of space for classrooms and teaching & research laboratories in many departments.
- Research: Any upcoming University should have plans for setting up research laboratories with lab space, computers, and soft wares. Lack of these is reported by many science and other departments. This is a major weakness of the university at least with reference to NAAC accreditation. It is very important to recognize that research work in the campus is necessary for further growth of the university.
- UG and PG Laboratories: The teaching laboratories require upgradation by providing more equipment, chemicals & glass wares.

**Points further discussed/suggested:**

- It is suggested that those Assistant Professors who have 8years of service and research experience may be considered for promotion to Associate Professors.
- It is suggested that a space management committee or P&D cell should take necessary steps for allocation of space for classrooms, and teaching and research laboratories required by the departments.



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- The Hon'ble Vice Chancellor suggested that adequate steps would be taken to encourage research work in the university campus.
- The Departmental libraries should be established by borrowing a number of books from the Central Library. Storing space (e.g. Almirah) shall be provided by the University.
- It was suggested that department budget (recurring expenditure) may be fixed on the basis of 'unit cost of education'.

**Resolutions:** The Board resolved that -

- Those Assistant Professors who have 8 years of service and research experience with good publication may be considered for promotion to Associate Professor.
- The Departmental libraries may be established by borrowing a number of books from the Central Library.
- Departmental budget (recurring expenditure) may be fixed on the basis of 'unit cost of education'.

**3.3.ii) Agenda: To apprise about: ii) Administrative Audit Report and discussion on the audit reports.**

**Deliberations:** Professor O. K. Medhi informed the members that the administrative audit forms have been sent to all the concerned departments and information are being sent and compilation of the report is going on.

**3.4 Agenda: To discuss - a) Student assessment feedback forms to be made and sent to departments.**

**Deliberations:** Hon'ble Vice Chancellor informed the members that an online feedback form is already available for the students. He further suggested that some inputs and modifications may be incorporated in the existing feedback form if needed.

**3.4 Agenda: To discuss - b) Future plan of Action**

**Deliberations:** Professor O. K. Medhi suggested that one of the requirements of NAAC is that a university should take steps for helping the slow learners. It is suggested that the Orientation Programme should be conducted for 15 days. During this time the fundamentals and basic knowledge of the subject should be discussed with the students by the faculty of each department. At the end of the programme a written test may be conducted (e.g. 100 marks, 2 hour duration, 1-5 marks for each question). Based on the results the slow learners may be identified. Special tutorial classes may be conducted for the slow learners during the 1<sup>st</sup> semester and if required, for the 2<sup>nd</sup> semester as well. A circular be sent to each department immediately for discussion by the faculty and planning the lectures since the admission process is beginning soon.

**Resolutions:** The Board resolved that-

- The Orientation Programme should be conducted for 15 days. During this period the fundamentals and basic knowledge of the subject should be discussed with the students by the faculty of each department. At the end of the programme a written test may be conducted (e.g. 100 marks, 2 hour duration, 1-5 marks for each question) and on the basis of the results the slow learners may be identified and accordingly special tutorial classes may be conducted for them.

**3.5 Agenda: Any other matter with the permission of the Chair**

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**Deliberations:**

IQAC has suggested that each Academic and Administrative department should keep records of the following:

- Student progression to higher degree and employment. This is a requirement of NAAC.
- Student feedback be conducted and recorded by each department. This is a requirement by NAAC.
- For the purpose of maintaining records, all academic and administrative departments (including examination, HR, and admission) should send records of all activities (both hardcopy and softcopy) to IQAC.
- Tutorial classes for NET, GATE and Banking examinations be conducted by each department by hiring experts (those who passed these exams) if required.
- It was suggested that departments be involved for admission and examination work by decentralizing the existing procedure.
- The Dean's List requires better publicity and support by the University.
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**3.6 Agenda: Vote of Thanks:**

The meeting concluded with a vote of thanks by Professor O. K. Medhi, Director, IQAC.



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