

## Minutes of the Sixth IQAC meeting, held on April 29, 2021 in the Blended Mode

### Members present Offline:

- |                                                                      |                                     |
|----------------------------------------------------------------------|-------------------------------------|
| 1. Professor S.P. Singh, Hon'ble Vice Chancellor                     | Chairperson                         |
| 2. Dr. Aniruddha Deka, Head, Department of CSE and Coordinator, RSIT | Member                              |
| 3. Mr. Jugal Kishore Bhattacharya, Department of Economics           | Member                              |
| 4. Professor Alak K Buragohain, Chairperson (Academic)               | Coordinator, IQAC                   |
| 5. Ms. Moon Moon Ahmed, Assistant Manager                            | Co-coordinator (Non-teaching), IQAC |
| 6. Mr. Wooma Sankar Deb Nath, Adviser, Library                       | Special Invitee                     |

### Members present Online:

- |                                                                                                                                                     |                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1. Ms. Angira Mimani, Registrar                                                                                                                     | Member                          |
| 2. Professor Anuradha Devi, Dean, RSPAS                                                                                                             | Member                          |
| 3. Professor Pradip Jyoti Mahanta, Dean (i/c), RSHSS                                                                                                | Member                          |
| 4. Ar. Gautam Sarma, Dean, Students' Welfare                                                                                                        | Member                          |
| 5. Dr. Bipul Nath, Associate Professor, RSP                                                                                                         | Member                          |
| 6. Dr. Susmita Dey, Assistant Professor & Coordinator, Department of Zoology                                                                        | Member                          |
| 7. Mr. Santosh Kumar Anand, Assistant Controller of Examinations & Assistant Professor, RSB                                                         | Member                          |
| 8. Dr. Jaideep Baruah, Head, Environment Division Assam Science Technology Environment Council (ASTEC) and General Secretary, Assam Science Society | External Member                 |
| 9. Miss Juhi Phukan, Fourth Semester, BBA+ MBA (Integrated)                                                                                         | Student Member                  |
| 10. Mr. Ripunjit Borah, Alumni, RSB and Senior Manager, Axis Bank, Guwahati                                                                         | Alumni Member                   |
| 11. Professor S.R. Patgiri, Department of Microbiology                                                                                              | Co-coordinator (Teaching), IQAC |
| 12. Ms. Banani Das Hazarika, Assistant Professor, RSL                                                                                               | Special Invitee                 |

### Leave of Absence was granted to the following members who could not attend the meeting due to exigencies

- |                                                                                                           |        |
|-----------------------------------------------------------------------------------------------------------|--------|
| 1. Mr. Pabitra Buragohain, President, Federation of Industry and Commerce of North Eastern Region (FINER) | Member |
| 2. Mr. Ankur Pansari, Executive Vice President, Gyan Sagar Foundation                                     | Member |
| 3. Ms. Dipika Tulshyan Agarwal, Assistant Registrar                                                       | Member |

### 6.1. Welcome Address by the Coordinator, IQAC

Professor Alak K. Buragohain, Coordinator, IQAC extended a warm welcome to all the members present in both online and offline mode. He then requested Chairperson, IQAC, Prof. (Dr.) S. P. Singh to take up the agenda items.

A. L. Anura Singh  
14.07.21



## Minutes of the Sixth IQAC meeting, held on April 29, 2021 in the Blended Mode

Prof. (Dr.) S. P. Singh, Hon'ble Vice-chancellor, while calling the meeting to order expressed his thanks and appreciation to the members, especially Dr. Jaideep Baruah, the external member for their participation in the meeting during the unprecedented situation of the pandemic. Professor S. P. Singh also extended a very warm welcome to Mr. Santosh Anand, Assistant Controller of Examination, as a new member of the IQAC. Professor S.P. Singh requested all the members of NAAC SSR compilation Committee to organize more frequent meetings and since all Saturdays are working days, he advised organization of the meetings on Saturdays. Professor S.P. Singh praised Dr. Anirudha Deka for his contribution to the preparation of the NAAC SSRs. The Hon'ble Vice Chancellor asked the concerned members to compile all the Departmental SSR, Institutional SSR under the guidance of Dr. Sarangi Patgiri and Professor K.K. Baruah, which is to be readied by 10<sup>th</sup> May, 2021.

### 6.2 Consideration of the Minutes of the Fifth Meeting of the IQAC and the Action Taken Report

#### DISCUSSION:

##### A. Relating to agenda Item 5.3:

1. **Margdarshak scheme:** Responding to the Action Taken Report, Prof. S.P. Singh clarified that at present, RGU is focused on NAAC and the emphasis is on scoring a good Grade in NAAC, for which RGU should apply for mentoring from the Universities already chosen, viz., *Siksha O Anusandhan*, Bhubaneswar, SRM University, Chennai and Chandigarh University.
2. **Students' Orientation Booklet:** The Module, on Students' Orientation Booklet, was presented by Ms. Banani Das Hazarika, Professor S.P. Singh made the following points:
  - a. The novel and innovative practices of the RGU should be highlighted.
  - b. The orientation program should be for seven days / ten days/ fifteen days.
  - c. Feedback from students is to be collected during the time of orientation.
  - d. The term '*familiarization*', as stated in the draft Booklet, is to be substituted with '*Own Your University*' or '*Love Your University*' in order to inculcate a sense of ownership, love and commitment for the University amongst the students. Professor Singh pointed out that unless the students have these bonding with the University, the purpose of education for which they join the University gets negated.
  - e. A Pre-Orientation Program for the faculty members & staff prior to organizing the Students' Orientation program be organized for motivating the faculty & staff for their wholehearted involvement in the Students' Orientation Program.
  - f. Programs on *Yoga* and Sports during the Orientation Program must be incorporated. Should the Orientation Program take place online, these two events shall have to be arranged online as well.Professor A.K. Buragohain also advised to include not only the key functionaries of the University but also the other members of the University should be introduced.

Page 2 of 9

A. K. Buragohain  
14.07.21



Minutes of the Sixth IQAC meeting, held on April 29, 2021 in the Blended Mode

The Handbook for the Orientation Program is to be checked by Dr. Anuradha Devi and Ar. Gautam Sarma and then it is to be approved by the Hon'ble VC Professor S.P. Singh and then it should be printed.

3. **Examination Orientation program:** Professor Anuradha Devi, Dean, RSPAS stated that considering the importance of the RGU Examination Rules and Regulations, the Orientation Programs should be organized at the departmental levels in a more intensive way. Appreciating her observation, Professor S.P. Singh stated that there shall be one Common Orientation Program on the RGU Examination Rules and Regulations and subsequently, the Departmental Examination Co-Ordinator shall also organize Examination Orientation program every month for the first three months for the newly admitted students. Mr. Santosh Kumar Anand, Assistant Controller of Examination, informed that the Examination Cell has already developed a small booklet related to the RGU examination process. Circular to be sent to all Departments from the IQAC
4. **Mechanism for Comparative Analysis of the Students:** Comparative Analysis of the Students in terms of their overall personality development on completion of their courses, was developed by Ar. Gautam Sarma. Professor A.K. Buragohain suggested that a Committee with Ar. Gautam Sarma, Dr. Bipul Nath, Ms. Krishti Saikia is to be constituted to develop a more purpose specific format for the mechanism with technical inputs from Psychology and Hon'ble Vice-Chancellor. The modified format is to be submitted to the University latest by 15 May 2021.
- B. **Relating to agenda item 5.6 on Preparation for the NAAC:** Professor S.P. Singh urged upon Professor K.K. Baruah and Professor Saranga Patgiri to finalize the SSR for submission to the University latest by 15 May 2021.
- C. **Relating to agenda item 5.7 on the finalization of the format for the Academic and Administrative Audit:**  
Professor A.K. Buragohain stated that the format for the Academic Audit part has been completed and the same for the Administrative part is still being done. Professor S.P. Singh asked the Registry to submit the input latest by May 1, 2021. It was further resolved that an internal Academic and Administrative Audit be conducted as soon as possible. Professor Buragohain stated that the date for the Academic and Administrative Audit shall be finalized in consultation with the Deans of the Schools. Professor S.P. Singh suggested that a blended audit may be conducted later where external experts shall be inducted.
- D. Professor A. K. Buragohain stated that two Faculty members have become members of Professional Bodies relating to their subject domains. He further wished to have an MoU with Assam Science Society. Dr. Jaideep Baruah who is also the General secretary of the Assam Science Society assured of extending his support in this direction.

**RESOLUTION:** The Action taken Report on the Resolutions of the Fifth Meeting of the IQAC has been accepted with all the stated points of discussion.

Page 3 of 9

A. K. Buragohain  
14.07.21



### 6.3 Preparation of Comprehensive syllabi of all academic program of the University

**DISCUSSION:** Dr. Jugal Kishore Bhattacharya who was given the responsibility to do the final scrutiny of the syllabi stated that a comprehensive syllabus containing syllabus of all courses offered by RGU and which are found to be in conformity with the guidelines of the Learning Outcome based Curricular Framework (LOCF) by the UGC and RGU format and credit requirement is ready for printing.

Prof. S.P. Singh made a strong emphasis on working out two sets of syllabi for each program by the departments, one according to the format currently in place and the other one with 20% of the syllabus having mandatory online course components to be availed by the students from platforms like SWAYAM, NPTEL, other MOOCs. He asked all the departments to organize their respective BOS meeting during MAY 2021 without fail for forwarding the revised syllabi with 20% online courses as per the directive of UGC.

**RESOLUTION:** Resolved that all departments shall finalize the syllabi of the academic programs with 20% online courses as per the directive of UGC, which will have to be placed in the respective BOS during May 2021 without fail.

### 6.4 Annual reports of the University as per NAAC

**DISCUSSION:** Two Annual Reports which are required for the NAAC were discussed. These two reports relate to the General Annual Reports of the RGU and the Annual Reports on the Celebration and Observance of various events and days of International and National importance. With respect to the General Annual Reports of the University, it was stated that this report is being prepared by Dr. Jasmine Choudhury with support from the Office of the Hon'ble VC. Regarding the Annual Reports on Cultural events, it was decided that Ms. Indrakshi shall be given responsibility to do the compilation as soon as possible.

**RESOLUTION:** The General Annual Reports shall be compiled by Dr. Jasmine with her team and the Annual Reports on Cultural Events shall be compiled by Ms. Indrakshi and her team, which are to be submitted to the University by the end of May.

### 6.5: Documentation for NAAC

**DISCUSSION:** The Chairperson, Academic initiated the discussion on the requirement of documentation of all facilities of the University with Geo-tagged Photographs. After detail discussion, the following committees are formed for completion of the tasks.

The Committee for compilation of General Photographs of all facilities of the RGU:

- |                         |   |              |
|-------------------------|---|--------------|
| 1. Ms. Dipika T Agarwal | - | Co-ordinator |
| 2. Ms. Indrakshi B      | - | Member       |
| 3. Mr. Sasanka Baruah   | - | Member       |
| 4. Mr. Bijoy Kalita     | - | Member       |
| 5. Ms. Moon Moon Ahmed  | - | Member       |

*A. H. Singh*

14.07.21



## Minutes of the Sixth IQAC meeting, held on April 29, 2021 in the Blended Mode

The committee shall co-ordinate with all Heads of the departments for collecting relevant photographs, documents, mails, etc. so as to make the documentation process complete.

The Committee for compilation of report on **Central Instrumental Facility (CIF)**:

1. Dr. Ranjan Dutta Kalita - Co-ordinator
2. Dr. Pubalee Sarmah - Member
3. Dr. Bipul Nath - Member
4. Ms. Parismita Goswami - Member

It was also decided that Ms. Florence Handique Rabha and Dr. Rahul Chanda be assigned the responsibility to prepare a document on all the facilities available in the Mass Communication department. Further, Dr. Sudip Chakraborty, CA Dr. Manoj Jain and Dr. Tarak Paul shall compile a report on the Business Lab of the University. Similarly, Mr. Zunaid Ahmed, Ms. Ishita Chakraborty and Dr. Uttam Thapa will develop the comprehensive Statistical Database of the University. Dr. Susmita Dey has been asked to submit a proposal on Animal House in RGU. Professor Buragohain stated that he had discussed in detail with Professor Bhoben Tanti of the Department of Botany, Gauhati University regarding a joint project proposal on Drug Discovery focusing on screening for local plant species of the North East for antiviral properties which would entail development of a Green House facility as a part of the project. He suggested that Dr. Anushree Baruah, Dr. Ranjan Dutta Kalita and Dr. Bhaskar Jyoti Gogoi be assigned the responsibility for jointly developing th project with the Botany Department of Gauhati University

**RESOLUTION:** After detailed discussion, the following resolutions were taken:

The Committee for compilation of **General Photographs of all facilities of RGU**:

1. Ms. Dipika T Agarwal - Co-ordinator
2. Ms. Indrakshi B - Member
3. Mr. Sasanka Baruah - Member
4. Mr. Bijoy Kalita - Member
5. Ms. Moon Moon Ahmed - Member
6. Mr. Gunajit Kalita - Member

The committee shall co-ordinate with all Heads of the departments for collecting relevant photographs, documents, mails, etc., so as to make the documentation process complete.

The Committee for compilation of report on **Central Instrumental Facility (CIF)**:

1. Dr. Ranjan Dutta Kalita - Co-ordinator
2. Dr. Pubalce Sarmah - Member
3. Dr. Bipul Nath - Member
4. Ms. Parismita Goswami - Member

It was also decided that Ms. Florence Handique Rabha and Dr. Rahul Chanda be assignrd the responsibility to prepare a document on all the facilities available in the Mass Communication department. Further, Dr. Sudip Chakraborty, CA Dr. Manoj Jain and Dr. Tarak Paul shall compile a report on the Business Lab of the University. Similarly, Mr. Zunaid Ahmed, Ms. Ishita

Page 5 of 9

A. H. Anusheer  
14.07.21



## Minutes of the Sixth IQAC meeting, held on April 29, 2021 in the Blended Mode

Chakraborty and Dr. Uttam Thapa will develop the comprehensive Statistical Database of the University. Dr. Susmita Dey has been asked to submit a proposal on Animal House in RGU.

### 6.6: Manual of Examination automation system

**DISCUSSION:** Briefing the development on the preparation of a Manual on the Automation System for the Examination of RGU, Dr. Santosh Anand, stated that it would require the dataset of another semester before the manual can be finalized. Dr. Aniruddha Deka suggested that the Automation System can be optimized with dataset available from the past years. Professor S.P. Singh supported the proposal of Dr. Deka and advised Mr. Anand to get in touch with Mr. Vishal More and his company which is involved with the development of the system and complete the process as soon as possible (in the month of May).

**RESOLUTION:** Resolved that the manual of Examination Automation System be completed as soon as possible with necessary optimization done with.

### 6.7: Policy documents

**DISCUSSION:** Professor A.K. Buragohain stated that a few policy documents of the University relating to the research, Innovation and Consultancy, Ethics, IPR, etc. are being finalized and will be submitted to the University by 12 May 2021.

**RESOLUTION:** Resolved to complete the policy drafting by May 12, 2021.

### 6.8: Status of Research, Innovation and Consultancy

**DISCUSSION:** The Chairperson (Academic), stated that faculty members are making efforts towards engagement in research as reflected in the publications which are being reviewed monthly by the Hon'ble Vice Chancellor along with the Deans of the Schools. He brought it to the notice of the Hon'ble members about the concern of the Governing Body in its last meeting about the quality aspect of the publications. Professor S.P. Singh advised that while the numbers of publications is important faculty members should be very careful in selecting the journals for publication. Professor Buragohain mentioned that the per faculty research output is much less with only 85 faculty publications and 11 student's publications during the year 2020 when we have more than 200 faculty members.

**RESOLUTION:** Resolved that the research output of the faculty members need to be increased with more emphasis on quality publications.

### 6.9: Library uses

**DISCUSSION:** Initiating the discussion on the use of the Library of the RGU, Shri Wooma Sankar Deb Nath, Adviser, Library mentioned that the current footfalls in the RGU library is very negligible and requires to be increased urgently. He stated that even the large number of online journals available freely in the library are hardly being accessed by the University community. Professor S.P. Singh expressed his concern about the poor use of the library books and journals. He called upon the faculty members to use the library facility with all earnestness and asked the concerned faculty members to motivate and monitor the students

Page 6 of 9

A. L. Anand  
14/07/21



## Minutes of the Sixth IQAC meeting, held on April 29, 2021 in the Blended Mode

to regularly use the library facility. He also advised the Adviser, RGU Library to organize Orientation Program for both faculty members and students regarding the importance of the use of Library. Ms. Juhi Phukan, the student member, IQAC suggested that the faculty members should give library assignments to each and every student to improve the uses of the library facility.

**RESOLUTION:** Resolved that the faculty members assign library work to the students and monitor the use of the library by the students regularly. Also resolved that Orientation Program be organized by the Library for the faculty members and students for use of the library facility. Further, in the Project Reports of the student there shall be a specific column where the students shall be required to state the references taken from the University Library and uses of the library facilities in developing the Project reports.

### 6.10: Academic Collaboration and Industry Academia Interfacing

**DISCUSSION:** Ms. Pahi Dutta Bhagabati, stated that the academic collaboration with the institutions with whom the RGU have standing MoUs are in progress and is being reviewed regularly. A faculty member from the concerned departments is assigned to coordinate with the collaborative activities with each of these institutions except for the IIT Guwahati. Professor S.P. Singh requested Professor A.K. Buragohain to assign the responsibility to a suitable faculty member from the RSET or from the department of Biotechnology to coordinate with the IITG. Professor A.K. Buragohain stated that the proposal for a formal MoU with the FINER as proposed in the last meeting of the IQAC to facilitate collaborative research is accepted by the FINER and the process for the way forward is in progress. Professor A.K. Buragohain further stated that RSLA have to initiate for collaborative activities with the National Law University.

**RESOLUTION:** The members took note of the development and suggested submission of the monthly report of their progress to the IQAC.

### 6.11 & 6.12: Important Cultural Events and Extension Activities organized by the University

**DISCUSSION:** There was a brief presentation on the various cultural events that took place in the interregnum between the fifth and the sixth meeting of the IQAC.

With regard to the Extension Activities of the University, Professor S.P. Singh made a strong observation that unless there is prior plan of activities, the purpose and impact of extension activities cannot be meaningful. He therefore advised the faculty members of the departments of Social Work and Psychology and all other concerned departments to work out three to six Extension Activities with detail plans with clear timelines.

Professor Singh also mentioned about the discussion he had with Dr. Pronami Bhattacharya regarding extension activities to be taken in the Tea Gardens for the welfare of the children of the Tea laborer community.

Professor Singh advised that a MoU with *Sishu Sarathi* or any other NGO may be worked out to facilitate such important Extension Programs and asked the Department of English to take

A. L. Anand  
14.07.21



a lead in visiting nearby places for extension activities. The Department of Physiotherapy is also advised to take up similar initiatives for Extension Programs.

The office of the Registrar is requested to have a monthly report on the progress of the extension activities.

**RESOLUTION:** The members noted the cultural activities of the University with appreciation. Resolved that an exhaustive Plan of actions be prepared by the Departments of Social Work , Psychology, English and Physiotherapy along with other concerned faculty members for meaningful Extension Activities which are to be monitored by the registry. The University shall also enter into Memorandum of Agreement with NGOs like *Sishu Sarathi* to facilitate the efforts of the University for meaningful Extension Programs.

#### 6.13: University Best practices

**DISCUSSION:** Initiating the discussion on writing a report on the Best Practices of the University which is also required for the NAAC, Professor S.P. Singh suggested that Registry and the concerned senior faculty members may deliberate upon it and enlist the Good Practices followed by the University. Professor Singh also cited a few such good practices of RGU as ready reference such as Students' Feedback, Sport Culture, Daily monitoring of Students Attendance in classes, studios, etc.

**RESOLUTION:** Resolved that the Registry along with senior faculty members are to enlist the Good Practices followed by the RGU.

#### 6.14: Any other matter with the permission of the Chair

##### DISCUSSION:

##### Alumni Association:

Professor S.P.Singh mentioned as to the earlier moves made by Ms. Vanita Agarwal and by Professor Manoj Jain and later on by himself in registering an Alumni Association. However due to unfortunate hindrance from the concerned officials of the Registration Agency these efforts were thwarted. He however requested Professor Alak K Buragohain to make renewed efforts in this direction.

##### Career Counselling and guidance for Competitive examinations:

The Chairperson (Academic), stated that RGU had already signed an MoU with Civil Services Achievers' Point (CSAP), Guwahati on 11<sup>th</sup> February 2021 whereby the Institute will provide Coaching and Career Guidance with a board objective to enable our students to succeed in competitive examinations organized by the APSC and other competitive examinations for student placement.

MoU with Government and other approved agencies relating Solid, Liquid, Biomedical and e-Waste Management, Water Recycling System, Hazardous Chemicals and Radioactive Waste management

A. L. Singh  
14.07.21





**Minutes of the Sixth IQAC meeting, held on April 29, 2021 in the Blended Mode**

Professor S.P. Singh suggested that a Committee be formed with Dr. Bipul Nath, Dr. Ranjan Dutta Kalita, Dr. Pubalee Sarmah and Ms. Parismita Goswami to explore for identifying suitable Government Agencies and other approved agencies for entering into Memorandum of Agreement for management of the Solid, Liquid, Biomedical and e-Waste, Water Recycling System, Hazardous Chemicals and Radioactive Waste (if any) management. They may also approach the agencies who have already signed MoUs with Gauhati University, Assam Down Town University, Cotton University, Assam Don Bosco University and University of Science and Technology for these purposes.

**RESOLUTION:** Resolved to form a Committee with faculty members from the Departments of Pharmacy, Biotechnology, Chemistry and Computer Science to explore for mechanisms for effective management of solid, liquid and e-waste, Water Recycling System, Hazardous Material and Radioactive Waste (if any) in collaboration with appropriate government professional agencies.

**Well-furnished Office space for the IQAC:**

**Discussion:**

Responding to a request by the Chairperson (Academic), about the importance of a dedicated well-furnished Office Room for the IQAC, Professor S.P. Singh stated that Room No. A-002, A-Block, Ground Floor is to be allotted to the IQAC and the room shall be furnished with all necessary furniture and computers, etc.

**RESOLUTION :** Room No. A-002, A-Block, Ground Floor shall be allotted to the IQAC and the room shall be to furnished with all necessary furniture and computers, etc.

There being no other matter, Prof. A. K. Buragohain, Co-Ordinator, IQAC, offered the Vote of Thanks to the Professor S.P. Singh, Hon'ble Vice Chancellor for his valuable guidance and the Hon'ble members of the IQAC for their active participation in the deliberation and for their very constructive ideas for the advancement of RGU.

**Signed:**

1. Professor Saranga Ranjan Patgiri,  
Co-coordinator (Teaching), IQAC
2. Ms. Moon Moon Ahmed  
Co-coordinator (Non-Teaching), IQAC
3. Professor Alak K Buragohain  
Coordinator, IQAC

Professor S.P.Singh  
Chairperson, IQAC

*Minutes prepared by Ms. Dipamoni Chaudhury*

Page 9 of 9

*A. K. Buragohain*  
14-07-21

