



ROYAL GLOBAL UNIVERSITY

— GUAHATI —

**Minutes of 8th Meeting of Internal Quality
Assurance Cell (IQAC)**

(21st April, 2022 at 3.00 P.M.)

**Venue: Royal Conferencia, 5th Floor, Block A
Royal Global University, Guwahati (Assam)**

Minutes of 8th IQAC Meeting, held on April 21, 2022 in the Offline Mode

Venue: Royal Conferencia, A Block 5th Floor

Members present:

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| 1) Professor S.P. Singh, Hon'ble Vice Chancellor | Chairperson |
| 2) Professor Anuradha Devi, Dean, RSPAS | Coordinator, IQAC |
| 3) Professor Alak K Buragohain Chairperson(Academic) | Member |
| 4) Dr. Bipul Nath, Associate Professor, RSP | Member |
| 5) Dr. Aniruddha Deka, Head, Department of CSE and Coordinator, RSIT | Member |
| 6) .Dr Diganta Munshi, Registrar | Member |
| 7) Mr. Jugal Kishore Bhattacharya, Department of Economics | Member |
| 8) Dr. Susmita Dey, Assistant Professor & Coordinator, Department of Zoology | Member |
| 9) Mr Santosh Kumar Anand, Assistant Professor, RSB | Member |
| 10) Ms. Dipika T Agarwal, Assistant Registrar | Member |
| 11) Ms. Moon Moon Ahmed, Assistant Manager | Co-coordinator (Non teaching), IQAC |
| 12) Mr. Pabitra Buragohain, President, Federation of Industry and Commerce of North Eastern Region (FINER) | External Member |
| 13) Mr Jaideep Baruah, Director ASTEC | External Member |
| 14) Miss Juhi Phukan, Fourth Semester, BBA+ MBA (Integrated) | Student Member |
| 15) Mr. Wooma Sankar Deb Nath, Adviser, Library | Special Invitee |
| 16) Dr. Stuti Goswami, Assistant Professor, Dept of English | Special Invitee |
| 17) Dr. Niraj Singh, Assistant Professor, RSBSC | Special Invitee |
| 18) Dr. Seema N Devi, Assistant Professor, RSBSC | Special Invitee |
| 19) Dr. HC Gautam, Senior Professor and Advisor, RSC | Special Invitee |
| 20) Dr. Bimalendu Kalita, Assistant Professor, RSAPS | Special Invitee |

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

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| 1. Mr Ankur Pansari, Executive Vice President | Member |
| 2. Prof. P.J Mahanta, Dean (i/c), RSHSS | Member |
| 3. Prof. S.R Patgiri, Department of Microbiology | Co Coordinator IQAC |
| 4. A.R Gautam Sharma, Dean Students Welfare | Member |
| 5. Mr. Ripunjit Borah, Alumni, RSB and Senior Manager, Axis Bank, Guwahati | Alumni Member |



Anuradha Devi

Minutes of the 8th Meeting of the IQAC, held on April 21, 2022 in the Royal Conferencia, Block A

8.1 Welcome address by the Coordinator, IQAC

Prof. Anuradha Devi, Coordinator of the IQAC extended a warm welcome to all the members present, especially the external members Mr. Pabitra Buragohain, President, FINER and Dr. Jaideep Baruah, ASTEC to the 8th IQAC meeting and requested for grant of Leave of Absence to the afore stated members who have informed about their inability to attend the meeting due to unavoidable prior commitments. She has introduced the two new members of the IQAC office Ms. Subasana Phukan and Mr. Anurag Buragohain to the meeting.

Prof. A. Devi requested Chairperson IQAC Prof. S.P.Singh, the Hon'ble Vice Chancellor to start the 8th IQAC Meeting and proceed with the agenda items for discussions.

Chairperson IQAC extended a warm welcome to all the members present and continue discussion with the members.

8.2 Ratification of the Minutes of the 7th meeting of the IQAC along with the Action Taken Report

Discussion: Prof. Devi stated that the minutes of the 7th meeting has been circulated to all members for their comments if any and no comments/observation has been received so far. As there was no ratification suggested by the members, the Minutes of the 7th meeting was approved by the house.

The Action Taken Report of the 7th meeting of the IQAC were presented next for discussion.

1. Chairperson (Academics) Prof. A.K Buragohain expresses his concern on the lack of proper action on a number of resolutions at the last meeting. He also pointed out that the follow ups by the concerned faculty members on the actions to be taken should be carried out with due diligence so that implementation becomes timely and meaningful. Prof. Singh also asked the IQAC to mention the dates on which the mails and the reminders were sent to the faculty members for proper follow up from the end of the IQAC as well.
2. External member Dr. Jaideep Baruah pointed out that the number of activities by the IQAC may be increased, Chairperson IQAC suggested that faculty members must organize Faculty development Programmes (FDP) and other activities both curricular and co-curricular in regular intervals. Departments will be requested to organize such programs which are more meaningful.
3. Chairperson IQAC has expressed his concern for not documenting the ongoing CAT /GATE /NET etc type of competitive exam coaching reports of the various departments of the university. Finally he suggested to form a small committee for the same and maintain the proper documentation.

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



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8.3 Activities of IQAC after 7th meeting

Discussion: The activities taken up by IQAC after 7th meeting were presented by Prof. Anuradha Devi:

1. A Lecture on "*Bivariate Data and Correlation*" was presented by Prof. Subrata Chakraborty, Department of Statistics, Dibrugarh University on 29.11.2021
2. A Lecture on "*Research Methodology*" was delivered by Prof Ratul Mahanta, Department of Economics, Gauhati University on 29.11.2021
3. NAAC workshop on "*Strategies for Preparation for NAAC*" By Dr. Biren Das, Registrar, Tezpur University on 18.1.2022.
4. A Lecture on "*Curriculum Outcome Assessment based on Bloom's Taxonomy*" was delivered by Prof. Kaberi Saha, Gauhati University on 26.2.2022.
5. A NAAC Steering Committee was reconstituted under IQAC on 4.2.2022.
6. Departmental IQAC has been constituted.
7. Total twelve criteria wise meeting of NAAC Steering Committee held from 4.2.2022 till date to discuss progress of Data Collection and Compilation
8. Two NAAC Steering Committee Meetings were held on 31.01.2022 & 23.02.2022.

Resolution: The Chairperson, IQAC suggested Chairperson (Academics) and Registrar to go for NAAC Consultancy. He also emphasized that there are many University Consultancy agency that provide Consultancy for NAAC accreditation which has been adopted by many private universities. In response to his suggestions Chairperson (Academics) suggested that by the arrival of distinguished Professors namely D.C Nath, NK Churungoo and Anupam Chatterjee to RGU will be the best option for NAAC guidance as these people are frequently available in the NAAC committees of different universities.

8.4 Department/School wise report on Progress of NAAC SSR

Discussion: The Coordinator NAAC Steering Committee Dr. Bipul Nath has presented a brief report and current status of the progress on the seven criteria's of NAAC SSR based on which marks are given by Peer team visit as well as the qualitative and quantitative metrices provided to the inspection team. In his presentations he has pointed out that nearly, 80% work of the criterion I has been completed with respect to data collection and 20% remaining work related to data verification. For rest all six criteria's 70% work is completed with respect to data collection and 30% works remaining related to data verification. He also summarized few important points about the need of revision and approval of some policies by competent authority as well as external and internal audit to be conducted in due course of time.

Resolution: Chairperson IQAC suggested that the remaining works with respect to each criteria should be mentioned specifically. He also suggested to complete the remaining works done as soon



Anuradha Devi

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as possible with the necessary help. He also highlighted that data which has been collected for each criterion of NAAC SSR should have elevated look in order to set a better benchmark.

Special Invitee Prof. Dr HC Gautam suggested that importance should be given to impact and testing of the outcome. And he also specifically pointed out that while preparing for the SSR overlapping of information should be ignored.

8.5 Discussion on Feedback forms

Discussion: Chairperson IQAC observed that Feedback forms were not found to be satisfactory.

Resolution: Chairperson IQAC suggested that every department should make feedback forms having department specific questions in the feedback form and add on question facility should be available for those departments. He also stated that every department should maintain list of files with a common format of register as per the requirement of each criterion of NAAC .Chairperson IQAC also mentioned that Faculty- feedback is also important from students and senior officials.

8.6 Discussion on conduct of Academic and Administrative Audit by External

Discussion: Chairperson IQAC gave emphasis on introducing externals from different private universities regarding Academic and Administrative audit. In addition to his comments , external member Mr Pabitra Buragohain stated that nowadays it's important to have atleast one person from private sector while talking about public sector undertakings. In this context Prof. Buragohain informed that talks have been going with Shiksha 'O' Anusandhan regarding externals but no response was received so far.

Resolution: Chairperson IQAC came to a conclusion that there should be atleast one external from outside the parent university but within the state and one external from outside the state. He suggested about Chandigarh University and told Chairperson Academics and Registrar to initiate talks so that members from that university can be an external auditor at RGU.

8.7 Comments from external experts:

Discussion: Mr Pabitra Buragohain in his comments has emphasized on some MOU's for different activities to be conducted between FINER and RGU. Mr Jaideep Baruah encouraged for Patent Information Centre at ASTEC. He also suggested during the meeting to send a Letter Of Intent to Director ASTEC for setting of IPR cell at RGU.

Resolution: The Chairperson IQAC suggested that every HOD from RGU must devote extra 8 hours per week in visiting, attending and interacting with industries at FINER.



Ananda Dew

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8.8 Any other matter with the permission of the Chair

Discussion: Registrar briefed that every criteria has two parts- Quantitative and Qualitative. It has to be mentioned efficiently that how many qualitative and quantitative metrics completed criteria wise. He also mentioned that IIQA has to be completed with SSR. Every approval of IIQA, submission of SSR will be permitted by NAAC. Thus, equal importance should be given for completion of IIQA. Miss Juhi Phukan, a student member of the IQAC also mentioned about CAT/MAT coaching services to be provided at the Business Administration Department.

Resolution: Chairperson IQAC suggested that there should be a Plan of Action with defined bench marking with time to time. The Chairperson IQAC also asked to provide SOP for IIQA and there should be SOP's for Qualitative and Quantitative Metrics for the criterions. Miss Juhi Phukan's word has been significantly taken by the Chairperson IQAC for providing CAT/MAT coaching services.

8.10 Vote of thanks

The Coordinator IQAC finally thanked all the Members, External Members and Special Invitees for their presence in the 8th IQAC Meeting and Chairperson IQAC has emphasized for follow up actions of the aforesaid discussions before the to conduct the next IQAC Meeting.

Anusadha Devi

