

**Minutes of the Sixth Meeting of the IQAC, held on 13.08.2020**

**Members Present:**

**Offline Mode**

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| 1. Prof. Ranjit Tamuli, Vice Chancellor, DU  | Chairperson    |
| 2. Dr. Hari Chandra Mahanta, Registrar, DU   | Member         |
| 3. Prof. Kalyan Bhuyan, Dept. of Physics, DU | Director, IQAC |

**Online Mode:**

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| 4. Prof. Surajit Kr. Ghosh, Dept. of Pharmaceutical Sciences, DU | Member |
| 5. Prof. Deb Kr. Chakraborty, Dept. of Economics, DU             | Member |
| 6. Dr. P.K. Kakoty, Controller of Exam (ic), DU                  | Member |
| 7. Dr. Dip Saikia, Principal, Digboi College                     | Member |
| 8. Mr. Sonaram Gogoi, Kumaranichiga, Dibrugarh                   | Member |
| 9. Dr. Amariyoti Mahanta, Dept. of Economics, DU                 | Member |
| 10. Dr. Pankaj Dutta, Dept. of Physics, DU                       | Member |
| 11. Dr. Binod Bora, Joint Registrar (Academic), DU               | Member |
| 12. Dr. Paramananda Sonowal, Joint Registrar (Admin.), DU        | Member |
| 13. Dr. Kakoli Gogoi, Dept. of History, DU                       | Member |
| 14. Dr. Lakhpriya Gogoi, Dept. Of English                        |        |
| 15. Dr. Parthajyoti Hazarika, Department of Statistics, DU       | Member |
| 16. Mr. Prodip Kumar Saikia, Entrepreneur                        | Member |

The Chairperson extended a warm welcome to all the members of the IQAC and requested Prof. Kalyan Bhuyan, Director, IQAC, DU to proceed with the agenda items.

**Agenda Items**

**Item No. 1:**

Prof. Kalyan Bhuyan presented the minutes of the last meeting of the IQAC held on 24.04.2019 and requested for any comments on it by the Hon'ble members.

As there was no observation, the minutes of the 4<sup>th</sup> meeting of the IQAC (4<sup>th</sup> cycle) was accepted.

**Resolution:**

Resolved that the Minutes of the 4<sup>th</sup> IQAC meeting held on 31.10.2018 be accepted.

**Item No. 2:**

Action taken report on the resolutions of the first meeting of the IQAC held on 31.10.2018.

The Director presented the Actions taken on the minutes of the last meeting of the IQAC.

**Resolution:**

- (i) Resolved that the Action Taken Report be accepted.

**Item No. 3.**

**Report on the Recent Activities of the IQAC.**

The Esteemed Members of the IQAC Committee have expressed satisfaction on the recent activities of the IQAC, DU aimed at the quality enhancement of the University. Dr. Dip Kumar Saikia, honourable member suggested that the NSS Cell of the University may be associated with the Social Responsibility Cell constituted by the University. The Director, IQAC informed that the activities of the NSS Cell, NCC Cell, and other such wings of the University will be channelized through the Social Responsibility Cell. Prof. S. C. Kakoty, honourable member has suggested that a committee may be constituted so that a report may be prepared on the NEP-2020 which may be placed in the Academic Council, and then to the Government of Assam. The Director, IQAC informed the members that a discussion was organized on the NEP2020 with the participation of the Deans, Heads and Chairpersons. In the discussion, the panellists have arrived at certain observation which they have agreed to submit as a report on request from the Director, IQAC. The Director, IQAC will circulate the report among the stakeholders as soon as the report is submitted.

**Item No. 4.****HR Management Software.**

The Director, IQAC has brought to the notice of the honourable members of the IQAC committee that an HR Management system has become an absolute necessity to keep track of the activities of the various academic and administrative branches of the university to streamline and expedite the processes.

**Resolution:**

Resolved that the Director, IQAC be authorized to make an assessment of the expenditures of such a software and then initiate the process of procurement of the same.

**Item No. 5****Geotagged Photographs..**

The Director apprised the members of the importance of having geotagged photographs of the different facilities of the University. The members appreciated the initiative and suggested the Director to continue the process.

**Resolution:**

Resolved that the initiative taken by the Director, IQAC to take geotagged photographs of the University facilities be approved.

**Item No. 6****Defining Core Values of the University.**

The Director, IQAC informed the members that defining core values of the University and displaying it in the website of the University has become essential in view of revised framework of NAAC Assessment and Accreditation. The Honourable Chairperson has opined that the Committee constituted for framing the Perspective Plan may be endowed with the responsibility of framing the core values.

**Resolution:**

Resolved that the Committee constituted for framing the Perspective Plan be endowed with the responsibility of framing the core values.

**Item No. 7****Analysis of NIRF Ranking of the University.**

The Director informed the members that the University has performed at par with the other universities of the region like Tezpur University and Gauhati University in all aspects of NIRF Ranking other than the criterion 'Research and Professional Practice'. It was brought to the notice of the members that Dibrugarh University is lagging behind because of the lack of performance in the field of research. The Chairperson informed that initiatives have been taken in this regard such as provision of seed fund for young faculty members, incentivization in terms of reimbursement of publication fees, etc. Dr. Pankaj Dutta informed that some cases have been detected where papers published in Scopus journals have not been reflected in the Scopus database. He requested to take necessary measures to resolve such issues. The Director informed that already the issue has been communicated to the Deputy Librarian who is in charge of the communication with Scopus.

**Resolution:**

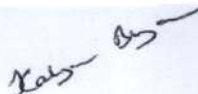
Resolved that a mechanism may be developed to incentivise faculty members for excellent research publications.

**Item No. 8****Implementation of Moodle LMS in the University.**

The Director, IQAC informed the esteemed members that a process has already been initiated to implement the Moodle LMS in the University keeping in view the NAAC requirement and also the demand of the COVID-19 situation in the country. All the members have agreed upon the issue.

**Resolution:**

Resolved that Moodle LMS may be implemented in the University. A Policy be framed to encourage the use of LMS, development of e-LMS, etc.



**Item No. 9****Student Mentorship Program.**

The Director, IQAC informed that the Student Mentorship Program as mandated by NAAC has not been implemented properly in the University, and the response from the departments and centres to queries from the IQAC on this issue was very poor. The Chairperson opined that the guidelines may be circulated for initiation of the program.

**Resolution :**

Resolved that Guidelines of NAAC on Student Mentorship program be circulated in the departments and centers.

**Item No. 10****Revival of the Innovation and Incubation Centre.**

The Director proposed the framing of the detailed work plan for the Centre for Innovation and Incubation.

**Resolution:**

Resolved that a detailed work plan be framed for the Centre for Innovation and Incubation.

**Item No. 11****Guidance for Competitive Examination and Career Counseling.****Resolution:**

Resolved that the University authorities be requested to have a budget provision for offering the students Guidance of Competitive examinations and Career counselling. A Soft Skill Development Cell be constituted.


**Any other matter****Item No. 12****Editing Services from Publishers:**


Dr. Lakhpriya Gogoi, member of the committee, has requested the Chairperson to consider the possibility of institutional subscription to Editing Services offered by Publication Houses so as to enhance the chances of the research works being published in reputed journals. The Director, IQAC has informed that the process of procurement of the language editing Software Grammarly has already been initiated.

**Resolution:**

Resolved that the possibility of Institutional Subscription to Editing Services from Publication Houses be explored.

As there was no other matter for discussion, the meeting ended with a Vote of Thanks to and from the Chair.

  
**Professor Kalyan Bhuyan**  
Director, IQAC  
Dibrugarh University

 - **Professor Ranjit Tamuli**  
Vice Chancellor  
Dibrugarh University

**Action Taken Report on the Resolutions of the Fifth Meeting  
of the IQAC Committee held on 24/04/2019**

**Item No. 2:**

- (a) Most of the Departments/Centers have submitted the Perspective Plans and a consolidated Perspective Plan of the University may be prepared.
- (b) The Reports by the Seven Committees have been received and will be forwarded to the competent authorities of the University shortly.

**Item No. 4:**

- (a) The IQAC has initiated the process to carry out Green and Academic and Administrative Audit of the University. A committee was constituted with Prof. S.C. Kakoty as Chairperson. The committee met in its first meeting on 18/03/2020 and the resolutions adopted in the said meeting was sent to the Honourable Vice Chancellor on 19/03/2020 (Ref. DU/IQAC/AAA/2020/1-3 dated 19/03/2020)
- (b) A committee to develop a mechanism for Garbage Disposal has been constituted with Prof. Kalpana Deka Kalita as the Chairperson.

**Item No. 5:** A Committee as proposed has been constituted.

**Item No. 6:** After a Consolidated Perspective Plan is prepared, the committee shall propose a set of Core values in conformity with the Perspective and Vision of the university.

**Item No. 7:** The IQAC has proposed to develop a Human Resource Management Software which may be used for this purpose.

**Item No. 8:** The IPR Cell has been re-constituted with the Dean, R&D as Chairperson and Dr. Pankaj Chetia as the Member Secretary.

**Item No. 9:** The Research Policy of the University has been formulated.

**Item No. 10:** A Social Responsibility Cell has been constituted with the Dean, Student Affairs as the Chairperson.

**Item No. 12:**

- (i) The Law Officer has already been requested to renew the MOUs of the university.
- (ii) ISO Certification of the whole university is under process. The University is also performing energy audit together with the ISO Certification. Fire Audit has already been carried out.
- (iii) Several departments (Physics, Statistics, etc.) have conducted short term courses for the faculty members.
- (iv) A Two day workshop on New Assessment and Accreditation Policy and Framework of NAAC was organized on 16<sup>th</sup> and 17<sup>th</sup> November 2018. Also, a One day Workshop on Revised Assessment and Accreditation Framework of NAAC sponsored by NAAC was organized on 17<sup>th</sup> August 2019.

*Kakoty* *12/08/2020*