

Minutes of the IQAC Review Meeting in Presence of Honb'le Chancellor of The ICFAI University Tripura, held on August 28th, 2024 at 15:00 hrs. in the Board Room.

Members Present

1. Prof. Tirupati Rao-Chancellor
2. Dr. A. Ranganath- Registrar
3. Dr. Subhasish Chatterjee- Dean, Academic Affairs
4. Dr. P.R. Borthakur- Dean, FST
5. Dr. Dhananjoy Datta- Dean, Research & Development
5. Dr. Dilip Nath- IQAC Coordinator
6. Mr. Supradip Saha- Head, Criteria I

Agenda

- Ø Review the IQAC activities and future road map

Prof. Tirupati Rao- Chancellor, has presided over the meeting and following items were discussed

Items from the above agenda were taken up for consideration

1. **Software for IQAC:** Regarding the collection of NAAC related data, available software can be purchased or to be developed by the University. University ERP system can be updated by incorporating the NAAC metrics for this purpose. Regarding the data for Criterion 3, the Sameeksha (pms.ibsindia.org/sameeksha/) promoted by IFHE, Hyderabad and Indian Research Information Network System (IRINS) can be used through ICFAI University, Tripura - <https://iutripura.irins.org/>.
2. **SSR study:** All the working committee are advised to review the SSR of A++ Grade university for improving the quality. Set a target to achieve 4 grade points in all criteria and align efforts accordingly.
3. **Criterion 1. Curriculum designing and development:**
 - (i) **Stakeholder Involvement:** Involve all the stakeholders for syllabus designing and revision. Alumni and Employers feedback to be collected as per the designed format. The format can be revised with one open ended and other close ended questions.
 - (ii) **Pilot Project:** A pilot project to be done on feedback in syllabus revision. The entire university can follow the syllabus revision process.
 - (iii) **Continuous Revision:** Update syllabus annually to incorporate new developments and changes in the subject matter.
4. **Criterion 2. Teaching Learning and Evaluation:**
 - (i) **Admission Transparency:** More publicity is required for the transparency of the Admission process.
 - (ii) **FDPs:** More FDP to be conducted to improve the quality of the teachers.

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- (iii) **Programmes on Top Journals:** Conduct programmes in selecting the Current topics of Top journals for the teachers and students. Record the programme and circulate with the concern teachers and students.
- (iv) **Library Updates:** Latest book arrived in library on emerging topics to be displayed in front of the library for the information of the concerned faculty and students.
- (v) **Seminars on Library Updates:** Organize seminar on the important latest book purchased in the library.
- (vi) **Pedagogical practices:** Apart from the regular practices the teachers to be acted as the facilitator to make the students learn by themselves. Encourage students to digest the conceptual knowledge and to improve the practical knowledge to cope up with the situation. Students seminar and presentation are to be regular practice and make it mandatory for all the departments.
- (vii) **Internal Assessment:** Advised to review the internal assessment. Question paper setting to be done as per proper guidelines and language proficiency to be taken in consideration.
- (viii) **Remedial Classes:** Records to be maintained of remedial classes.
- (ix) **Bridge Courses:** The time in-between the admission and the beginning of new semester, department wise test to be conducted for the newly admitted students. Identify the slow learners based on their performance and conduct bridge courses for the slow learners to cope up with the programmes.
- (x) **Library Attendance:** Record of the department wise students attending library is to be maintained. Group wise students to be taken in the library by all the departments which to be regular practice.
- (xi) **Induction Program:** Induction programme to be by including the topics related to the importance of library uses, goals of the students, ethics of the students etc.

5. Criterion 3. Research, Innovations and Facilities:

- (i) **Project Applications:** Encourage faculty members to get more projects. Apply for ICSSR and Mahtma Gandhi National Council of Rural Education, Hyderabad.
- (ii) **Research Ethics:** Research ethics to be taken care during research.
- (iii) **Counseling:** Counselling to be done individually to the teachers for research & publication to bridge the gaps.
- (iv) **Training:** Organize Research Methodology Training on regular basis in each six months, which to be done for PG students also.

6. Criterion 4. Infrastructure & Learning Resources:

- (i) **Regular Audits:** Conduct the audit on regular basis for the library and labs regarding the maintenance, procurement, requirements, outcomes, lab assistants etc.
- (ii) **Facilities Maintenance:** Toilets to be cleaned properly. No water leakage to be there in washrooms.
- (iii) **Software Procurement:** Purchase updated or new software for academic and research purpose.

7. Criterion 5. Students Support and Progression: Organize Mentor training through IQAC once in a year. Design questionnaire for pre and post training assessment for evaluation and further needed action.

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8. **Criterion 6. Governance, Leadership and Management:** Make story on good governance and autonomy in the university by mentioning the organogram and the various committee activities and responsibilities. Show the accountability and autonomy of the teachers in exam process and other institutional development activities.

9. **Criterion 7. Institutional Values and Best Practices:**

- (i) **Special Education Module:** The Special Education Department is advised to develop module for the special children studying in the Govt. schools of Tripura to support the education system of the state, which can be considered a best practice by the university.
- (ii) **Replace the plastic water bottle:** Replace the plastic water bottle with glass bottle. Automatic cleaning system for the glass bottle to be setup.
- (iii) **Eco-Friendly Products Counter:** Establish a selling counter for jute bags and other locally available eco-friendly products which to be available in cheap price.
- (iv) **Plastic Awareness:** Conduct awareness programs on reducing plastic use in the university as well as in the neighboring community.
- (v) **Model Village:** Select a village under the adopted villages initiative to develop as a model village.

The meeting ended with vote of thanks.

Signature:

1. Prof. Tirupati Rao-Chancellor

2. Dr. A. Ranganath- Registrar

3. Dr. Subhasish Chatterjee- Dean, Academic Affairs

4. Dr. P.R. Borthakur- Dean, FST

5. Dr. Dhananjoy Datta- Dean, Research & Development

6. Dr. Dilip Nath- IQAC Coordinator

6. Mr. Supradip Saha- Head, Criteria 1


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ICFAI University, Tripura
 Established under section 4(B) of The Institute of Chartered Financial Analysts of India
 University, Tripura Act 2004
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 Website: www.icfaiversitytripura.edu.in

MINUTES OF THE MEETING
 (RDS&C&M&ND)
 HELD ON 19th MAY 2024

Date: 19-06-2024

A meeting regarding Research and Publication with the Faculty members of Department of
 Physical and Science Studies held on 19th May 2024.

Attendees List:

Sl. No	Name of the Faculty/Staff
1	Dr. N. C. Ghosh, Head, Department of Physics
2	Dr. J. K. Das
3	Dr. J. K. Das, Sr. In-charge
4	Dr. J. K. Das, In-charge
5	Dr. J. K. Das, In-charge
6	Dr. J. K. Das, In-charge
7	Dr. J. K. Das, In-charge
8	Dr. J. K. Das, In-charge
9	Dr. J. K. Das, In-charge

Minutes Prepared by: _____

Agenda of the Meeting: Research and Publication status for the month May, 2024.

[Handwritten signatures and dates]
 19/05/24

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Summary of the Meeting:

The meeting was chaired and moderated by Dr. Sreyan Chattopadhyay who welcomed the members and explained the agenda of the meeting in detail to the attendees.

1. A departmental meeting was organized on 19/06/2024 to discuss the research and publication status of the department for the Month of June 2024.
2. The faculty members discussed the current status along with the micro-individual-level developments of the department and the progress of the research work progress such as the submission of manuscripts, the review process, advanced stage status plan of the projects, the funding support, the faculty participation, and presentation of their scholarly works. The departmental members decided on the monthly progress of research scholars. Minutes and publishing related books could be taken as an initiative from each faculty member through all the chapters.
3. A research-friendly environment to be created with a focus on encouraging collaborative research work among the faculty members and the students.
4. The departmental members discussed the issues are highlighted in the Appendix section below and discussed the ways to create a research-friendly academic environment.

APPENDIX-I

Dr. Sreyan Chattopadhyay

1) Progress of the work plan for the month of June 2024	At the end of writing articles
2) Review of the progress of the work plan for the month of June 2024	20/06/2024
3) Review of the progress of the work plan for the month of June 2024	
4) Review of the progress of the work plan for the month of June 2024	At the end of writing articles
5) Review of the progress of the work plan for the month of June 2024	
6) Review of the progress of the work plan for the month of June 2024	No
7) Review of the progress of the work plan for the month of June 2024	
8) Review of the progress of the work plan for the month of June 2024	

Or
 Registrar
 JNU, University of JNU
 Department of English, JNU

Dr. Camelia Das

Proposed by (Name and Address)	Dr. Camelia Das
Integrative timescale of the proposed research work (to be written in detail in the proposal)	October - November 2023
Whether any of the following research type is relevant to the research	No
Whether any of the following research type is relevant to the research	No
Any other agency	No

Dr. John Sebastian Muzikava

Proposed by (Name and Address)	Dr. John Sebastian Muzikava
Integrative timescale of the proposed research work (to be written in detail in the proposal)	Showing about Chemical Symmetries
Whether any of the following research type is relevant to the research	No
Whether any of the following research type is relevant to the research	No
Any other agency	No

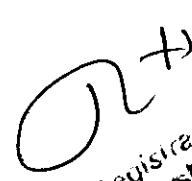
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D. 1.1.1.8. Additions

Progress of the publication process	Summarizing the published work
Journal with the title of the above mentioned work to be submitted into the journal (ignore if already communicated)	November 2024
Journal with the title of the above mentioned work to be submitted into the journal (ignore if already communicated)	NA
Whether any part of submitted work is part of any ongoing project or funded project	NA
Any other info	NA

D. 1.1.1.9. Additions

Progress of the publication process	Summarizing the published work
Journal with the title of the above mentioned work to be submitted into the journal (ignore if already communicated)	Dec 2024 (tentatively)
Journal with the title of the above mentioned work to be submitted into the journal (ignore if already communicated)	NA
Whether any part of submitted work is part of any ongoing project or funded project	NA
Any other info	NA


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Dr. Bibhabasu Das

Progress of the Research Work done during the period	Progress of Research work done during the period
Period during which the above mentioned work is to be completed	April 2024
Whether any other research work is contemplated	NA
Will I be able to get suitable work done during the above period	NA
Any other activity	NA

Dr. Bibhabasu Das

Progress of the Research Work done during the period	Progress of Research work done during the period
Period during which the above mentioned work is to be completed	April 2024
Whether any other research work is contemplated	Research work analysis of WS2 QDs
Will I be able to get suitable work done during the above period	NA
Any other activity	NA



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Dr. Sourav Chattopadhyay

1. Over-see the preparation of the manuscript of the revised final manuscript.	
2. Prepare the manuscript in accordance with the instructions for authors and ensure that the manuscript is ready for publication.	
3. Whether any subject submitted to the journal is of national or international importance.	
4. Whether any subject submitted to the journal is of national or international importance.	
5. Whether any subject submitted to the journal is of national or international importance.	

Dr. Dipayan Chattopadhyay

1. Over-see the preparation of the manuscript of the revised final manuscript.	2. Prepare the manuscript in accordance with the instructions for authors and ensure that the manuscript is ready for publication.
3. Whether any subject submitted to the journal is of national or international importance.	4. Whether any subject submitted to the journal is of national or international importance.
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9. Whether any subject submitted to the journal is of national or international importance.	10. Whether any subject submitted to the journal is of national or international importance.


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