



The ICFAI University, Tripura

(Established under Section 4(2) of The Institute of Chartered Financial Analysts of India University, Tripura Act 2004)
Campus address: Kamalghat (near Agartala), PIN-799210, Tel: 0381- 2865752/62 Fax: 2865-754
Website: www.iutripura.edu.in E-mail: registrar@iutripura.edu.in

MINUTES OF THE QUARTERLY MEETING OF IOAC

The quarterly meeting of the Internal Quality Assurance Cell was held on Monday, 11th January 2021 at 11.00 AM at the Board Room of ICFAI University Tripura.

Members Present

1. Prof. Biplab Halder, Pro Vice Chancellor, ICFAI University, Tripura
2. Dr. A. Ranganath, Registrar, ICFAI University, Tripura
3. Dr. Priyangshu Rana Borthakur, Dean, FST
4. Prof. Sayantan Singha Roy, Core Committee Member
5. Mr. Subijoy Das, Core Committee Member
6. Dr. Amit kumar Laha, Core Committee Member
7. Prof. Bipul Sen, Core Committee Member
8. Prof. Mousumi Biswas, Member
9. Mr. Santibrata Saha, Member

Agenda:

1. Submission of 2nd Cycle SSR
2. IUT Quality Aspects
3. Preparatory work related to NAAC Inspection
4. Departmental documentation
5. Physical facilities

The Hon'ble Pro-Vice-Chancellor welcomed the members and reported the status of present NAAC reaccreditation process.

***The following items from the above agenda were taken up for consideration:*

Item no.1. Submission of 2nd Cycle SSR

The members have presented criteria wise presentation of the DRAFT SSR before the Hon'ble Pro-Vice-Chancellor and Registrar of the University. All the members given their views. The Pro-Vice-Chancellor advised the core committee members to submit the SSR in time considering all aspects of the University.

Item no. 2. IUT Quality Aspects

A detailed discussion to initiate, plan and supervise various quality improvement activities of the University has been done. The role and responsibility to the members were discussed and assigned by the Pro-Vice-Chancellor. More emphasis given on maintaining quality standards in research, teaching, learning and evaluation. Hon'ble Pro-Vice-Chancellor assigned all members to present IUT quality in all aspects before the Inspection.

Item no-3. Preparatory work related to NAAC Inspection



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A detailed discussion to initiate, plan and supervise various preparatory work of NAAC inspection was held. Responsibility in various areas have been fixed and assigned to faculty and staff members.

Item no. 4. Departmental documentation

The IQAC team suggested the following list of files to maintain in each department of the University for NAAC inspection.

1. Admission file
2. Internal assessment file
3. Extension activities / awareness programmes file
4. Staff meeting note /file with agenda
5. Circular file
6. Scholarship file
7. Equipment purchase file
8. Equipment history (source of purchase, cost, accuracy, year of purchase)
9. Parents teachers meeting file
10. Alumni file
11. Curriculum revision file (existing and previous)
12. Ongoing, completed and applied project file-faculty wise
13. Publication-faculty wise
14. Patents file
15. Ph.D. thesis list
16. Journal subscription file
17. Consultancy project file
18. Collaboration files with MOU
19. Class time table
20. Department profile including vision and mission of the department in printable form
21. CD publication if any
22. Books published
23. Conference/workshop/seminar organized with photo evidence
24. Seminar / Conference Proceedings'
25. Department Library file
26. Individual log book for each equipment
27. e-journal subscription file
28. PG & M.Phil. Pass percentage details year wise
29. List of Research scholars/ fellowships
30. Teaching and non-teaching staff file
31. Anti ragging committee file
32. Department placement cell file
33. Green measures following in the department
34. Question bank for each subject
35. Disaster Management Measures – Chemical & Biological hazards
36. Feedback forms of the students and Remedial measures taken for the weaker students
37. Measures taken for the advanced learners
38. Database of students with photos
39. Student participatory learning activities
40. Department academic calendar with weekly & monthly wise tests/ assignments date
41. Best practices followed in curriculum and Teaching –Learning



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42. Awards received by faculty members & students
43. Individual staff members' publication file
Copies of the list shared with all departments as approved by the Pro-Vice Chancellor.

Item no. 5. Physical facilities

Mr. Santibrata Saha explained the existing Physical Facilities, Library, IT Infrastructure and Maintenance of Campus Infrastructure before the members and also planned for necessary renovation work requirement. The Chairman approved the same and advised to implement accordingly as per NAAC Guidelines.

The meeting ended with the vote of thanks by Dr. A Ranganath, Registrar of the University.

Signature of the Members

1. Prof. Biplab Halder, Pro Vice Chancellor, ICFAI University, Tripura *B Halder*
2. Dr. A. Ranganath, Registrar, ICFAI University, Tripura *A Ranganath*
3. Dr. Priyangshu Rana Borthakur, Dean, FST *Priyangshu*
4. Prof. Sayantan Singha Roy, Core Committee Member *S Roy*
5. Mr. Subijoy Das, Core Committee Member *Subijoy Das*
6. Dr. Amit kumar Laha, Core Committee Member *Amit Laha*
7. Prof. Bipul Sen, Core Committee Member *Bipul Sen*
8. Prof. Mousumi Biswas, Member *Mousumi Biswas*
9. Mr. Santibrata Saha, Member *Santibrata Saha*
