ICFAI UNIVERSITY, TRIPURA
KAMALGHAT, SADAR, TRIPURA (W)-799210

Minutes of the Annual IQAC Meeting dated 09/12/2019 at Board Room

Members Present

1. Prof. Biplab Halder Pro VC ICFAI University, Tripura
2. Dr. A. Ranganath ,Registrar ICFAI University, Tripura
3. Dr. Subhasish Chatterjee, Honourable Invitee
4. Dr. Madhavi Sharma, IQAC Coordinator
5. Dr. Sayantan Thakur, Core Committee Member
6. Prof. Bheempad Mahato, Core Committee Member
7. Prof. Amit kumar Laha , Core Committee Member
8. Prof. Sanjaykumar, Core Committee Member
9. Dr Priyanghu Borthakur, Member
10. Dr. Sujit Deb, Member
11. Prof. Mousumi Biswas, Member
12. Prof. Debabrata Roy, Member
13. Dr. Premshanker Srivastav, Member
14. Dr. Ashutosh Adhikari, Member
15. Dr. Dhananjay Datta, Member
16. Dr. Anannya Arjuna, Member
17. Dr. Dulal Debnath, Member
18. Dr. Shankraj Roy, Member
19. Mr. Mrinal Debnath, Member
20. Prof. Sudip Bhattacharjee, Member
21. Mr. Subijoy Das, Member
22. Ms. Kaberi De, Member
23. Mr, Debarghya Sengupta, Student's Representative

The meeting commenced under the chairmanship of Prof. Biplab Halder Pro VC ICFAI University, Tripura. The meeting started with a welcome note from the Honourable Pro-Vice Chancellor where he introduced the Honourable Invitee Dr.Subhasis Chatterjee to the respected members of the committee. Dr. Subhasish Chatterjee, Principal –HOD & convenor of the IQAC from Dept. of Management, Sumandeep Vidyapeeth (Deemed University) ,Vadodara, Gujarat , then shared his experiences and also gave his valuable suggestions to the university.

The meeting proceeded further with the assessment of one-year work of IQAC and also to review the processes through which CGPA and Grade received by the University can be improved. The members discussed on the following points where the university received low grade from NAAC –

The basic work, as discussed, was to prepare the Self-Study Report (SSR) as per the guideline of NAAC Manual, which is that of collecting Criterion-wise data from the various Departments and cells of the university. The process of compilation of above input received, by members of the Committee, is now underway

> While emphasizing on the point of taking Feedback on Curriculum, the coordinator, IQAC, requested all the members to meet their respective departments & collect the feedback on Curriculum from the HODs. She mentioned that all the HODs are ready with

the copies of the University Syllabus. It was decided that the present students would also help the members in this matter. The coordinator requested the members to submit their feedback & suggestions on the learning objectives, outcome and the programme outcome.

- ➤ **Data Collection** Format, Recording of data falls under the purview of the IQAC. The monthly Data Submission Format was re-worked keeping in mind the data required for NAAC SSR, NIRF, India Today etc. The Format was validated by a group of senior faculties of the university. This new format will be used to collect data this year.
- ➤ **Facilitate Online Feedback** on Teachers from Students of UG and PG programmes: A format was developed and the same was forwarded to the Software Team for the development of an online feedback form/system. Feedback on all teachers was collected, compiled. Individual teachers were provided with a report of the feedback on them so that they could understand areas in which there are scopes for the improvement.
- ➤ **Orientation Programmes** to be organized for Teachers and Non-teaching staff: Several programmes were organized keeping in mind the needs of the teachers and Non-teaching staff.
- ➤ **Feedback from stakeholders**: Feedback forms were updated and feedback was collected from stakeholders by end of December 2019, to facilitate a review of the administrative and academic departments on the following aspects:
  - Parent Feedback on the Programme
  - Alumnae Feedback on the Programme
  - Course Feedback and Programme Feedback by students
  - Student evaluation of Teachers
  - Faculty Feedback on Programme and Course
  - Employer Feedback on Programme

- ➤ **Research and Development**
  - Motivates faculty members for research publications in peer reviewed journals with high impact factor.
  - Encourages them to present papers in International/National/State Level Seminars, workshops and to act as resource persons.
  - Exhibits the publication of research work of the faculty members in the University library to inspire further research.
  - University explores various funding agencies for sponsoring major / minor projects. (DBT, DST, ICSSR, UGC etc.)
  - Motivates the faculty members and the students to organise various seminars & workshops at Institutional / State / National / International levels.
  - Encouraging faculties to act as Ph.D supervisors.

- ➤ **Human Resource Management**
  - Motivating and facilitating the faculty members to participate in Refresher & Orientation courses.
  - Arrangement of computer training programmes related to Tally and MS- office for Non-teaching staff by the authority with the help Skill Development head.
  - Self-appraisal of the teachers through maintenance of Academic Diary.
  - Maintenance of Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee.

Some other suggestions by members-.

- In consultancy service revenue generated projects need to submit through different sources some projects already on pipeline.
- Collaboration activities for research, faculty exchange and student exchange need to be working out effectively so that the points can be increased.
- Faculty Empowerment strategies like financial support to attend conference /workshop, publications etc.
- Resources mobilization like funds /Grants from Govt. /Non-Govt.
- Finalized Internal Quality Assurance systems need to formulate for quality assurance of each dept. and university.
- Every dept. needs to promote Institutional Values and Best Practices programmes.

Chairperson informed the members regarding the process of re-appealing and requested the full coordination and cooperation from all department and faculties. The meeting proceeded further with few suggestions by members.

The meeting ended with vote of thanks.

Signature:

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2. Dr . A.Ranganath ,Registrar ICFAI University, Tripura
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5. Dr Sayantan Thakur, Core Committee Member
6. Prof. Bheempad Mahato, Core Committee Member
7. Prof. Amit kumar Laha , Core Committee Member
8. Prof. Sanjaykumar, Core Committee Member — Absent
9. Dr Priyanghu Bhodhankar, Member
10. Dr. Sujit Deb, Member
11. Prof. Mousumi Biswas, Member
12. Prof. Debabrata Roy, Member
13. Dr. Premshanker Srivastava, Member
14. Dr. Ashutosh Adhikari, Member
15. Dr. Dhananjoy Datta, Member
16. Dr. Anannya Arjuna, Member — Absent

17. Dr. Dulal Debnath, Member

18. Dr. Shankraj Roy, Member

19. Mr. Mrinal Debnath, Member

20. Prof. Sudip Bhattacharjee, Member

21. Mr. Subijoy Das, Member

22. Ms. Kaberi De, Member - Absent.

23. Mr, Debarghya Sengupta, Student's Representative