



# 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](mailto:registrar@iutripura.edu.in)

## MINUTES OF THE QUARTERLY MEETING OF IQAC

The quarterly meeting of the Internal Quality Assurance Cell was held on Monday, 24th June 2020 at 2:30 PM at the Ground Floor Auditorium 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. Sayantan Thakur, IQAC Coordinator
4. Prof. Sayantan Singha Roy, Core Committee Member
5. Mr. Subijoy Das, Core Committee Member
6. Prof. Bheempad Mahato, Core Committee Member
7. Dr. Amit kumar Laha, Core Committee Member
8. Prof. Sanjay Kumar, Core Committee Member
9. Prof. Bipul Sen, Core Committee Member
10. Dr Priyangu Rana Borthakur, Member
11. Dr. Sujit Deb, Member
12. Prof. Mousumi Biswas, Member
13. Prof. Debabrata Roy, Member
14. Dr. Dulal Debnath, Member
15. Mr. Mrinal Debnath, Member
16. Prof. Sudip Bhattacharjee, Member
17. Ms. Kaberi De, Member

### Agenda:

1. Implementation status of recommendations by the NAAC Peer Team
2. Confirmation of the previous minutes
3. Online Internship Program
4. Academic policy for COVID-19 pandemic situation
5. Development activity through online mode (FDP, Seminar, Workshop, Webinar)
6. Webinar on " Moodle Enabled Blending Learning"

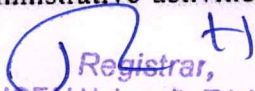
**\*\*The items from the above agenda were taken up for consideration:**

### Item no.1. Implementation status of recommendations by the NAAC Peer Team

The meeting commenced with a welcome address by the Hon'ble Pro-Vice-Chancellor.

1.1 The status of implementation suggested by the NAAC Peer Team members is assessed and further need of action in this regard is discussed as the University is going for the Reaccreditation (Second cycle).

1.2. Different policy documents of the University are listed in order to minutely review and for modification as smooth functioning of the academic and administrative activities of the institution is one of the aims of IQAC.

  
Registrar,  
ICFAI University Tripura  
Kamalghat, Tripura (West).



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## Item no. 2. Confirmation of the previous minutes

2.1. The minutes of the previous meeting were confirmed.

## Item no. 3. Online Internship Program

3.1. Looking to the pandemic situation the team IQAC suggested to conduct the summer internship program (SIP) through online mode where the case studies, online data collection, software based problems, online surveys etc can be framed.

3.2. Other members of the meeting also give their views in this regards.

## Item no. 4. Academic policy for COVID-19 pandemic situation

4.1. A long discussion on the study policy was made in the meeting. It was resolved that during this pandemic situation online mode of study is only possible way. Hence, the university framed guidelines for online classes decided to go with Google-Meet app which is much accessible among the students and already available in the university. Further, evaluation mode and policy was discussed and few suggestions were made.

4.2. Hon'ble Pro-Vice-Chancellor suggested that IQAC must recommend the list of items that need to purchase for smooth running of online academic activities.

## Item no. 5. Development activity through online mode (FDP, Seminar, Workshop, Webinar)

5.1. Proposal was made from the IQAC core committee members of the university to conduct number of development activity through online mode (Google Meet/Zoom meeting). As in this pandemic situation throughout the world physical session is not possible. Different resource persons may available in online mode and deliver the valuable presentation which will be beneficial for the academic viewpoint.

5.2. All departmental heads are hereby in formed to follow the same in order to improve the academic activities.

## Item no. 6. Webinar on "Moodle Enabled Blending Learning"

6.1. University has conducted a webinar on "Moodle Enabled Blending Learning" which was proposed by IQAC team members where Dr. Indira Koneru, Associate Dean and Head,

  
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6.2. IQAC proposed to conduct some more webinar at a regular internal and upload the class notes on regular basis.

### Signature:

18. Prof. Biplab Halder, Pro Vice Chancellor ICFAI University, Tripura

19. Dr. A. Ranganath, Registrar ICFAI University, Tripura

20. Dr. Sayantan Thakur, IQAC Coordinator

21. Prof. Sayantan Singha Roy, Core Committee Member

22. Mr. Subijoy Das, Core Committee Member

23. Prof. Bheempad Mahato, Core Committee Member

24. Dr. Amit kumar Laha, Core Committee Member

25. Prof. Sanjay Kumar, Core Committee Member

26. Prof. Bipul Sen, Core Committee Member

27. Dr Priyanghu Rana Borthakur, Member

28. Dr. Sujit Deb, Member

29. Prof. Mousumi Biswas, Member

30. Prof. Debabrata Roy, Member

31. Dr. Dulal Debnath, Member

32. Mr. Mrinal Debnath, Member

33. Prof. Sudip Bhattacharjee, Member

34. Ms. Kaberi De, Member

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## MINUTES OF THE QUARTERLY MEETING OF IQAC

The quarterly meeting of the Internal Quality Assurance Cell was held on Monday, 25th September 2020 at 4:30 PM 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. Sayantan Thakur, IQAC Coordinator
4. Prof. Sayantan Singha Roy, Core Committee Member
5. Mr. Subjoy Das, Core Committee Member
6. Prof. Bhcompad Mahato, Core Committee Member
7. Dr. Amit kumar Laha, Core Committee Member
8. Prof. Bipul Sen, Core Committee Member
9. Dr Priyangu Rana Borthakur, Member
10. Ms. Kaberi De, Member

### Agenda:

1. Feedback from stakeholders
2. Seminar/ Workshop/ Webinar through online mode
3. Evaluation policy for online exam
4. Publications and Incentive policy
5. Development of Department

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

### Item no.1. Feedback from stakeholders

The meeting commenced with a welcome address by the Hon'ble Pro-Vice-Chancellor.

- 1.1. During Covid-19 pandemic as the offline mode feedback is not possible. IQAC team suggested for online feedback for students, parents and faculties through Google form.
- 1.2. IQAC suggested conducting online parents-teacher meet in presence of students through Google-Meet or Zoom meeting whichever is possible.

### Item no. 2. Seminar/ Workshop/ Webinar through online mode

2.1. IQAC coordinator suggested to organise sufficient Seminar / Workshop / Webinar in the respective department in online mode as both the students and society both will be benefitted. By online mode the reputed speakers will be accessible and can share valuable views for the benefits of the society.

  
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2.2. IQAC also suggested to record the whole session for future reference. Also, the students can be encouraged through post feedback E-certificate.

## Item no. 3 Evaluation policy for online exam

3.1. Members of the IQAC team suggested to evaluate the submitted soft copies maintaining a unique policy throughout the university which need to complete within 7 days after the exam got over.

3.2. Coordinator, IQAC suggested to share any unique policy to all the faculties in order to complete the evaluation.

## Item no. 4. Publications and Incentive policy

4.1. Hon'ble Pro-Vice-Chancellor requested the committee members to encourage the esteemed faculties of their concerned department for research and to publish paper at least at National and International conferences of repute and publish papers on journals with high impact factor as incentive practices are already active as a part of the university policy.

4.2. Members of the IQAC team suggested conduct some in campus projects based on the necessity of the society as a part of their research.

## Item no. 5. Development of Department

5.1. IQAC core committee members of the university proposed that each department need to conduct at least 2 workshops, 3 seminars, 4 Guest lectures and 2 industrial visit throughout the semester which will definitely improve the department. Further, the faculty members can participate in the FDP, Seminar, Workshop, Webinar organised by other institute.

5.2. IQAC suggested to conducted monthly departmental meeting and meet with the students frequency in order to understand, analyse and solve the issues if any.

### Signature:

1. Prof. Biplab Halder, Pro Vice Chancellor, ICFAI University, Tripura
2. Dr. A. Ranganath, Registrar, ICFAI University, Tripura
3. Dr. Sayantan Thakur, IQAC Coordinator

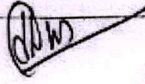
  
  
  
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
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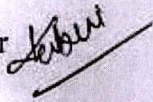
5. Mr. Subijoy Das, Core Committee Member 

6. Prof. Bheempad Mahato, Core Committee Member 

7. Dr. Amit kumar Laha, Core Committee Member 

8. Prof. Bipul Sen, Core Committee Member 

9. Dr Priyangu Rana Borthakur, Member

10. Ms. Kaberi De, Member 

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## MINUTES OF THE QUARTERLY MEETING OF IQAC

The quarterly meeting of the Internal Quality Assurance Cell was held on Monday, 28th December 2020 at 4.00 PM 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. Sayantan Thakur, IQAC Coordinator
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

### Agenda:

1. Online Certificate Courses
2. Course Content in MOOC Platform
3. Alumni Registration
4. Remedial Coaching
5. Teaching learning process in LMS platform

The Hon'ble Pro-Vice-Chancellor welcomed the members once again and reported the status of present NAAC reaccreditation. Pro Vice Chancellor appreciated the members of the University community who whole heartedly worked for the preparation and compilation of AQAR.

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

### Item no.1. Online Certificate Courses

1.1. Considering the Pandemic situation, it's time to think of online certificate courses. This would certainly attract the general public to join the courses. If this committee approves this agenda proposed by IQAC, than such issue can circular, in this regard, to all departments.

### Item no. 2. Course Content in MOOC Platform

2.1. IQAC will be providing training to the faculty members who have registered for UGC-MOOC courses. Discussions have been completed with the eminent faculty members and resource persons of other university.

2.2. IOAC shared a proposal with university authority for providing fund in this regard.

  
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## Item no. 3 Alumni Registration

3.1. Members of the IQAC team has taken initiative to make register all the alumni through the google format made available in the University website. Also requested that all departmental head will be directed to follow up this initiative.

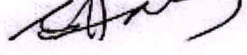
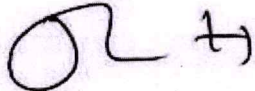
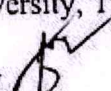
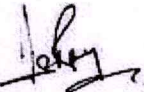
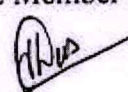

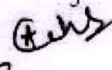
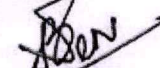
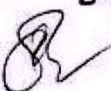
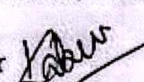
## Item no. 4. Remedial Coaching

4.1. IQAC coordinator requested certain departments are providing remedial coaching to the students of UG and PG programmes. But the present situation in the university insists to provide remedial coaching to attract the students and thus ensure supporting system for the Degree students. As some of the students are unable to attend the online classes during this pandemic.

## Item no. 5. Teaching learning process in LMS platform

5.1. IQAC requested all the faculty members to update the teaching learning process in LMS platform.

### Signature:

1. Prof. Biplab Halder, Pro Vice Chancellor, ICFAI University, Tripura 
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## 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. Subjoy 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 2<sup>nd</sup> 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:**

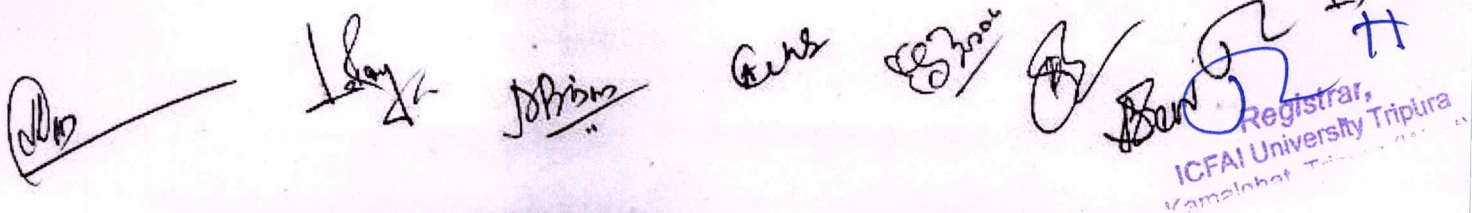
### Item no.1. Submission of 2<sup>nd</sup> Cycle SSR

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
2. Dr. A. Ranganath, Registrar, ICFAI University, Tripura
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