



The ICFAI University, Tripura

MINUTES OF THE QUARTERLY MEETING OF IUT-IQAC (1st Quarter)

The quarterly meeting of the Internal Quality Assurance Cell was held on 17th July 2023 at 11:30 a.m. at the Ground Floor Auditorium of ICFAI University Tripura.

Members Present

1. Prof. (Dr.) Biplab Halder, VC ICFAI University, Tripura
2. Dr. A. Ranganath, Registrar ICFAI University, Tripura
3. Dr. Dilip Nath, Asst. Professor, Coordinator, IQAC
4. Dr. Subhasish Chatterjee, Dean (Academics)
5. Mr. Subijoy Das, Core Committee Member
6. Ms. Kaberi De, Member
7. Mr. Sujit Sutradhar, Member –
8. Dr. Priyangu Borthakur, Member
9. Dr. Sujit Deb, Member –
10. Prof. Mousumi Biswas, Member –
11. Dr. Zigisha Pujari, Member –
12. Dr. Premshanker Srivastav, Member
13. Dr. Dhananjay Datta, Member
14. Prof. Sudip Bhattacharjee, Member –
15. Prof. Biswajit Chakraborty, Member

Agenda:

- 23.1.1 Introductory Remarks by the Hon'ble Vice-Chancellor
- 23.1.2 Confirmation of the previous minutes
- 23.1.3 IQAC initiatives on Internal Quality Enhancement
- 23.1.4 IQAC initiatives on Staff Development Programme
- 23.1.5 Initiative on Protection of Biodiversity
- 23.1.6 AQAR Submission
- 23.1.7 Curriculum Design and Development
- 23.1.8 Preparatory activities for the AQAR 2022-23
- 23.1.9 Any other item with the Permission of the Chair

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

(Handwritten signatures and initials in blue ink, including names like Kaberi, Sujit, and Z. Pujari, along with a large 'R' and 'H' mark.)



The ICFAI University, Tripura

Item No.23.1.1: Introductory Remarks by the Hon'ble Vice-Chancellor:

The meeting started with the introductory speech by Hon'ble Vice-Chancellor, Prof. (Dr.) Biplab Halder. He also explained various aspects of quality initiatives to be taken by the IQAC committee with a given time frame.

Item No.23.1.2: Confirmation of the previous minutes:

The minutes of the previous meeting were confirmed.

Item No. 23.1.3: IQAC, IUT organized a Five Days Workshop on "Internal Quality Enhancement" during 10/07/2023 to 14/07/2023. Its objective was to improve the internal quality of the University in all aspects.

Item No. 23.1.4: One day "Staff Development Programme" was organized by IQAC, IUT on 02/08/2023. It was specially organized for the non-teaching staffs to give a clear cut idea about their roles in various academic and administrative aspects like Faculty Course Load Allocation, Academic Records Maintenance, Accounts Related Matter, ERP, Information Technology, Administration, Academic Reports, Human Resource and Purchase etc.

Item No. 23.1.6: Dr. Dilip Nath has been attended virtually in the conference entitled "Emerging Trends in Entomological Research in India" and "5th TNA Memorial Lecture" on 7th August, 2023 regarding the protection of Biodiversity.

Item No. 23.1.7: The AQAR for the period of 2019-20 & 2021-22 has been prepared and reviewed by the committee for submitting in the NAAC portal within 26th July, 2023.

Item No. 23.1.8: The frame work of curriculum has been prepared for the University as per NEP 2020 and circulated to all the departments to maintain uniform documents at university level as well as for NAAC purpose. Sensitized the faculty members to prepare the curriculum as per NEP guidelines.

Item No. 23.1.9: The data template has been circulated to all the IQAC members to collect the data for the AQAR 2022-23 and the compilation is under progress.

Item No. 23.1.10: Any other item with the Permission of the Chair








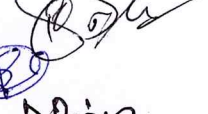


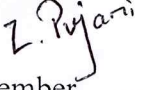


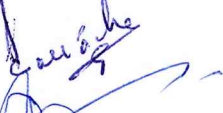

As there was no item, the meeting ended with a vote of thanks to the chair

The bottom of the page features several handwritten signatures in blue ink. From left to right, the signatures are: a large circular mark, a signature that appears to be 'Dilip Nath', a signature that appears to be 'Biplab Halder', a signature that appears to be 'Sudip', and a signature that appears to be 'Z. Pujari'. There is also a large circular stamp or mark on the right side of the page.



The ICFAI University, Tripura

Signature:

1. Prof. (Dr.) Biplab Halder, VC ICFAI University, Tripura 
 2. Dr. A. Ranganath, Registrar ICFAI University, Tripura 
 3. Dr. Dilip Nath, Asst. Professor, Coordinator, IQAC 
 4. Dr. Subhasish Chatterjee, Dean (Academics) 
 5. Mr. Subijoy Das, Core Committee Member 
 6. Ms. Kaberi De, Member 
 7. Mr. Sujit Sutradhar, Member 
 8. Dr. Priyangu Borthakur, Member 
 9. Dr. Sujit Deb, Member 
 10. Prof. Mousumi Biswas, Member 
 11. Dr. Zigisha Pujari, Member 
 12. Dr. Premshanker Srivastav, Member 
 13. Dr. Dhananjay Datta, Member 
 14. Prof. Sudip Bhattacharjee, Member 
 15. Prof. Biswajit Chakraborty, Member 
-



The ICFAI University, Tripura

MINUTES OF THE QUARTERLY MEETING OF IUT-IQAC (2nd Quarter)

The quarterly meeting of the Internal Quality Assurance Cell was held on 5th December, 2023 at 11:30 a.m. at the Ground Floor Auditorium of ICFAI University Tripura.

Members Present

1. Prof. (Dr.) Biplab Halder, VC ICFAI University, Tripura
2. Dr. A. Ranganath, Registrar ICFAI University, Tripura
3. Dr. Dilip Nath, Asst. Professor, Coordinator, IQAC
4. Dr. Subhasish Chatterjee, Dean (Academics)
5. Mr. Subijoy Das, Core Committee Member
6. Ms. Kaberi De, Member
7. Mr. Sujit Sutradhar, Member
8. Dr. Priyangu Borthakur, Member
9. Dr. Sujit Deb, Member
10. Prof. Mousumi Biswas, Member
11. Dr. Zigisha Pujari, Member
12. Dr. Premshanker Srivastav, Member
13. Dr. Dhananjay Datta, Member
14. Prof. Sudip Bhattacharjee, Member
15. Prof. Biswajit Chakraborty, Member

Agenda:

- 23.2.1 Introductory Remarks by the Hon'ble Vice-Chancellor
- 23.2.2 Confirmation of the previous minutes
- 23.2.3 IQAC initiatives on Smart class room uses
- 23.2.4 IQAC initiatives on MOU and Collaboration
- 23.2.5 Initiatives on NEP 2020 activities
- 23.2.6 Preparatory activities for the AQAR 2022-23 and SSR of Cycle 3
- 23.2.7 Green, Environment & Energy Audit
- 23.2.8 IQAC Initiative on R&D
- 23.2.9 Reconstruction and new committee construction
- 23.2.10 Any other item with the Permission of the Chair

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

(Handwritten signatures and initials in blue ink, including names like Biplab, Subhasish, and Z. Pujari, along with a circled '23')



The ICFAI University, Tripura

Item No.23.2.1: Introductory Remarks by the Hon'ble Vice-Chancellor:

The meeting started with the introductory speech by Hon'ble Vice-Chancellor, Prof. (Dr.) Biplab Halder. He also explained various aspects of quality initiatives to be taken by the IQAC committee with a given time frame.

Item No.23.2.2: Confirmation of the previous minutes:

The minutes of the previous meeting were confirmed.

Item No. 23.2.3: IQAC, IUT organized a Smart Board training from November 21-24, 2023 on Class management, Lesson planning, class conducting, question designing, evaluation etc.

Item No. 23.2.4: Dr. Dilip Nath presented the report on various collaborative activities with other organizations.

Item No. 23.2.5: Implemented the Standard Operating Procedure of NEP 2020 Regulation Mentor, Mentee allocation has been done along with the data management as per NAAC compliance

Item No. 23.2.6: Criteria wise status and GAP analysis for the coming cycle has been done and prepared roadmap to bridge the gaps.

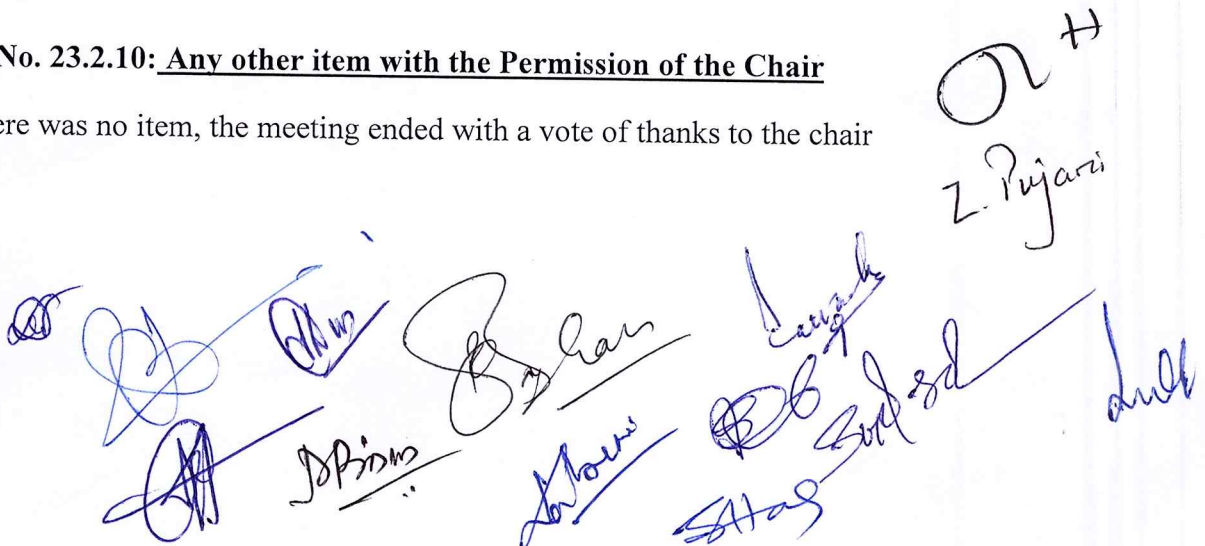
Item No. 23.2.7: To conduct the Green, Environment & Energy Audit, work order has been given to "Navy Blue Resources Integration & Solutions Pvt Ltd, Mumbai" to conduct the Green, Environment & Energy Audit with prior approval.

Item No. 23.2.8: Evaluated the metric wise status for criteria 3 and road map prepared to improve the status.

Item No. 23.2.9: IQAC committee has been restructured and formed new committee viz., AAA Committee, Accreditation Committee, NEP 2020 Committee for smooth running the IQAC works.

Item No. 23.2.10: Any other item with the Permission of the Chair

As there was no item, the meeting ended with a vote of thanks to the chair





The ICFAI University, Tripura

Signature:

1. Prof. (Dr.) Biplab Halder, VC ICFAI University, Tripura
2. Dr. A. Ranganath, Registrar ICFAI University, Tripura
3. Dr. Dilip Nath, Asst. Professor, Coordinator, IQAC
4. Dr. Subhasish Chatterjee, Dean (Academics)
5. Mr. Subijoy Das, Core Committee Member
6. Ms. Kaberi De, Member
7. Mr. Sujit Sutradhar, Member
8. Dr. Priyangu Borthakur, Member
9. Dr. Sujit Deb, Member
10. Prof. Mousumi Biswas, Member
11. Dr. Zigisha Pujari, Member
12. Dr. Premshanker Srivastav, Member
13. Dr. Dhananjay Datta, Member
14. Prof. Sudip Bhattacharjee, Member
15. Prof. Biswajit Chakraborty, Member

SH

R+

Subh

Das

Kaberi

Sujit

Priyangu

Mousumi

Z. Pujari

Premshanker

Dhananjay

Sudip

Biswajit



The ICFAI University, Tripura

MINUTES OF THE QUARTERLY MEETING OF IUT-IQAC (3rd Quarter)

The quarterly meeting of the Internal Quality Assurance Cell was held on 13th February, 2024 at 11:30 a.m. at the Ground Floor Auditorium of ICFAI University Tripura.

Members Present

1. Prof. (Dr.) Biplab Halder, VC ICFAI University, Tripura
2. Dr. A. Ranganath, Registrar ICFAI University, Tripura
3. Dr. Dilip Nath, Asst. Professor, Coordinator, IQAC
4. Dr. Subhasish Chatterjee, Dean (Academics)
5. Mr. Subijoy Das, Core Committee Member
6. Ms. Kaberi De, Member
7. Mr. Sujit Sutradhar, Member
8. Dr. Priyangu Borthakur, Member
9. Dr. Sujit Deb, Member
10. Prof. Mousumi Biswas, Member
11. Dr. Zigisha Pujari, Member
12. Dr. Premshanker Srivastav, Member
13. Dr. Dhananjay Datta, Member
14. Prof. Sudip Bhattacharjee, Member
15. Prof. Biswajit Chakraborty, Member

Agenda:

- 23.3.1 Introductory Remarks by the Hon'ble Vice-Chancellor
- 23.3.2 Confirmation of the previous minutes
- 23.3. Approval of AQAR 2022-23 for submission to NAAC
- 23.3.4 Environment, Energy and Green Audit initiatives
- 23.3.5 Motivation Speech
- 23.3.6 MIS updating
- 23.3.7 Preparation of Question Papers
- 23.3.8 Student Satisfaction Survey (SSS)
- 23.3.9 Format for Alumni Data Collection
- 23.3.10 Academic & Administrative Audit
- 23.3.11 Functional MoU & Collaborative activities
- 23.3.12 Students' Hostel
- 23.3.13 Preparedness of Student's Hand Book
- 23.3.14 Any other item with the Permission of the Chair

Sujit Deb
Biplab Halder
Z. Pujari
Sudip Bhattacharjee
Biswajit Chakraborty



The ICFAI University, Tripura

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

Item No.23.2.1: Introductory Remarks by the Hon'ble Vice-Chancellor:

The meeting started with the introductory speech by Hon'ble Vice-Chancellor, Prof. (Dr.) Biplab Halder. He also explained various aspects of quality initiatives to be taken by the IQAC committee with a given time frame.

Item No.23.2.2: Confirmation of the previous minutes:

The minutes of the previous meeting were confirmed.

Item No. 23.2.3: The draft of the Annual Quality Assurance Report (AQAR) for the academic year 2022-23 has been meticulously prepared to submit to the National Assessment and Accreditation Council (NAAC). The report has been reviewed and recommended for submission to Board of Management for approval.

Item No. 23.2.4: To fulfil the requirement of the Auditing agency, the identification of Tree species in the campus were done by inviting the plant taxonomist Dr. Chiranjit Paul on 6th February, 2024 for providing the required documents to the Auditor.

Item No. 23.2.5: A motivational speech has been organized on 09/02/2024 by inviting Dr. Dinesh Shahra, Founder DFS, Mumbai. He spoke on: "The Path to Success through Happiness".

Item No. 23.2.6: To streamline all the required data for different academic and administrative bodies, it is recommended to update the MIS as well as the ERP.

Item No. 23.2.7: Blue print has been made to further standardization of Question papers.

Item No. 23.2.8: Student Satisfactory Survey (SSS) has been done for the Academic year 2022-23 and department wise action taken report made to bridge the gaps.

Item No. 23.2.9: A standard format for the collection of alumni data placed to Alumni cell for implementation.

Item No. 23.2.10: Academic & Administrative Audit Committee has scheduled the date to conduct the Academic & Administrative Audit to ensure accountability and effectiveness in the Academic and Administrative parameters and necessary recommendation given by the team to concerned head of the departments against observations.

11

(Handwritten signatures and initials in blue ink)

JPB
Shahra
Sup
SSS
Z-Pujari
Sub



The ICFAI University, Tripura

Item No. 23.2.11: IUT IQAC cell directed to all the concerned departments to conduct at least one activity in a year under each MoU to keep them alive.




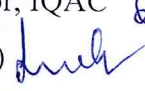

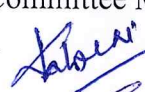
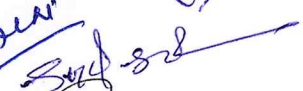

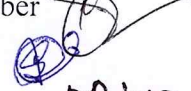
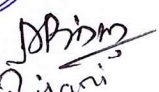
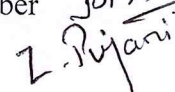




Item No. 23.2.12: Regular counselling to the hostellers under supervision of Clinical Psychology dept. is on practice and monitoring.

Item No. 23.2.13: The student's information book has been shared with the students and faculty.

Item No. 23.2.14: Any other item with the Permission of the Chair

As there was no item, the meeting ended with a vote of thanks to the chair

Signature:

1. Prof. (Dr.) Biplab Halder, VC ICFAI University, Tripura 
2. Dr. A. Ranganath, Registrar ICFAI University, Tripura 
3. Dr. Dilip Nath, Asst. Professor, Coordinator, IQAC 
4. Dr. Subhasish Chatterjee, Dean (Academics) 
5. Mr. Subijoy Das, Core Committee Member 
6. Ms. Kaberi De, Member 
7. Mr. Sujit Sutradhar, Member 
8. Dr. Priyangu Borthakur, Member 
9. Dr. Sujit Deb, Member 
10. Prof. Mousumi Biswas, Member 
11. Dr. Zigisha Pujari, Member 
12. Dr. Premshanker Srivastav, Member 
13. Dr. Dhananjay Datta, Member 
14. Prof. Sudip Bhattacharjee, Member 
15. Prof. Biswajit Chakraborty 



The ICFAI University, Tripura

MINUTES OF THE QUARTERLY MEETING OF IUT-IQAC (4th Quarter)

The quarterly meeting of the Internal Quality Assurance Cell was held on 11th June 2023 at 11:30 a.m. at the Ground Floor Auditorium of ICFAI University Tripura

Members Present

1. Prof. (Dr.) Biplab Halder, VC ICFAI University, Tripura
2. Dr. A. Ranganath, Registrar ICFAI University, Tripura
3. Dr. Dilip Nath, Asst. Professor, Coordinator, IQAC
4. Dr. Subhasish Chatterjee, Dean (Academics)
5. Mr. Subijoy Das, Core Committee Member
6. Ms. Kaberi De, Member
7. Mr. Sujit Sutradhar, Member
8. Dr. Priyangu Borthakur, Member
9. Dr. Sujit Deb, Member
10. Prof. Mousumi Biswas, Member
11. Dr. Zigisha Pujari, Member
12. Dr. Premshanker Srivastav, Member
13. Dr. Dhananjay Datta, Member
14. Prof. Sudip Bhattacharjee, Member
15. Prof. Biswajit Chakraborty, Member

Agenda:

- 23.4.1 Introductory Remarks by the Hon'ble Vice-Chancellor
- 23.4.2 Confirmation of the previous minutes
- 23.4.3 Submission of AQAR 2022-23
- 23.4.4 Organizing FDP/ Workshop
- 23.4.5 Format of the SIP Completion Certificate
- 23.4.6 Policy revision
- 23.4.7 Policy Preparation
- 23.4.8 Additional data for Environment, Energy and Green Audit
- 23.4.9 NEP and SDG initiatives
- 23.4.10 Scholarships/ free ships initiatives:
- 23.4.11 Infrastructure initiative
- 23.4.12 Any other item with the Permission of the Chair

Biplab Halder
A. Ranganath
Dilip Nath
Subhasish Chatterjee
Subijoy Das
Kaberi De
Sujit Sutradhar
Priyangu Borthakur
Sujit Deb
Mousumi Biswas
Zigisha Pujari
Premshanker Srivastav
Dhananjay Datta
Sudip Bhattacharjee
Biswajit Chakraborty



The ICFAI University, Tripura

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

Item No.23.4.1: Introductory Remarks by the Hon'ble Vice-Chancellor:

The meeting started with the introductory speech by Hon'ble Vice-Chancellor, Prof. (Dr.) Biplab Halder. He also explained various aspects of quality initiatives to be taken by the IQAC committee with a given time frame.

Item No.23.4.12: Confirmation of the previous minutes:

The minutes of the previous meeting were confirmed.

Item No.23.4.3: The Annual Quality Assurance Report (AQAR) for the academic year 2022-23 has been submitted to the National Assessment and Accreditation Council (NAAC) on 30-04-2024 and it has been accepted.

Item No.23.4.4:

- One 5 Days Workshop on "Enhancing Quality Parameters" will be organized from June 18th - 22nd, 2024. Prof. Dr. Biswajit Chakrabarti, of MS University will be the Resource person of the programme.
- The IQAC, IUT is going to organize a five days Faculty Development Program on "Essential of Outcome Based Education" in collaboration with NITTTR Kolkata during 9th - 13th July, 2024.

Item No.23.4. 5: The draft of the format for the completion of SIP/LIP/Project /Internship Program has been prepared and get it approved.

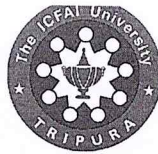
Item No.23.4.6: The Policy for "Advanced and Slow Learners" and "Environment & Energy Conservation" were revised.

Item No.23.4.7: Draft policies for Maintenance, Assistance of disabled students during exam is under progress.

Item No. 23.4.8: Compiled the additional data for submitting the audit purpose.

Item No. 23.4.9: It is recommended to arrange one lecture on IPR, IKS and (SDGs) for every semester by the respective departments.





The ICFAI University, Tripura







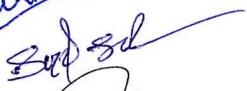
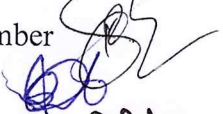

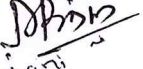
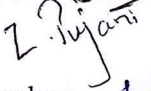
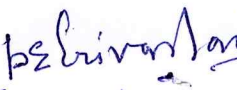


Item No. 23.4.10: It is decided to include the domicile frees-hips under scholarships/ free ships and list of available scholarships/free ships to be uploaded in the website.

Item No. 23.4.11: It is proposed to develop an Art Gallery under infrastructure.

Item No. 23.4.12: Any other item with the Permission of the Chair

As there was no item, the meeting ended with a vote of thanks to the chair

Signature:

1. Prof. (Dr.) Biplab Halder, VC ICFAI University, Tripura 
2. Dr. A. Ranganath, Registrar ICFAI University, Tripura 
3. Dr. Dilip Nath, Asst. Professor, Coordinator, IQAC 
4. Dr. Subhasish Chatterjee, Dean (Academics) 
5. Mr. Subijoy Das, Core Committee Member 
6. Ms. Kaberi De, Member 
7. Mr. Sujit Sutradhar, Member 
8. Dr Priyangu Borthakur, Member 
9. Dr. Sujit Deb, Member 
10. Prof. Mousumi Biswas, Member 
11. Dr. Zigisha Pujari, Member 
12. Dr. Premshanker Srivastav, Member 
13. Dr. Dhananjay Datta, Member 
14. Prof. Sudip Bhattacharjee, Member 
15. Prof. Biswajit Chakraborty, Member 