



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Minutes of the IQAC Meeting on 24th January, 2013

Members Present:

1. Dr. Dinesh Baishya, Chairman, IQAC, USTM
2. Dr. Manoj Kr. Nayak, Dept. Of Psychology
3. Dr. Babli Choudhury, Dept. Of Education
4. Dr. Mausumi Das, Dept. Of Zoology
5. Dr. Md. Maqbul Ali, Dept. Of Sociology
6. Dr. Alpana Choudhury, Dept. Of Media Sciences

The Chairman of the meeting welcomed the members and placed before the members the action taken on the last resolution(s) and discussed the following agenda of the meeting.

Action taken as presented:

- *For the International Conference, the proposal has been sent and accepted by Prof Ulo Valk on behalf of the University of Tartu, Estonia.*
- *The various committees have been formed to conduct the International Conference in a smooth way. The list of the committee members are submitted for approval.*
- *The process to provide infrastructure for academic courses school-wise has been initiated.*
- *The plan for Field based study has been submitted by the departments.*
- *To facilitate the students to access library, books has been purchased for an amount of Rs. 2,56,125/- .*

Item No 1: Formation of various committees for the International Conference

Item No 2: Status of abstract received

Item No 3: Publication of abstract

Item No. 4: Infrastructural requirement for the Academic Courses

Resolution No. 1:

[Signature]

Director
IQAC, USTM

The meeting discussed that the International Conference on Genres of Belief from a Folkloristic Perspective to be held on 4th & 5th February, 2013 at University of Science & Technology, Meghalaya. The detailed outline for the conference need to be designed for submission to the IQAC for approval.

Resolution No.2:

As decided, the venue for the International Conference is the University of Science and Technology, Meghalaya Campus. The number of abstracts received till date is 25 and the process of reviewing is going on. ISBN has been received to publish the abstracts of the conference that will act as a boost to submit more papers. The signatories in the certificate will be the Organising President, Co-ordinator and Organising Secretary.

Resolution No.3:

Various committees and sub- committees, viz., Core- technical Committee, Valedictory and Rappourtering Committee, Certificate Committee, Reception Committee, Registration Committee, Technical Committee, Publicity Committee, Accommodation and Transportation Committee, Kit and Food Committee and Cultural Committee are to be formed for smooth functioning of the International conference. To provide notice board in front of each and every venue and the responsibility has been given to the reception committee of the Conference.

Resolution No.4:

Steps are to be initiated to create infrastructure for Academic Courses preferably school- wise by providing well facilitated classrooms and necessary requirements for teaching- learning process.

Resolution No.5:

The University should encourage Interdisciplinary activities by involving the departments to collaborate in various teaching and research programs.

Resolution No.6:

It has been instructed to purchase more number of books per programmes to facilitate the growing demands of the students.

Resolution No.7:


The HODs are requested to provide the list of the required books in consultation with faculty members of their respective departments.

Resolution No.8:


**Director
IQAC, USTM**

Faculty members need to be encouraged to undertake higher studies leading to the PhD Degree.

The meeting ended with a Vote of Thanks offered by the Chairman.



Chairman, IQAC



Director
IQAC, U-10



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Minutes of the IQAC Meeting on 24th April, 2013

Members Present:

1. Dr. Dinesh Baishya, Chairman, IQAC, USTM
2. Dr. Manoj Kr. Nayak, Dept. Of Psychology
3. Dr. Babli Choudhury, Dept. Of Education
4. Papiya Dutta, Dept. Of Rural Development
5. Dr. Md. Maqbul Ali, Dept. Of Sociology
6. Dr. Alpana Choudhury, Dept. Of Media Sciences

The Chairman of the meeting welcomed the members and placed before the members the action taken on the last resolution(s) and discussed the following agenda of the meeting.

Action taken as presented:

- Three days North East Teacher's Congress cum National Seminar has conducted successfully by the entire team of USTM.
- The participants/ presenters are asked to submit full Research Papers of the National Seminar, so that it can be published in the form of a book.

Item No. 1: Observation of important days/ birthday and death anniversary of great personalities

Item No. 2: Academic empowerment of departments

Item No. 3: Application to be submitted for UGC and NCTE inspection

Item No. 4: Introduction of new academic courses.

Resolution No. 1:

The members discussed that the Birth/ Death Anniversary of great personalities and observing the days of National importance should be celebrated/ observed by different departments. The responsibility to prepare the list as per department concerned has been assigned to Dr. Alpana Choudhury.

Resolution No. 2

Regarding the Academics of the University, the meeting resolved that Academic empowerment need to be framed to ensure smooth conduct of classes.


**Director
IQAC, USTM**

Resolution No. 3

The department should be in a position to figure out the gap of Programme specific outcome vs the employability and skill enhancement.

Resolution No. 4

The IQAC members emphasized for the UGC inspection and the application thereby. It was suggested that Deputy Registrar along with his team will consult different Universities and assess the process and methods to apply for UGC inspection.

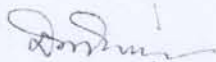
Resolution No. 5

While discussing about UGC inspection, it was understood that NCTE inspection is also required to start B.Ed Programmes in the University. Hence, the Registrar of the University is requested to study the guidelines and apply to NCTE inspection.

Resolution No. 6

The meetings suggested that every department should have their Departmental Council (DC), in the School level Board of Studies (BOS) and in the University level Academic Council need to be established. The Academic Council should be the sole authority to introduce new Academic Courses once it is passed from BOS as well as from DC.

The Chairman concluded the meeting with a vote of thanks.



Chairman, IQAC

**Director
IQAC, USTM**



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Minutes of the IQAC Meeting on 5th August, 2013

Members Present:

1. Dr. Dinesh Baishya, Chairman, IQAC, USTM
2. Dr. Manoj Kr. Nayak, Dept. Of Psychology
3. Dr. Babli Choudhury, Dept. Of Education
4. Dr. Mausumi Das, Dept. Of Zoology
5. Dr. Alpana Choudhury, Dept. Of Media Sciences
6. Papiya Dutta, Dept. Of Rural Development
7. Dr. Md. Maqbul Ali, Dept. Of Sociology
8. Swati Baishya, Dept. Of Management

The Chairman of the meeting welcomed the members and placed before the members the following agenda of the meeting.

Actions taken as presented.

- The list of observing Birth/ Death Anniversary has been prepared and submitted for approval.
- To address the issue of Academic empowerment, the responsibilities have been given to the Hon'ble Deans of respective Schools and requested them to coordinate the Academic activities with the Administration.
- Deputy Registrar presented a detailed account of UGC inspection.
- The guidelines for NCTE inspection has been submitted by the Registrar, USTM

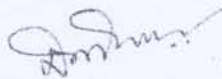
Item No. 1: Status of admission for the current session.

Item No. 2: Orientation Programme of the newly admitted students.

Item No. 3: Proposal to conduct one day lecture cum seminar on "Interest free Banking".

Resolution No.: 1

The Examination Cell of the University should be strengthened with the appointment of Controller of Examinations (CoE), Deputy CoE with a full-fledged office.


**Director
IQAC, USTM**

Resolution No 2

It was suggested to conduct Orientation Programme for the newly admitted students to induct them about the system of University and respective Programme as a whole.

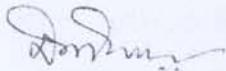
Resolution No. 3

It was also discussed to invite the Guest Speakers to address the Orientation Programme and if possible department are also empowered to invite the Guest Speakers from different Universities/ Institutions.

Resolution No. 4

The IQAC members proposed to conduct One Day Lecture cum Seminar on Interest Free Banking to be conducted during 17th August, 2013. The related Speakers and Resource Persons to be invited and responsibility have been entrusted to Dy. Registrar.

The Chairman ended with a vote of thanks to the members.



Chairman, IQAC

**Director
IQAC, USTM**



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Minutes of the IQAC Meeting on 29th November, 2013

Members Present:

1. Dr. Dinesh Baishya, Chairman, IQAC, USTM
2. Dr. Manoj Kr. Nayak, Dept. Of Psychology
3. Papiya Dutta, Dept. Of Rural Development
4. Dr. Md. Maqbul Ali, Dept. Of Sociology
5. Dr. Alpana Choudhury, Dept. Of Media Sciences

The Chairman of the meeting welcomed the members and placed before the members the action taken on the last resolution(s) and discussed the following agenda of the meeting.

Action taken as presented:

- *The NCTE inspection was successfully completed and the management of the University thanked the entire team of NCTE.*

Item No. 1: Proposal to conduct 10 days Research Methodology Workshop

Item No. 2: Organise an interactive talk on Forest Management

Item No. 3: Discussion on NCTE inspection for B.Ed Course and Examination related discussion

Item No. 4: Proposal for National Seminar

Resolution No.1:

With increasing demand of the recent trends of Research Methodology, it has been decided to conduct 10 days Research Methodology Workshop during 9th- 18th December, 2013.

Resolution No. 2:

To address the issue of sustainable development, the members agreed to conduct an interactive talk on Forest Conservation.

**Director
IQAC, USTM**

Resolution No. 3:

By seeing the growing demand regarding the IPR issue, the IQAC members proposed to form an Intellectual Property Right Cell (IPR) in the University under the office of the Coordinator.

Resolution No. 4:

A National Seminar on Challenges in Higher Education: North East Perspectives, has been proposed in the meeting and the members agreed to conduct it during 29th January, 2014.

Resolution No. 5:

Steps are to be initiated to create infrastructure for games and sports in the University and to appoint qualified Coaches for various sports activities.

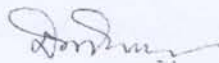
Resolution No. 6:

The University Campus beautification including buildings, widening and repairing of internal roads and the establishment of Amenity Complex shall be given due consideration.

Resolution No. 7:

Discussed about the preparation of NCTE inspection by entrusting responsibilities to the different members. There should be a separate building entirely for the B.Ed Course and the Advertisement for faculty recruitment should be published in the local daily. The IQAC members discussed on purchasing books especially for B.Ed Course and an amount of Rs. 2 lakhs to be sanctioned from the Account Section.

The Chairman concluded the meeting with a vote of thanks.



Chairman, IQAC

**Director
IQAC, USTM**



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Minutes of the IQAC Meeting on 17th January, 2014

Members Present:

1. Dr. Dinesh Baishya, Chairman, IQAC, USTM
2. Dr. Md. Maqbul Ali, Dept. Of Sociology
3. Dr. Mausumi Das, Dept. Of Zoology
4. Dr. Alpana Choudhury, Dept. Of Media Sciences
5. Papiya Dutta, Dept. Of Rural Development
6. Swati Baishya, Dept. Of Management

The Chairman of the meeting welcomed the members and placed before the members the following agenda of the meeting.

Actions taken as presented:

- *The 10 days Workshop on Research Methodology has been successfully conducted by University during 9th to 18th December 2013 which was inaugurated by Prof A C Bhagawati, former VC, RGU and the resource persons were invited from NEHU, University of North Bengal, IIT Guwahati, JNU, TISS.*
- *An Interactive talk on Forest Conservation was successfully completed on 18th December 2013 which was graced by Mr N.Luikham and Mr C A Rahman IFS, Dy Conservator of Forest.*
- *The proposal for IPR cell has been initiated and assured by the University.*
- *The various team for National seminar has been formed and the team updated the number of papers received till date.*

Item No 1: Preparation for UGC inspection

Item No 2: Status of national seminar

Item No 3: Proposal to conduct NEGC

Resolution No 1:

The HODs of the Departments are requested to submit their Programme and Course Content to the IQAC as a part of the UGC inspection to be held tentatively during the month of February, 2014.

**Director
IQAC, USTM**

Resolution No. 2:

For the National Seminar on Challenges in Higher Education- A North East Perspective, eminent academicians from the NE region may be invited as the Chief Guest.

Resolution No. 3:

It is resolved to request the university authority to organise an event where UG students from the entire NE region can showcase their talents. This will also keep the in-house students to learn and develop skills through these events. Along with this, a Teachers' STP as a workshop may also be conducted on Higher Education which will benefit the teachers.

Resolution No. 4:

Students Feedback collected at the end of each semester may be discussed in the department for the improvement of quality teaching. An action taken report on the feedback need to be submitted to the Chairman, IQAC.

Resolution No. 5:

At the beginning of the semester the students should be provided with lesson plan highlighting the number of lectures to be presented on each topic.

Resolution No. 6:

The IQAC resolved that there is an urgent need to extend the central library keeping in view the increasing number of students and academic departments.

The Chairman thanked all the members and concluded the meeting.



Chairman, IQAC

**Director
IQAC, USTM**



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Minutes of the IQAC Meeting on 5th May, 2014

Members Present:

1. Dr. Dinesh Baishya, Chairman, IQAC, USTM
2. Dr. Md. Maqbul Ali, Dept. Of Sociology
3. Dr. Alpana Choudhury, Dept. Of Media Sciences
4. Dr. Mausumi Das, Dept. Of Zoology
5. Papiya Dutta, Dept. Of Rural Development
6. Swati Baishya, Dept. Of Management

The Chairman of the meeting welcomed the members and placed before the members the following agenda of the meeting.

Actions taken as presented:

- *The JCP Meet was successfully conducted 3rd May, 2014 which was attended by 60 Principals and their representatives from the North East India.*
- *To encourage the research and publications among the faculty members, USTM has accessed different journals both online and offline.*
- *Research Section has been established under the guidance of Dr. R. K. Sharma, Hon'ble Pro. V.C., USTM*

Item No. 1: Proposal to conduct conclave for North East College Principal

Item No. 2: Status of Academics and Research and Publications of faculty members

Item No. 3: Analysis of Feedback form

Item No. 4: Proposal to conduct Junior College Principal Meet to discuss on Career Counselling & IT enabled teaching- learning.

Item No. 5: Proposal for establishment of Research Cell


**Director
IQAC, USTM**

Item No. 6: Formation of new committee of IQAC

Resolution No. 1:

Resolved that a notification should be issued for formation of new IQAC dissolving the previous one and accordingly authority should be requested.

Resolution No. 2:

The members decided to invite the former President of India Hon'ble Dr. A. P. J. Abdul Kalam as the Chief Guest of North East College Principals' Conclave to be held on 23rd July, 2014, also discussion was held to collaborate with Assam College Principals' Council (ACPC) with an aim to streamline the education institution, knowing each other's potentials and working together for the promotion of educational scenario in the region.

Resolution No. 3:

The IQAC members discussed about the Academic report received from the Dean of Schools and suggested that the monitoring of quality of teaching and research is necessary for sustainment of quality.

Resolution No. 3:

The BOS has been kind to give the responsibility to monitor the Course coverage from time to time.

Resolution No. 4:

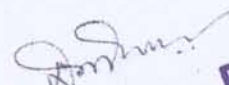
The PhD Scholars and the faculty members may be encouraged to make Seminar presentation on a regular basis.

Resolution No. 5:

The faculties are encouraged to publish research papers in reputed journals having impact factor and index in Indian Citation Index/ Google Scholar/ Scopus/ Research Gate, etc.

Resolution No. 6:

It was decided to organise JCP Meet on 3rd May, 2104 with a participation of 50 plus colleges Principals of North East. The theme finalised was "Career Counselling and IT enabled teaching- learning".


**Director
IQAC, USTM**

Resolution No. 7:

The faculty members have to be encouraged for research and publications and also emphasized to pursue higher education.

Resolution No. 8:

In order to keep a pace of the records of research activities, the members proposed a separate Research Section to be headed by the Director and officials.

Resolution No. 9:

The present IQAC members' tenure is likely to be completed. Therefore, members have decided to approach the Registrar, USTM to reconstitute the IQAC by nominating members from the faculty, administration, nominee from the management, local headman, students' representative, alumni representative and representative from industry/ employer.

The meeting for the day was concluded by the Chairman with a vote of thanks.



Chairman, IQAC

**Director
IQAC, USTM**