### MINUTES OF THE IQAC MEETING

## Dated 3<sup>rd</sup> JULY, 2014

#### **Members Present:**

- 1. Dr. P. G. Rao, Vice Chancellor, USTM
- 2. Dr. Alpana Choudhury, Dept of Media Sciences
- 3. Dr. Alaka Sharma, Professor, Dean, School of Business Sciences, Ustm
- 4. Nurujjaman Laskar, Dy. Registrar
- 5. Dr. S. C. Das, Dept. Of Biotechnology
- 6. Dr. Papiya Dutta, School Of Social Science & Humanities
- 7. Dr. Parbin Sultana, Dept. Of Business Administration
- 8. Dr. Amit Choudhury, Dept Of Business Administration
- 9. Dr. Gautam Sharma, Dy. Controller Of Examinations
- 10. Ms. Mehjabin Rehman, Administrative Officer
- 11. Ms. Anju Hazarika, Nominee from the Management
- 12. Mr. Hemu Manar, Local Headman
- 13. Ms. Lilika K. Zhimoni, Student Representative
- 14. Ms. Nilanajana Sharma, Alumni Representative
- 15. Mr. Chidananda Talukdar, GNRC

The new director of IQAC Dr Alpana Choudhury welcomed all the new members vide letter No USTM/REG/2014/122 (A) dated 26.06.2014.

The Action taken as per previous minutes report was presented as:

- As per the decision taken, Hon'ble Chancellor, USTM invited Dr A P J Abdul Kalam and the invitation was kindly accepted by the former President of India.
- Monitoring of class completion according to lesson plan has been initiated.
- To orient about the issue of citation and index in research, Dr P G Rao, Hon'ble VC,
  USTM organised an orientation lecture.

Item No 1: Interaction with the new members of IQAC.

Item No 2: Organising Research-Scholar guide meet and Orientation Programme

Item No 3: Status of NCPC

Item No 4: Preparation for Meghalaya Private University Regulatory Board Inspection and Commencement of B.Ed Courses

Item No 5: Academic related issue.

Item No. 6: Proposal to set up NSS Cell

Resolution No 1:

A new IQAC committee has been formed comprising VC, faculty members, student representative, Alumni representative and representation from industry/employer. The meeting started with interaction and discussed about the rules and regulations of IQAC.

interaction and discussed about the rules and regulations of IQAC.

Resolution No 2:

To make pace with the demand of research, it was resolved to organise Research scholar-Guide meet where the platform to share the opportunities and challenges of both scholar and guide can be

created. This will help the scholar to meet with their guide(s) and co-guide(s).

Resolution No 3:

For the upcoming North East CPC, invitation letter which was already dispatched need to be follow up with individual Principal of various colleges of North East. It was decided to invite the school students from nearby localities to participate in deliberation of Dr APJ Abdul Kalam.

Resolution No 4:

USTM being enacted under the Meghalaya Assembly, it is a mandate to inspect from Meghalaya Private University Regulatory Board and hence the Annual Report of the university should be submitted in the proper format to the authority. The task has been assigned to Nurujjaman Laskar, Dy Registrar, USTM.

Resolution No 5:

Emphasis should be given on research, publications, exposure visit and visit to institution of national repute. The HoD s are requested to arrange the programmes accordingly during vacation.

Resolution No 6:

A health center with a qualified doctor is a major requirement in the university. Therefore VC has been requested to do the kind perusal regarding establishment of a Health Centre.

Resolution NO 7:

The university need to constitute a Student Welfare Forum for giving due consideration to the student community.

**Resolution No 8:** 

Resolved that the students' feedback analysis should be qualitative and quantitative in nature. The qualitative section will help to find out the issue in improving classroom delivery. Therefore it was

Director IOAC, USTM requested to revise the feedback form if necessary. The parents' feedback forms are sent out to guardians, but the response has been very poor. Therefore, the members felt and advised to try to email them personally or call them via phone.

#### Resolution No. 9:

Orientation Programme to be organised on 23<sup>rd</sup> August, 2014 for the newly admitted students.

#### Resolution No.10:

Discussion was held regarding the approval of NCTE for the B.Ed Course and hence it was decided to inaugurate the Course under the School of Education named as Prof. Qoumrul Hoque School of Education, a renowned educationist of Barak Valley Region.

#### Resolution No. 11:

It was decided by the members to set up NSS Cell as well to celebrate NSS Foundation Day on 24<sup>th</sup> September, 2014. The responsibility for the coordination of NSS Cell has been entrusted to Mr. B. I. Laskar, Dept. of Sociology.

#### Resolution No. 12:

The Training and Placement Cell of the University shall be strengthened with the appointment of the permanent officers under the Directorship and it should have a full- fledged office.

#### Resolution No. 13:

The members suggested that in order to promote the Cultural diversities and festivals of North East India, the Cultural Forum can be formed in the campus to preserve and practice the diversities.

The meeting ended with a Vote of thanks offered by the Director in presence of VC and other members.

Director, IQAC





### MINUTES OF THE IQAC MEETING

### Dated 2<sup>nd</sup> December, 2014

- 1. Dr. P. G. Rao, Vice Chancellor, USTM
- 2. Dr. Alpana Choudhury, Dept of Media Sciences
- 3. Dr. Alaka Sharma, Professor, Dean, School of Business Sciences, USTM
- 4. Nurujjaman Laskar, Dy. Registrar
- 5. Dr. S. C. Das, Dept. Of Biotechnology
- 6. Dr. Papiya Dutta, School Of Social Science & Humanities
- 7. Dr. Parbin Sultana, Dept. Of Business Administration
- 8. Dr. Amit Choudhury, Dept Of Business Administration
- 9. Dr. Gautam Sharma, Dy. Controller Of Examinations
- 10. Ms. Mehjabin Rehman, Administrative Officer
- 11. Ms. Anju Hazarika, Nominee from the Management
- 12. Mr. Hemu Manar, Local Headman
- 13. Ms. Lilika K. Zhimoni, Student Representative
- 14. Ms. Nilanajana Sharma, Alumni Representative
- 15. Mr. Chidananda Talukdar, GNRC

The Action taken as per previous minutes report was presented as:

- Under the leadership of Dr. P.G. Rao, National Unity Day and National Rededication Day has been observed on 31<sup>st</sup> October, 2014.
- Based on the Resolution No.3 of the IQAC meeting held on 24<sup>th</sup> October, 2014, the faculty members have already submitted the Annual Self Appraisal Forms to the Registrar. The interview for the promotion will be conducted accordingly.
- The Central Library timings have been extended till 10:00 PM and separate group of personnel has been appointed for the evening shift.

Item No. 1: MoU with premier institutions for Academic collaboration

Item No. 2: Organising 2<sup>nd</sup> NETC, Observing National Unity Day and Rededication Day

Item No. 3: National Seminar on Academic Performance and Audit

Item No. 4: Academic related issues

Resolution No 1:

The Hon'ble VC sent the official letter of MoU to Tezpur University and the acceptance letter has been received by USTM where the date of MoU has been fixed on 13<sup>th</sup> December 2014.

#### Resolution No. 2:

It has been decided to conduct North East Teachers' Congress on  $3^{rd} - 5^{th}$  January, 2015 and 500 college teachers were expected to attend the same. The North East Teachers Congress will be co-sponsored by CSIR- NEIST.

#### Resolution No. 3:

To address the issue on the Academic Performance for the faculty members, a National Seminar on 'Changing Scenario in Academic Performance and Audit' has been decided to be organised

#### Resolution No. 4:

The members suggested that IQAC should have information or database of the Placement of students of different departments passed in the year 2013 and 2014.

#### Resolution No. 5:

The University website may be improved and updated to highlight the activities of the University.

#### Resolution No. 6:

It was decided by the house to observe National Unity Day and National Rededication Day on 31st October, 2014. The entire event will be lead by the Hon'ble V.C., USTM.

#### Resolution No. 7:

In-house Orientation Courses should be conducted for the benefit of the newly appointed teachers and officials and that course can be considered as career advancement courses.

#### Resolution No. 8:

The Director and Chairman of the IQAC felt the importance of API count and promotion thereby. The faculty members are requested to submit their Annual Self Appraisal Forms based on which the promotions can be considered.

#### Resolution No. 9:

To expedite the process of research, publications and faculty- students exchange program, it was decided to approach different Universities/ Institutions of national and international repute for a Memorandum of Understanding. This will enhanced the research facilities among the faculties and research scholars. The proposal has been submitted to the management for further action

#### Resolution No. 10:

It was resolved that the Central Library should be open till 10:00 PM, so that the hostellers can utilize the library facility as well as can use the reading room. The suggestion has been kindly submitted to the Hon'ble VC for consideration.

The Director ended the meeting thanking the Chairman and the members of IQAC.

Director, IQAC



### MINUTES OF THE IQAC MEETING

#### DATED 7th March, 2015

- 1. Dr. P. G. Rao, Vice Chancellor, USTM
- 2. Dr. Alpana Choudhury, Dept of Media Sciences
- 3. Dr. Alaka Sharma, Professor, Dean, School of Business Sciences, USTM
- 4. Nurujjaman Laskar, Dy. Registrar
- 5. Dr. S. C. Das, Dept. Of Biotechnology
- 6. Dr. Papiya Dutta, School Of Social Science & Humanities
- 7. Dr. Parbin Sultana, Dept. Of Business Administration
- 8. Dr. Amit Choudhury, Dept Of Business Administration
- 9. Dr. Gautam Sharma, Dy. Controller Of Examinations
- 10. Ms. Mehjabin Rehman, Administrative Officer
- 11. Ms. Ånju Hazarika, Nominee from the Management
- 12. Mr. Hemu Manar, Local Headman
- 13. Ms. Lilika K. Zhimoni, Student Representative
- 14. Ms. Nilanajana Sharma, Alumni Representative
- 15. Mr. Chidananda Talukdar, GNRC
- 16. Mr. Amit Jain, CMD, Aroma Industries Pvt Limited

The Action taken as per previous minutes report was presented as:

- The Academic Audit of the Department was conducted during 20<sup>th</sup> 27<sup>th</sup> January, 2015 by the Hon'ble V.C. in presence of distinguished Academicians.
- As a part of the extension programme 'Mission Clean Brahmaputra' and 'World Cancer Day' have been observed on 1<sup>st</sup> February and 4<sup>th</sup> February, 2015 respectively.
- Mr. Nurujjaman Laskar has submitted the list of Laboratory Equipments from the department to the Registrar and the HODs have been given the responsibility to maintain the chemicals/ equipments in Register which is subject to be audited.
- Few Departments have submitted the proposal to introduce Short- term Value Added Course of 30 class hours.
- Item No. 1: Organising Faculty Development Programme in association with EDI.
- Item No. 2: Organising talk by eminent Professors/ Academicians/ Industrialists of various Universities/ Institutes/ Organisations.
- Item No. 3: Preparation for BCI Inspection, Academic and Extension activities of the Departments in each Academic Year.
- Item No. 4: Discussion on the activities of IPR Cell.
- Item No. 5: Introduction of Short term courses in the Department.

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#### Resolution No. 1:

Resolved to enhance the Faculty in terms of Academics and Research, a FDP need to be conducted during 3<sup>rd</sup> week of March, 2015 in association with EDI. The technical sessions decided by the members are---

- a) Entrepreneurship in Education
- b) Curriculum Development for promoting entrepreneurship

Resolution No. 2:

Resolved that the Department of Economics and Commerce may organise a Workshop on Accounting and Tally, so that the faculty members of other streams may be well versed with Accounts.

Resolution No. 3:

Resolved to request the management to set up a start-up committee which will act as a platform to practice the entrepreneurial skills among the students.

Resolution No. 4:

Resolved that for introducing B.A. LLB Programme, it is a mandate to get the approval from BCI and hence the management is requested to apply to the BCI for inspection.

Resolution No. 5:

In order to register the distinct types of creations of the mind viz. Inventions, literary and artistic works, symbols, names, images among the faculty members, research scholars and the students, the members of the IQAC discussed on the activities of the IPR Cell and its possibilities and challenges if any.

Resolution No. 6:

It was decided that the HODs of each department need to showcase the performance of their department in the last semester or the last Academic Session and also need to present the plans of the coming semester. For the same different Academicians are to be invited to give valuable inputs that can be considered as an Academic Audit. The tentative date to begin is from 20<sup>th</sup> January, 2015.

Resolution No. 7:

Along with the regular Course Curriculum, it has been encouraged to conduct extension programme among the localities within the vicinity of the University Campus.

Resolution No. 8:

Purchase of Laboratory Equipments and their maintenance as well as purchase of chemicals and glassware needs to be streamlined.

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Director IQAC, USTM Resolution No. 9:

Repair and maintenance of Computers/ Printers, Projectors have to be streamlined and the responsibilities have been entrusted to Mr. Shamim Goney, Dy. Registrar (Administration).

Resolution No. 10:

The members agreed that there is a necessity to organise talk by eminent Professors and Academicians from various Universities in order to encourage the students and faculty members. The Schools have been given the responsibility to conduct such talk.

Resolution No. 11:

As per the UGC Guidelines, it has been decided to introduce relevant and value- added Short-term Courses in the departments.

The Director of IQAC thanks the members and concluded the meeting.

Director, IOAC

## MINUTES OF THE IQAC MEETING

## DATED 3<sup>rd</sup> July, 2015

- 1. Dr. P. G. Rao, Vice Chancellor, USTM
- 2. Dr. Alpana Choudhury, Dept of Media Sciences
- 3. Dr. Alaka Sharma, Professor, Dean, School of Business Sciences, USTM
- 4. Nurujjaman Laskar, Dy. Registrar
- 5. Dr. S. C. Das, Dept. Of Biotechnology
- 6. Dr. Papiya Dutta, School Of Social Science & Humanities
- 7. Dr. Parbin Sultana, Dept. Of Business Administration
- 8. Dr. Amit Choudhury, Dept Of Business Administration
- 9. Dr. Gautam Sharma, Dy. Controller Of Examinations
- 10. Ms. Mehjabin Rehman, Administrative Officer
- 11. Ms. Anju Hazarika, Nominee from the Management
- 12. Mr. Hemu Manar, Local Headman
- 13. Ms. Lilika K. Zhimoni, Student Representative
- 14. Ms. Nilanajana Sharma, Alumni Representative
- 15. Mr. Chidananda Talukdar, GNRC
- 16. Mr. Amit Jain, CMD, Aroma Industries Pvt Limited

The Action taken as per previous minutes report was presented as:

- EDI sponsored Faculty Development Programe was conducted successfully during 18<sup>th</sup> -31<sup>st</sup> March, 2015 and was graced by Mr. K. Ahmed, Director, EDI.
- As suggested, the Department of Economics and Commerce conducted 4 Days Workshop on 'Accounting and Tally' during 14<sup>th</sup>- 17<sup>th</sup> March, 2015.
- Start- up Committee has also been initiated by the Registrar and accordingly notification was issued on 10<sup>th</sup> June, 2105.

Item No. 1: Academic related issues and Research related issues.

Item No. 2: Set up of International Centre on Gandhian Studies.

Item No. 3: Introducing new programme(s) and Orientation Programme.

Item No. 4: Status of Admission and review of time-table and workload.

Item No. 5: Proposal for Science Camp to DST.

Resolution No. 1:

Director IQAC, USTN Resolved that the Alumni Feedback to be collected by the Training and Placement Cell and it was suggested to form USTM Alumni Association.

Resolution No. 2:

The feedback from the Faculties needs to be sought via email. The faculty feedback needs to be analyzed as per the inputs given.

Resolution No. 3:

Resolved to request the CoE to introduce CBCS (Choice-Based Credit System) in the university. This will facilitate student's mobility across the departments and the Schools.

Resolution No. 4:

Resolved that to spread the philosophy of Mahatma Gandhi on Peace and Brotherhood among NER, it has been proposed and requested the authority to establish a Centre in the name of 'International Centre for Gandhian Studies' to disseminate the lessons given by Gandhi. The authority is requested to entrust the responsibility to Prof. Alaka Sharma.

Resolution No. 5:

After the BCI inspection and approval, it is being resolved by the members to request to introduce B.A. LLB, LLB under the School of 'University School of Law and Research'. It has also been resolved to introduce B.Sc. Food Science as the university received the project from Ministry of Food Science, Govt. of India.

Resolution No. 6:

Resolved that the university authority should be suggested to provide seed money according to the nature of their project as the faculty members of the university are in a position to apply for research based project.

Resolution No. 7:

Resolved that the management may be requested to encourage the faculty members for participation in different seminar/workshops/conference etc by granting an amount as seed money.

Resolution No. 8:

The status of new admission has been updated by Dy. Registrar and it was discussed that the time table need to be prepared by keeping the interest of the students as the most priority work. The workload of the faculties of every department should be evenly distributed.

Resolution No 9:

It was proposed to conduct Orientation Programme for the upcoming new students a 3 days programme. The orientation will be in the University level, School level and Department level.

#### Resolution No 10:

To accelerate the growth of research, faculties were always encouraged to submit research proposal to the related Ministry, DST and other funding agencies. As a result, DST INSPIRe Science camp is likely to be organised during 2<sup>nd</sup> to 6<sup>th</sup> November 2015.

#### Resolution No 11:

The members proposed to entrust the Hon'ble Vice-Chancellor to form the committee for Academic and Administrative Audit comprising of both Internal and External members. The Audit will guide the university regarding the norms.

#### Resolution No 12:

It was emphasised by the members that the guidelines of UGC should be strictly followed regarding the publication. It was also suggested that the departments may display the list of journals that will be easy for API computation.

#### Resolution No 13:

The Director presented a plan for effective monitoring of quality in the university by emphasising the importance of a defined quality parameters as mentioned by NAAC. The IQAC may prepare a framework for information related to quality management.

The meeting concluded with a vote of thanks by the Director.

Director, IQAC

Director IQAC, USTM



### MINUTES OF THE IQAC MEETING

#### DATED 10th December, 2015

- 1. Dr. P. G. Rao, Vice Chancellor, USTM
- 2. Dr. Alpana Choudhury, Dept of Media Sciences
- 3. Dr. Alaka Sharma, Professor, Dean, School of Business Sciences, USTM
- 4. Nurujjaman Laskar, Dy. Registrar
- 5. Dr. S. C. Das, Dept. Of Biotechnology
- 6. Dr. Papiya Dutta, School Of Social Science & Humanities
- 7. Dr. Parbin Sultana, Dept. Of Business Administration
- 8. Dr. Amit Choudhury, Dept Of Business Administration
- 9. Dr. Gautam Sharma, Dy. Controller Of Examinations
- 10. Ms. Mehjabin Rehman, Administrative Officer
- 11. Ms. Anju Hazarika, Nominee from the Management
- 12. Mr. Hemu Manar, Local Headman
- 13. Ms. Lilika K. Zhimoni, Student Representative
- 14. Ms. Nilanajana Sharma, Alumni Representative
- 15. Mr. Chidananda Talukdar, GNRC
- 16. Mr. Amit Jain, CMD, Aroma Industries Pvt Limited

#### The Action taken as per previous minutes report was presented as:

- DST INSPIRE Science Camp was successfully organised dated 2<sup>nd</sup> 6<sup>th</sup> November, 2015.
- The Orientation Programme was held during 26<sup>th</sup>-29<sup>th</sup> August, 2105 and was graced by Prof. Amarjyoti Choudhury, P.V.C., Tezpur University, Prof. R. P. Biswas and other dignitaries from Gauhati University, IITG, NIT Silchar, NIT Agaratala, Dibrugarh University, TISS Guwahati, NIRDPR- NERC, SCERT, CCSU, IIM Shillong.
- The V.C. had a meeting with the management regarding the formation of Academic and Administrative Audit.
- Item No. 1: Academic and Research related issues.
- Item No. 2: Evaluation and review of the Departments activities.
- Item No. 3: Addition of more short- term and value added courses.
- Item No 4: MoU with JNU for academic and research collaboration.
- Item No 5: Proposal for North East Vice Chancellors Meet

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#### Resolution No. 1:

Resolved that the departments/ Schools/ Training and Placement Cell can conduct Communicative English Classes as and when required as per the advice of Training and Placement Cell about the need for proficiency in English language among the students to start their careers.

#### Resolution No. 2:

Resolved to request the university authority for the dedicated power supply of the University as it suffers from frequent and prolonged disruptions especially during rainy/summer season. Green and Captive power generator should be given utmost importance to maintain the interest of teaching and research.

#### Resolution No. 3:

Resolved that as a part of the Academic Audit, the evaluation and review of the department's activities should be presented in presence of the Hon'ble V.C. and related external experts during 5<sup>th</sup> December- 12<sup>th</sup> December, 2015

#### Resolution No. 4:

Resolved that from the students' feedback received for short- term and value- added courses, it needs to be mentioned that the students are satisfied with the courses and are interested to go for more value- added courses on different themes.

#### Resolution No. 5:

Resolved that to be at par with the E-resources, it was decided that the faculty members need to upload the E-contents of the lectures in different portals and also suggested that the computer centre should have enough space or server to upload the same.

#### Resolution No. 6:

The IQAC team resolved that on 3<sup>rd</sup> week of January, 2016, USTM will sign MoU with Jawaharlal Nehru University, New Delhi. The Collaboration will pave ways for USTM's mission and vision in pertaining education globally. The MoU will be signed by Prof. S. K. Sapory, V.C., JNU, New Delhi and Shri. M. Hoque, Chancellor, USTM.

#### Resolution No. 7:

The IQAC members resolved and advised to conduct a North East Vice Chancellors' Meet during 2<sup>nd</sup> week of March, 2016. For the same it was requested to the Hon'ble V.C. of USTM to invite the Hon'ble Chairman of UGC, New Delhi.

#### Resolution No. 8:

Resolved and requested the university authority that the process of admissions and examinations results including the issue of certificates should be computerized. The responsibility has been entrusted to Mr. N. Laskar and Mr. Shamim Goney.

#### Resolution No. 9:

Resolved and requested the university authority that the Central Library needs to be connected with the sufficient bandwidth Internet Connectivity that will help the students to access the library in a computerized way.

#### Resolution No. 10:

Resolved to request the university authority after the successful MoU with NIT, Silchar & Tezpur University, the members felt that the management should approach to Gauhati University, Jamia Milia Islamia University, NIRDPR- NERC, University of Dhaka for MoU on the line of JNU. This will enhance the activities of students & researchers of both the institutes for the greater benefit of the students.

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

Director, IQAC

Director IQAC, USTM



## MINUTES OF THE IQAC MEETING

## DATED 4<sup>th</sup> June, 2016

- 1. Dr. P. G. Rao, Vice Chancellor, USTM
- 2. Dr. Alpana Choudhury, Dept of Media Sciences
- 3. Dr. Alaka Sharma, Professor, Dean, School of Business Sciences, USTM
- 4. Nurujjaman Laskar, Dy. Registrar
- 5. Dr. S. C. Das, Dept. Of Biotechnology
- 6. Dr. Papiya Dutta, School Of Social Science & Humanities
- 7. Dr. Parbin Sultana, Dept. Of Business Administration
- 8. Dr. Amit Choudhury, Dept Of Business Administration
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- 13. Ms. Lilika K. Zhimoni, Student Representative
- 14. Ms. Nilanajana Sharma, Alumni Representative
- 15. Mr. Chidananda Talukdar, GNRC
- 16. Mr. Amit Jain, CMD, Aroma Industries Pvt Limited

The Action taken as per previous minutes report was presented as:

- USTM sign MoU with JNU in the Office of the Vice Chacellor, JNU on 25<sup>th</sup> January, 2016 in presence of Prof. Akhtar Siddique, Former Chairman of NCTE.
- The Vice Chancellors' Meet was held on 11<sup>th</sup> March, 2016 and was graced by Prof. Ved Prakash, Chairman, UGC and Shri. Kiren Rijiju, Union Minister of State for Home Affairs. The V.C. of more than 20 Central, State and Private Universities along with more than 70 Principals of renowned colleges of North East were present.
- The website of USTM is being updated on a regular interval and the Dy. CoE assured that the process of admissions and examinations will be resumed through app.

Item No. 1: Evaluation and review meeting of IQAC.

Item No. 2: Analysis of feedback forms.

Item No. 3: Academic related issues.

Resolution No. 1:

The IQAC resolved to analyse the activities of the IQAC during the entire tenure. Depending on the discussion, it was suggested to prepare for NAAC inspection which will accredited University for the first time.

#### Resolution No. 2:

Resolved that the students and faculty members need to be encouraged to take part in social activities outside the University. It was suggested to adopt a nearby village and convert it into a model one by providing all the provisions in the context of social and economic well-being of the village.

#### Resolution No. 3:

Resolved to request the authority that efforts may also be made to attract students from nearby Foreign Countries like Bangladesh, Nepal and Bhutan. The University management may send the prospectus to the Embassies of the respective countries wide circulation.

#### Resolution No. 4:

Resolved and advised the BOS are suggested to monitor the course coverage of the departments through the HOD and also to inform the matter to the Registrar, if necessary.

#### Resolution No. 5:

The IQAC resolved that the Institutions of regional, national and International repute should be linked to the departments and USTM as a whole through internship, student- exchange, faculty- exchange and exposure visit.

The meeting concluded with a Vote of Thanks offered by the Director, IQAC.

Director, IQAC