



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

MINUTES OF IQAC METING HELD ON 12th September 2016

Following were the members present:

1. Dr P G Rao, Hon'ble VC
2. Dr Papiya Dutta
3. Prof Alaka Sharma
4. Nurujjaman Laskar
5. Dr S C Das
6. Dr Alpana Choudhury
7. Dr Parbin Sultana
8. Dr Amit Choudhury
9. Dr Gautam Sharma
10. Dr Azmol H Barbhuiya
11. Ms Mehjabin Rahman
12. Dr J U Choudhury
13. Mr Shamim Goney
14. Mr Warris Talang
15. Mr Sudip Sharma
16. Ms Ailita Kashyap
17. Mr Aditya Das
18. Ms Salora D Shira
19. Dr H K Baruah
20. Mr Santanu M Deka

The Director of the IQAC, at the outset called the meeting and introduces the new members and placed before the members the action taken and the agenda of the meeting:

ATR of last meeting:

1. The management agreed to work for NAAC inspection and asked the IQAC team members to pursue the activities for NAAC.
2. There was a school wise presentation of the villages that the department had committed to work for the social and economic aspect

Agenda No 1: Interaction with new members of IQAC.

Agenda No 2: Organising Orientation programme.

Agenda No 3: Academic related Issues and Evaluation of Department activities.


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Agenda No 4: NAAC and preparation of Annual Report.

Agenda No 5: Analysis of Feedback form.

Agenda No 6: Methodologies for teaching-learning process.

Director IQAC welcomed the new members and introduced each of them. Members discussed that the main purpose of the newly formed IQAC should be the preparation for NAAC.

Resolution No 1:

The IQAC resolved to conduct Orientation Programme for the newly admitted students of both UG and PG on 21st & 22nd September 2016. Academicians of repute may be invited from the institute of national repute within NER and outside the region as well.

Resolution No 2:

Resolved that the Grievance Redressal Cell of the university should be formed as per the guidelines.

Resolution No 3:

The IQAC resolved the four important features related to academics and the NAAC inspection- (a) Improvement in placement record of the students is required; (b) IQAC should be more effective in quality enhancement of academic; (c) e-learning in the academic programmes should increase; (d) Library should be properly digitalised.

Resolution No 4:

Resolved that the models of the best practices in the university need to be made uniform. One of the best practices are- students feedback and its analysis in the department level and showing the answer scripts of the sessional to the students. The members also felt the need for proper records of extension services conducted by the department.

Resolution No 5:

Resolved that the need to have university-industry interaction on a regular basis, requested the authority to arrange for inviting officials from various industries to


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deliver seminar/classroom talks that will help the student in shaping for the professional career.

Resolution No 6:

Resolved to encourage interdisciplinary activities and the departments are suggested to collaborate in various teaching and research programmes with the MoU universities.

Resolution No 7:

Resolved to request that the Training & Placement Cell, being one of the significant cell to bridge the students and placement. It is required for the team of T&P to conduct classes from time to time.

Resolution No 8:

Resolved to request the authority to encourage the faculty members to pursue higher education. For the said purpose, the management is being advised to grant leave etc. for the period.

Resolution No 9:

Resolved to emphasise the importance of a well defined quality parameters as stipulated by NAAC should be followed. The quality parameters and metrics should be referred from central universities and the same to be followed by the department in preparing the report.

Resolution No 10:

Resolved and requested the Registrar to prepare the Annual Report at an early date so that the same can be send to the Hon'ble Visitor & Governor of Meghalaya for his kind consideration.

Resolution No 11:

Resolved and advised to the authority to invite distinguished academicians to form an External Academic Administrative Audit for various departmental activities.


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Resolution No 12:

The IQAC resolved that the research section of the university should be well strengthened and create a centralised system of research activities. The course work should be regular and it is mandatory for the scholars to attend the classes and failing of which the scholars will not be able to write the exam.

Resolution No 13:

Resolved that the project funds or the seed money are kept in a common fund and will be disbursed as and when necessary.

Resolution No 14:

Resolved that for purchasing of equipment for funded projects, the members decided to request the authority to initiate measures to expedite the purchase procedure.

The meeting ended with a vote of thanks.



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MINUTES OF IQAC METING HELD ON 17th DECEMBER 2016

Following were the members present:

1. Dr P G Rao, Hon'ble VC
2. Dr Papiya Dutta
3. Prof Alaka Sharma
4. Nurujjaman Laskar
5. Dr S C Das
6. Dr Alpana Choudhury
7. Dr Parbin Sultana
8. Dr Amit Choudhury
9. Dr Gautam Sharma
10. Dr Azmol H Barbhuiya
11. Ms Mehjabin Rahman
12. Dr J U Choudhury
13. Mr Shamim Goney
14. Mr Warris Talang
15. Mr Sudip Sharma
16. Ms Ailita Kashyap
17. Mr Aditya Das
18. Ms Salora D Shira
19. Dr H K Baruah
20. Mr Santanu M Deka

The convener/ Director of the meeting, at the outset called the meeting and placed before the members the action taken and the agenda of the meeting:

ATR of last meeting:

1. To prepare SSR for NAAC, a team with the IQAC under the supervision of Dr RK Sharma has been formed.
2. The Registrar presented the status of Annual Report.
3. The research course work has been regularised and made strict rules to ensure quality research.
4. Two departments have submitted project proposal and the seed money has been sanctioned by the management.

Agenda No 1: Status of preparation of Self Study Report.

Agenda No 2: Academic Audit.


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Resolution No 1:

Resolved to request the Training & Placement cell to coordinate and provide the data for SSR as per the advise of Dr RK Sharma while presenting the status of SSR.

Resolution no 2:

Resolved to request the authority to provide a larger space for IQAC as it will be dealing with NAAC matters.

Resolution No 3:

Resolved and requested the management to provide the required service pertaining to e-contents, because for the SSR, it is mandatory to upload e-learning of the academic lectures of the faculties.

Resolution No 4:

IQAC resolved to have a audit in the library to be lead by IQAC under the supervision of senior Professors as the library audit is also an important parameter to ensure the books purchased and the list of books to be procured.

Resolution No 5:

Resolved to request the Deans of the schools to give their valuable inputs in regard to the development of programme/course as a part of the Academic Audit.

The meeting ended with the Director thanking the Chairman, the invitees and the internal members.



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MINUTES OF IQAC METING HELD ON 5TH JULY 2017

Following were the members present:

1. Dr P G Rao, Hon'ble VC
2. Dr Papiya Dutta
3. Prof Alaka Sharma
4. Nurujjaman Laskar
5. Dr S C Das
6. Dr Alpana Choudhury
7. Dr Parbin Sultana
8. Dr Amit Choudhury
9. Dr Gautam Sharma
10. Dr Azmol H Barbhuiya
11. Ms Mehjabin Rahman
12. Dr J U Choudhury
13. Mr Shamim Goney
14. Mr Warris Talang
15. Mr Sudip Sharma
16. Ms Ailita Kashyap
17. Mr Aditya Das
18. Ms Salora D Shira
19. Dr H K Baruah
20. Mr Santanu M Deka

The Director of the meeting, at the outset called the meeting and placed before the members the action taken and the agenda of the meeting:

ATR of last meeting:

1. The Bachelor of Physiotherapy will be introduced from the coming academic session after the approval.
2. The list of the identified NAAC coordinators were identified and a meeting was held to brief the NAAC on 19th June 2017.
3. The parking place in front of academic block has been marked by the Dy Registrar(Admin).

Agenda No 1: Analysis of feedback forms.

Agenda No 2: Academic related Issues and proposal for national seminar on HE for the specially-abled students.

Agenda No 3: Orientation programme.


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Resolution No 1:

Resolved that to begin with, feedback must be sought from guardians both at the time of admission and award of the students during convocation because the members felt the necessity for stakeholder feedback on quality related parameters of the university. Also resolved to form a committee to analyse the feedback received from students, from faculties, from guardians and stakeholders.

Resolution No 2:

The IQAC resolved that dissemination of information on quality related parameters on higher education be done through workshops within the university.

Resolution No 3:

IQAC resolved----Keeping at par the guidelines of UGC, to organise a national seminar on the issues in higher Education for the students with disabilities. The brochure for the same have to be prepared by IQAC and the same should be circulated widely.

Resolution No 4:

Resolved and request the authority to conduct the Orientation on 1st week of September 2016 and it was decided that the felicitation programme of UGC-NET and CSIR NET achievers by giving back the entire amount spent during programme.

Resolution No5:

The IQAC resolved that in order to appreciate the faculty in their endeavour, it is important to recognise them through a mechanism of Annual Performance Appraisal. The IQAC member will figure out the parameter and the faculty member will be ranked according to those parameters. After the result, the management is requested to award the faculty according to their performance.

The meeting was concluded by the Director with a thanking note to all the members.



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MINUTES OF IQAC METING HELD ON 26TH APRIL 2017

Following were the members present:

1. Dr P G Rao, Hon'ble VC
2. Dr Papiya Dutta
3. Prof Alaka Sharma
4. Nurujjaman Laskar
5. Dr S C Das
6. Dr Alpana Choudhury
7. Dr Parbin Sultana
8. Dr Amit Choudhury
9. Dr Gautam Sharma
10. Dr Azmol H Barbhuiya
11. Ms Mehjabin Rahman
12. Dr J U Choudhury
13. Mr Shamim Goney
14. Mr Warris Talang
15. Mr Sudip Sharma
16. Ms Ailita Kashyap
17. Mr Aditya Das
18. Ms Salora D Shira
19. Dr H K Baruah
20. Mr Santanu M Deka

The convener/ Director of the meeting placed before the members the action taken and the agenda of the meeting:

ATR of last meeting:

1. The placement record is being updated and mechanism to connect the alumni is on the process.
2. IQAC office has been shifted to the first floor of Block C with the required provisions.
3. The departments have presented their activities in presence of Hon'ble VC and the deans of respective schools and were graced by the invited academicians.
4. Annual Report published and submitted to HE The Governor of Meghalaya.
5. Scholarship Committee has been formed under the Students Welfare Forum.
6. Computerisation of office and administration have been done.


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- Agenda No 1: Evaluation of Annual Report.
- Agenda No 2: Quality Assessment and Self evaluation.
- Agenda No 3: Quality Indicator Framework.
- Agenda No 4: Curriculum enrichment.
- Agenda No 5: Status of Self Study Report.
- Agenda No 6: Research publications and patent.

Resolution No 1:

Resolved to thank the Registrar for preparing Annual Report and the same has been submitted to the IQAC for further corrections, if any.

Resolution No 2:

Resolved that a committee should be formed comprising of external and internal academicians and faculties to visit each and every department, centre and section of the university and to discuss with students, faculty members, staffs and officials for quality assessment and self evaluation.

Resolution No 3:

Resolved that the provisions of partial waiver or complete waiver of fees to few economically disadvantaged students should be made with due considerations to the availability of funds.

Resolution No 4:

The IQAC resolved and requested the authority to organise a workshop for the benefits of faculties in preparing the report in the department level. The workshop should be lead by the experts who works on the UGC matters and to sensitise the faculty members about the NAAC framework.

Resolution No 5:

Resolved that for the curriculum enrichment, all faculties meeting with Hon'ble VC needs to be held to review the present syllabus offerings versus the demand in the society/market. It was decided to conduct the exercise and offer counselling as and when required.


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Resolution No 6:

Resolved to request the authority by seeing the academic growth in applied medical sciences, to start Physiotherapy, Nursing and Pharmacy in the coming semesters.

Resolution No 7:

Resolved to nominate one faculty from each department as NAAC Coordinator who will accumulate all information regarding the department since inception. The IQAC will identify the faculty members for the preparation of report.

Resolution No 8:

Resolved to regularise and expedite the process of SSR, that a committee named as "NAAC Inspection Preparedness Committee" under the leadership of Prof Amarjyoti Choudhury, Hon'ble VC should be formed. The members of the committee to be selected by Hon'ble VC.

Resolution No 9:

Resolved to request the authority as---with the increased student strength, the numbers of vehicles have also increased. Hence there is a need for provision of centralised parking as well as parking near the academic block need to be made.

Resolution No 10:

Resolved to suggest the Dy. Registrat (Admin) to develop a mechanism to prevent the wastage of electricity and water by adopting effective measures and authority should be requested to pave way for green and environment friendly energy sources in the campus.

The meeting concluded with a vote of thanks.



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MINUTES OF IQAC METING HELD ON 30TH NOVEMBER 2017

Following were the members present:

- 1. Dr P G Rao, Hon'ble VC**
- 2. Dr Papiya Dutta**
- 3. Prof Alaka Sharma**
- 4. Nurujjaman Laskar**
- 5. Dr S C Das**
- 6. Dr Alpana Choudhury**
- 7. Dr Parbin Sultana**
- 8. Dr Amit Choudhury**
- 9. Dr Gautam Sharma**
- 10. Dr Azmol H Barbhuiya**
- 11. Ms Mehjabin Rahman**
- 12. Dr J U Choudhury**
- 13. Mr Shamim Goney**
- 14. Mr Warris Talang**
- 15. Mr Sudip Sharma**
- 16. Ms Ailita Kashyap**
- 17. Mr Aditya Das**
- 18. Ms Salora D Shira**
- 19. Dr H K Baruah**
- 20. Mr Santanu M Deka**

The Director of the meeting welcomed the members and placed before the members the action taken and the agenda of the meeting:

ATR of last meeting:

1. National Seminar on "Issues in Higher Education for the students with disabilities" was organised jointly in collaboration with Indian Institute of Research and Development for differently-abled on 16th September 2017.
2. Orientation Programme for more than 2000 new graduates of 38 disciplines was organised on 6th September, 2017 and was graced by Prof Gautam Biswas, Director, IITG


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3. Four students were felicitated on their achievement in UGC –NET and CSIR – NET.
4. Annual Performance Day was organised by handing over 40 excellence award to the performer faculty members in presence of the Governor of Meghalaya, Shri Ganga Prasad.

Agenda No 1: Review of self study Report.

Agenda No 2: Status of short term and value added courses.

Agenda No 3: Research related Issues.

Resolution No 1:

Resolved that the NAAC coordinators are advised for preparing the NAAC report with their team of respective department.

Resolution No 2:

Resolved that the NAAC coordinators should be guided extensively by reputed academicians with brainstorming session. It was decided to request the authority to invite Prof G D Sharma of Bilashpur University to interact with the coordinators.

Resolution No 3:

The IQAC resolved that sort term courses should be conducted on a regular basis by keeping students interest as a priority and also discussed the outcome of short term courses and found that the course has helped the students.

Resolution No 4:

Resolved that as per the request of the faculties of Department of Earth Sciences, a GIS-laboratory is to be developed. Faculties handling the existing laboratories are requested to prepare a proposal for consideration.

The Director concluded the meeting with a thanking note.



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MINUTES OF IQAC METING HELD ON 11TH JANUARY 2018

Following were the members present:

- 1. Dr P G Rao, Hon'ble VC**
- 2. Dr Papiya Dutta**
- 3. Prof Alaka Sharma**
- 4. Nurujjaman Laskar**
- 5. Dr S C Das**
- 6. Dr Alpana Choudhury**
- 7. Dr Parbin Sultana**
- 8. Dr Amit Choudhury**
- 9. Dr Gautam Sharma**
- 10. Dr Azmol H Barbhuiya**
- 11. Ms Mehjabin Rahman**
- 12. Dr J U Choudhury**
- 13. Mr Shamim Goney**
- 14. Mr Warris Talang**
- 15. Mr Sudip Sharma**
- 16. Ms Ailita Kashyap**
- 17. Mr Aditya Das**
- 18. Ms Salora D Shira**
- 19. Dr H K Baruah**
- 20. Mr Santanu M Deka**

The Director of IQAC at the outset called the meeting and placed before the members the action taken and the agenda of the meeting:

ATR of last meeting:

1. Prof G D Sharma had interaction with the NAAC coordinators for a couple of days and he briefed about the criteria of NAAC inspection.
2. Lt Gen. Zameer Uddin Shah, Former VC, Aligarh Muslim University addressed the faculty members and delivered a talk on "Art of a good teacher" that motivated the


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NAAC coordinators as well to define the criteria that are considered to be the basic of teaching-learning process.

Agenda No 1: Academic Audit.

Agenda No 2: Review of self study report.

Resolution No 1:

Resolved that the total number of 13 students who had cleared UGC NET from the university will be felicitated as per the norms of the University. And also IQAC congratulated them. The date of felicitation has been fixed tentatively on 3rd week of January 2018.

Resolution No 2:

Resolved to request the HoDs of the department should present their achievement and the activities in the form of Academic Audit in presence of Hon'ble VC and other distinguished academicians. As the NAAC process is going on, the HoDs are requested to present their respective department since inception.

Resolution No 3:

Resolved to request the Deans--- With the objective to encourage collaborative research and teaching, to organise faculty seminar on every alternate Saturday. It is expected that this will enhance the culture of research and development in the campus.

Resolution No 4:

Resolved to request Dy Registrar (Admin) to look into the transport facilities as the number of students and employees have increased and facilitate the same.

Resolution No 5:

IQAC resolved that the wastes of kitchen and hostels need to be collected properly and a waste management system to be developed for the management of waste in the campus.

The meeting was concluded with a thanking message to the members.



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IQAC, USTM**



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

MINUTES OF IQAC METING HELD ON 4TH MAY 2018

Following were the members present:

1. Dr P G Rao, Hon'ble VC
2. Dr Papiya Dutta
3. Prof Alaka Sharma
4. Nurujjaman Laskar
5. Dr S C Das
6. Dr Alpana Choudhury
7. Dr Parbin Sultana
8. Dr Amit Choudhury
9. Dr Gautam Sharma
10. Dr Azmol H Barbhuiya
11. Ms Mehjabin Rahman
12. Dr J U Choudhury
13. Mr Shamim Goney
14. Mr Warris Talang
15. Mr Sudip Sharma
16. Ms Ailita Kashyap
17. Mr Aditya Das
18. Ms Salora D Shira
19. Dr H K Baruah
20. Mr Santanu M Deka

The Director of IQAC placed before the members the action taken and the agenda of the meeting:

ATR of last meeting:

1. On 20th January 2018 13 achievers of UGC NET were felicitated by the Hon'ble Chancellor.
2. Every alternate Saturday, the departments have submitted their schedule to the respective Dean for regular faculty seminar.
3. 1 Winger and 2 bus were purchased to meet the demand of students and employees.


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Agenda No 1: Evaluation on incremental improvements of the present cell.

Agenda No 2: Quality Indicator Framework.

As the tenure of the present committee is on the final stage, the IQAC members had a robust evaluation of the decisions and activities that was carried out by the committee. The present committee had initiated the work of NAAC and the coordinators of each department were identified. The coordinators attended several sessions as a part of their preparing report.

Resolution No 1:

IQAC resolved that the steps are to be initiated to create good and updated facility of laboratory, classrooms and workshops to improve the quality of education. The HoDs are requested to approach the Registrar if required.

Resolution No 2:

Resolved to encourage the faculty members and research scholars to publish their original research paper in the UGC approved list of journals. The outcomes of the research are to be disseminated among the scholars group on a regular interval.

Resolution No 3:

The IQAC resolved about research output and it was advised that in every semester laboratory stock taking need to be done. The meeting proposed that the Dean of the respective schools will assess the research output and try to remove obstacles hindering research output and emphasise on quality output.

Resolution No 4:

IQAC advised to upload the e-resources from the faculty members at a regular interval as this will develop the outreach activities of the department.

The Director ended the meeting with a vote a thanks to the members of the entire IQAC team.



Director, IQAC

**Director
IQAC, USTM**