



OFFICE OF THE REGISTRAR
UNIVERSITY OF SCIENCE AND TECHNOLOGY MEGHALAYA

NOTIFICATION

The **Internal Quality Assurance Cell (IQAC)** of University of Science and Technology Meghalaya is revised as follows due to the induction of new members as well as changes in positions of some of the members, as per the guidelines of NAAC superseding the earlier notification vide notice no NO.USTM/REG/IQAC/2021/68 dated 15.02.2021 :

Sl No	Name	Designation
01	Dr. G. D. Sharma, Vice Chancellor, USTM	Chairperson
02	Dr. A. H. Barbhuiya, Associate Professor, Dept. of Chemistry	Director
03	Dr. Monalisa B. Deka, Dy. Director, Research	Joint Director
04	Dr. Balendra Kumar Das, Director, Administration	Member
05	Ms. Anju Hazarika, Registrar	Member
06	Dr. Nurujjaman Laskar, Controller of Examination and Admission	Member
07	Ms. Polly Borgohain, Director, University Classes	Member
08	Er. Debasish Saha, Director, Operations	Member
09	Mr. Shamim Goney, Dy. Registrar (Admin)	Member
10	Dr. Enamul Karim, Professor, Dept. of Chemistry & Dean, School of Applied Sciences	Member
11	Dr. Amit Choudhury, Professor, Dept. of Business Administration & Dean, School of Business Sciences	Member
12	Dr. Baharul Islam, Associate Professor & Dean, University School of Law & Research	Member
13	Departmental IQAC Coordinators (5 Faculty members on rotation)	Member
14	Ms. Mehjabin Rahman, Principal Secretary, ERDF	Member
15	Ms. Trinity Saioo, Local Nominee	Member
16	Mr. Arnavneel Sarma, Student Representative	Member
17	Mr. Zayed Choudhury, Alumni Representative	Member
18	Mr. Anupam Deka, MD, SRD Group, Industry Representative	Member

The term of office of the members is for a period of two years with effect from the date of issue of the above notification or until further notification whichever is earlier.

Sd/-
Registrar

NO.USTM/REG/IQAC/2021/191(A)

Date: 15.11.2021

Copy to:

1. PS to Hon'ble Chancellor, for kind appraisal of Hon'ble Chancellor, USTM
2. PS to Hon'ble Vice Chancellor, for kind appraisal of Hon'ble Vice Chancellor, USTM
3. All Deans
4. All HODs
5. Concerned members as mentioned
6. Office File


Registrar

Registrar
University of Science & Technology,
Meghalaya



University Of Science & Technology, Meghalaya

Action Taken Report of 36th IQAC Meeting

Resolution No.	Action Taken
<u>Resolution No 36:01:01:</u>	<p>Issued Circular to concerned authority regarding conduction of Orientation Programme for newly enrolled students vide circular No: USTM/IQAC/OD/2021/27. dated : 04/09/2021</p> <p>The following departments conducted Orientation Programme:</p> <ul style="list-style-type: none"> ➤ Computer Science & Electronics ➤ Business Administration ➤ Pharmacy ➤ English ➤ Sociology ➤ Political Science ➤ Commerce ➤ Psychology ➤ Social Work ➤ Law ➤ Applied Biology ➤ Mathematics ➤ Earth Science ➤ Education ➤ Economics ➤ Zoology ➤ Physiotherapy
<u>Resolution No 36:04:02:</u>	Issued circular to the HoDs to analyses the feedback collected from the stakeholders.
<u>Resolution No 36:03:03:</u>	Issued Circular to concerned authority regarding conduction of Induction Programme for newly appointed faculty members.
<u>Resolution No 36:04:04:</u>	<p>Issued circular to concerned authority to conduct demonstration on smart classroom resources and utilization vide circular No. USTM/IQAC/OD/2021/28 dated : 18/09/2021</p> <p>The demonstration was conducted as per the following schedule:</p>

	Date	Time	Department
	21.09.2021	12:30-1:30 PM	Rural Development Applied Biology Business Administration Earth Science Sociology English
		1:30-2:30 PM	Mathematics Botany Commerce Computer Science Chemistry PQSE
		2:30-3:30 PM	Library Science & Information Science Zoology Economics Physics Social Work Political Science
<u>Resolution No 36:04:05:</u>	Issued circular to Academic Registrar to initiate the process of submission of research proposals by CIIE, USTM.		
<u>Resolution No 36:04:06:</u>	A brainstorming session on LOCF was conducted by Academic Registrar on 19 th September 2021 at IQAC office where HoD and two senior faculty members attended the Orientation Programme.		
<u>Resolution No 36:07:07:</u>	Issued Circular to concerned authority to enhance healthcare facilities in the campus vide circular No. USTM/IQAC/OD/2021/21 dated: 20/07/2021		
<u>Resolution No 36:08:08:</u>	Issued Circular to concerned authority I. For notifying the concerned authority to issue notification to all faculty to report to		

	<p>campus so as to speed up NAAC preparation.</p> <p>II. Requesting key officials to visit departments for document verification.</p> <p>Accordingly visit to all departments were made by a team consists of Registrar, Academic Registrar, CoE, Director, University Classes & Dy Registrar (Admin).</p>
<u>Resolution No 36:10:10:</u>	<p>Requested the authority to renovate and take all necessary measures for regular maintenance of infrastructure facilities including sanitisation post pandemic.</p>



Director, IQAC

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UNIVERSITY OF SCIENCE AND TECHNOLOGY, MEGHALAYA

Minutes of the 36th IQAC Meeting

The 36th IQAC meeting of the University of Science and Technology, Meghalaya was held on 3rd September 2021 in the conference hall, IQAC office under the Chairmanship of Hon'ble Chancellor and Hon'ble Vice Chancellor USTM.

Members Present in the meeting were:

Sl No	Name	Designation	Signature
1	Dr. G. D Sharma, Vice Chancellor, USTM	Chairperson	G. D. Sharma 03.09.2021
2	Dr. Papiya Dutta, Associate Professor, Dept. of Rural Development	Director	P. Dutta
3	Dr. Swati Baishya, Dy.Registrar(Academics)	Dy.Director	Baishya
4	Dr. Balendra Kumar Das, Director, Administration	Member	B. Kumar Das 03/09/21
5	Ms. Anju Hazarika, Registrar	Member	A. Hazarika
6	Dr. A. H. Barbhuiya, Academic Registrar	Member	A. H. Barbhuiya 03/09/2021
7	Dr. Nurujjaman Laskar, Controller of Examination and Admission	Member	N. Laskar 03/09/2021
8	Ms. Polly Borgohain, Director, University Classes	Member	P. Borgohain 03/09/2021
9	Mr. Debasish Saha, Director, Operations	Member	D. Saha
10	Mr. Shamim Goney, Dy.Registrar(Admin)	Member	S. Goney 3/9/2021
11	Prof. D. K Sharma, Professor, Dept. of Zoology	Member	D. K. Sharma 3/9/2021
12	Prof. J.N. Ganguly, Professor, Dept. of	Member	J. N. Ganguly

	Chemistry		
13	Dr. Rashmi Baruah , Associate Professor, Dept. of Business Administration	Member	
14	Dr. Sandeep Gupta, Assistant Professor, Dept. of Sociology	Member	
15	Dr. Abdur Rashid, Assistant Professor, Dept. of Commerce <i>Associate</i>	Member	
16	Dr. Sony Kumari, Assistant Professor, Dept. of Applied Biology	Member	
17	Dr. Nitu Borgohain, Assistant Professor, Dept. of Physics	Member	
18	Ms. Mehjabin Rahman, Nominee from the Management	Member	
19	Mr. Vinsen Marak, Local Headman	Member	
20	Ms. Abhilasha A Barman, Students Representative	Member	
21	Ms. Kasturi Sarma, Alumni Representative	Member	
22	Mr. Bidyananda Borkakoti, NETA, Industry Representative	Member	

The Director IQAC welcomed the members to the meeting and started the proceedings of the meeting

Agenda No 1: Induction Program for the new batch

As classes for newly admitted batch of students for the Academic Session 2021-22 will commence from 10th of September in a phase wise manner, Induction Program is to be conducted for the students.

Resolution No 36:01:01 :

It is resolved to request the authorities to conduct the Orientation Program as per UGC Guidelines and invite Resource Persons from Premium Institutions along with speakers from psychology background and other concerned discipline.

Agenda No 2: Feedback Analysis& Action Taken

It is observed that the departments have collected the feedback from the last outgoing batch of students, hence the analysis report may be shared with IQAC for further action.

Resolution No 36:02:02:

Resolved to analyze the feedbacks reports and take necessary actions.

Agenda No 3: Induction Program for newly appointed faculty

Resolution No 36:03:03:

Resolved to request concerned authorities to conduct Orientation Program on Vision, Mission & Goals of USTM for all newly appointed faculty members in presence of Higher Officials and Senior Faculty members of USTM.

Agenda No 4: Training on ICT tools for faculty.

Resolution No 36:04:04:

Resolved to request concerned authorities to conduct hands on training in LMS, EMS handling and recent ICT technologies for all faculty members.

Agenda No 5: Workshop on submission of Research Proposals to Government and Non Government Agencies

Resolution No 36:05:05:

Resolved to request Research Division, USTM and Centre for Innovation, Incubation and Entrepreneurship (CIIE) USTM to immediately plan and propose workshop on submission of Research Proposals to Government and Non Government Agencies for interested faculty members.

Agenda No 6: Orientation Program on LOCF

Resolution No36:06:06:

Resolved to conduct orientation Program on LOCF as per UGC Guidelines for faculties of all departments.

Agenda No 7: Maintenance of Covid Protocol and Health Awareness Initiative

Resolution No 36:07:07:

Resolved to request concerned authority to create awareness and strict adherence on maintenance of Covid Protocol in the campus and also take initiatives for other Healthcare facilities for the teaching and non teaching members.

Agenda No 8: NAAC Peer Team Visit

Resolution No 36:08:08:

Resolved the following considering the upcoming NAAC Peer Team Visit

- To expedite the work it is necessary for the HoDs to have frequent interaction of the departments with Hon'ble Chancellor and Hon'ble Vice Chancellor.
- Phase wise Presentation by the departments in the IQAC conference hall in presence of Hon'ble Chancellor and Hon'ble Vice Chancellor
- Visit of key officials to the departments for document verification.
- Conduct Mock inspection.

Agenda No 9: Enrolment of faculty members in ARPIT

Resolution No 36:09:09:

Resolved to advice faculty members to enroll in ARPIT Faculty Development Programmes from SWAYAM Portal.

Agenda No 10: Renovation of the infrastructure facilities

It has been observed that during lockdown period as most of the facilities especially Laboratories were closed they require white washing and renovation hence departments are requested to coordinate with the concerned authorities.

Resolution No 36:10:10:

Resolved to request concerned authority to immediately renovate and check maintenance of infrastructure facilities and also white wash all the laboratories.



Director, IQAC



Vice Chancellor, USTM

Director, IQAC
USTM



University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Meeting of the IQAC on 11th, Nov-2021

37TH MEETING AGENDA

The following is the agenda for the meeting of the IQAC to be held on 11th, Nov-2021

A.No.1: Action Taken Report. The action taken report is enclosed.

A.No.2: Taking care of development of E resource Centre & driving the digital presence of online curriculum

A No.3: Making Participation in ODL & Online education after requisite program

A No.4: To start a culture of research and a competitive atmosphere amongst faculty members should be developed so as to ignite the innovative passion amongst them

A No.5: The implementation of IQAC Archive software for uploading reports of activities held in the academic session 21-22



37th IQAC MEETING

Date: 11-11-2021

Venue: IQAC Conference Hall

Minutes of Meeting

A meeting was held with High Officials & other IQAC members in the presence of Hon'ble Chancellor. The following members were present:

Sl. No	Name of Members	Designation	Status
01	Dr. G.D Sharma	Vice Chancellor,USTM	Chairperson
03	Dr.B.K.Das	Director(Admin),USTM	Member
04	Dr. A H Barbhuiya	Academic Registrar,USTM	Director
05	Dr.Monalisa B Deka	Dy.Director,Research	Joint Director
06	Ms.Anju Hazarika	Registrar,USTM	Member
07	Dr. Nurujjaman Laskar	COEA,USTM	Member
08	Ms.Polly Borgohain	DUC,USTM	Member
09	Er.Debasish Saha	Director,Operations	Member
10	Mr.Shamim Goney	Dy.Registar(Admin)	Member
11	Dr. Enamul Karim	Professor.Dept of Chemistry & Dean ,School of Applied Sciences	Member
12	Dr. Amit Choudhury	Professor.Dept of Business Sciences & Dean ,School of Business Sciences	Member
13	Dr.Baharul Isam	Associate Professor & Dean USLR	Member
14	Ms.Mehjabin Rahman	Principal Secretary,ERDF	Member
15	Ms.Trinity Saloo	Local Nominee	Member
16	Mr.Arnaveel Sarmah	Student Representative	Member
17	Mr.Zayed Choudhury	Alumni Representative	Member

Welcome address was delivered by Dr.A H Barbhuiya, Director, IQAC

Hon'ble Chancellor & Hon'ble Vice Chancellor of USTM congratulated all the USTM family for getting 'A' grade in the first cycle of NAAC assessment. It was also stressed and urged upon all to work towards A++ Grade by 2026 assessment in 2nd cycle.

On the basis of NAAC recommendation Action Taken Report

- **Resolution No.1:** Director IQAC suggested taking care of development of E resource Centre & driving the digital presence of online curriculum.
Action Taken: E-Resource Center has been developed and looked after and faculties are delivering their E-content lectures in the state of research Center which are been uploaded to online platforms.
- **Resolution No.2:** Hon'ble Vice Chancellor suggested making Participation in ODL & Online education after requisite program.
Action Taken: Technical service providers are being contacted for collaboration. Meanwhile in house offering of online courses is also under consideration.
- **Resolution No.3:** It was suggested by Hon'ble Chancellor to start a culture of research and a competitive atmosphere amongst faculty members should be developed so as to ignite the innovative passion amongst them.
Action Taken: Competitive atmosphere of Research can be seen among the different departments. Two days Hands-on training program was organized from 4th to 5th March 2022 by ARC on Gas Chromatography-Mass Spectrometry (GCMS) and Atomic Absorption Spectrometry (AAS).
- **Resolution No.4:** Hon'ble Chancellor also suggested the implementation of IQAC Archive software for uploading reports of activities held in the academic session-21-22.
Action Taken: IQAC Archive software is fully functional where reports are being uploaded for the academic session 2021-22. All backlogs of reports upload has been completed.

Agenda No 1: IQAC: Taking care of development of E resource Centre & driving the digital presence of online curriculum.

- **Resolution:** Director IQAC suggested taking care of development of E resource Centre & driving the digital presence of online curriculum.

Agenda No.2: IQAC: Making Participation in ODL & Online education after requisite program.

Resolution: Hon'ble Vice Chancellor suggested making Participation in ODL & Online education after requisite program.

Agenda No.3: IQAC: To start a culture of research and a competitive atmosphere amongst faculty members should be developed so as to ignite the innovative passion amongst them.

- **Resolution:** It was suggested by Hon'ble Chancellor to start a culture of research and a competitive atmosphere amongst faculty members should be developed so as to ignite the innovative passion amongst them.

Agenda No.4: IQAC: The implementation of IQAC Archive software for uploading reports of activities held in the academic session-21-22.

- **Resolution:** Hon'ble Chancellor also suggested the implementation of IQAC Archive software for uploading reports of activities held in the academic session-21-22.



Director, IQAC

Date: 11-11-2021

Venue: IQAC Conference Hall

A Meeting was held with High Officials & other IQAC members in the presence of Hon'ble Chancellor.

The members present were:

Sl No	Name	Designation	Signature
1	Dr. G.D. Sharma, Hon'ble Vice Chancellor	Chairperson	G.D. Sharma 11.11.2021
2	Shri. Mahbubul Hoque, Hon'ble Chancellor	Special Invitee	
3	Dr.R.K.Sharma,Advisor	Special Invitee	R.K.Sharma 11.11.21
4	Dr.A.H.Barbhuiya, Associate Professor, Department of Chemistry	Director,IQAC	DAB
5	Dr.Monalisa Bora Deka,Dy.Director,Research	Joint Director	Bose
6	Dr.Balendra Kumar Das, Director,Administration	Member	
7	Ms.Anju Hazarika,Registrar	Member	
8	Dr.Nurujjaman Laskar,COEA	Member	
9	Ms.Polly Borgohain,Director,University Classes	Member	
10	Er.Debasish Saha,Director,Operations	Member	
11	Mr.Shamim Goney, Dy.Registrar(Admin)	Member	
12	Dr.Enamul Karim, Professor,Dept. of Chemistry & Dean,School of Applied Sciences	Member	
13	Dr. Amit Choudhury, Professor,Dept.of Business Administration & Dean, School of Business Sciences	Member	
14	Dr.Baharul Islam, Associate Professor & Dean, University School of Law & Research	Member	4/11/2021
15	Departmental IQAC Coordinators (5 members on rotation)	Member	
16	Ms. Mehjabin Rahman, Principal Secretary,ERDF	Member	
17	Ms.Trinity Saloo, Local Nominee	Member	
18	Mr. Arnaveel Sarma, Student Representative	Member	Arnaveel Sarma
19	Mr. Zayed Choudhury,Alumni Representative	Member	
20	Mr.Anupam Deka,MD,SRD Group, Industry Representative	Member	



University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Meeting of the IQAC on 2nd, Dec-2021

38th MEETING AGENDA

The following is the agenda for the meeting of the IQAC to be held on 2nd, Dec-2021

A.No.1: Action Taken Report. The action taken report is enclosed.

A.No.2: Best Practices to be handed over to the departments.

A No.3: Best Practices to be followed



38th IQAC Meeting

Date: 02-12-2021

Venue: IQAC Conference Hall

Minutes of Meeting

The Hon'ble Chancellor called forth an interaction with HODs and High officials at the IQAC conference hall to discuss and finalize the Departmental IQAC coordinators.

The list of attendees are as follows:

Name	Designation
Dr. A.H. Barbhuiya	Academic Registrar and IQAC Director
Dr. N. Laskar	Controller of Examination and Admission
Ms. Poly Borgohain	Director, University Classes
Er. Debasish Saha	Director Operations and Acting Director IQAC
Dr. Sanchita Roy	HoD, Department of Physics
Dr. Gitumani Sarma	HoD, Department of Mathematics
Dr. Dipankar Dutta	HoD, Department of Zoology
Dr. Bhairab Sarma	HoD, Department of Computer Science and Electronics
Dr. Nazeer Hussain	HoD, Department of Political Science
Dr. Eahya Al Huda	HoD, Department of Earth Science
Dr. Mahsina Rahman	HoD, Department of Economics
Mr. Shofiur Rahman	Asst. Professor, Department of Economics
Dr. P.K. Baruah	HoD, Department of Botany
Dr. Sony Kumari	HoD, Department of Zoology
Dr. Papiya Dutta	HoD, Department of Rural Development
Nandita Barman	HoD, Department of Library & Information Science
Dr. Sarifuddin Gazi	HoD, Department of Chemistry
Dr. Pallab Kalita	Department of Pharmacy
Dr. Md. Abdur Rashid	HoD, Department of Commerce
Aiborlang Sylliang	HoD, Department of Khasi
Ms. Sangita Mahanta	Asst. Professor, Department of Social Work
Dr. Khugatoli V. Aye	HoD, Department of Sociology
Dr. Pooja Chaudhuri	HoD, Department of Physiotherapy
Ms. Pramasa Saikia	Asst. Professor, Department of English
Dr. Saru Joshi	HoD, PQHSE
Mayur Jyoti Bhuyan	Administration
Zarine Hussain	Administration
Hitesh S. Dutta	Administration
Pulak Gogoi	Administration

- **Resolutions and Action Taken Report against 37th IQAC Meeting held on 11.11.2021**

- **Resolution No.1:** Director IQAC suggested taking care of development of E resource Centre & driving the digital presence of online curriculum.

Action Taken: E-Resource Center has been developed and looked after and faculties are delivering their E-content lectures in the state of research Center which are been uploaded to online platforms.

- **Resolution No.2:** Hon'ble Vice Chancellor suggested making Participation in ODL & Online education after requisite program.

Action Taken: Technical service providers are being contacted for collaboration. Meanwhile in house offering of online courses is also under consideration.

- **Resolution No.3:** It was suggested by Hon'ble Chancellor to start a culture of research and a competitive atmosphere amongst faculty members should be developed so as to ignite the innovative passion amongst them.

Action Taken: Competitive atmosphere of Research can be seen among the different departments. Two days Hands-on training program was organized from 4th to 5th March 2022 by ARC on Gas Chromatography-Mass Spectrometry (GCMS) and AtomicAbsorptionSpectrometry (AAS).

- **Resolution No.4:** Hon'ble Chancellor also suggested the implementation of IQAC Archive software for uploading reports of activities held in the academic session-21-22.

Action Taken: IQAC Archive software is fully functional where reports are being uploaded for the academic session 2021-22. All backlogs of reports upload has been completed.

Recommendations from NAAC

1. IQAC & Academic Registrar's Office to do the proper monitoring of the activities of the University. It was suggested that feedbacks are taken from stakeholders analyzed and rectifications should be made so that the teaching-learning process flows in a structured manner.

Action Taken: Feedback system is being constantly monitored from the office of Director, University classes and requisite action is being taken in consultation from Vice- Chancellor & Registrar.

2. IQAC in coordination with BOM should come up with effective strategic plans for future development of the University.

Action Taken: IQAC and BOM strategizing for the development of the University.

3. Academic Registrar's Office & Research Division along with Vice Chancellor were to take the responsibility of introduction of more PG courses, new school system and research programmes in emerging areas.

Action Taken: Academic Registrar's Office, Research Division along with VC are planning to introduce new courses, research programs in emerging areas.

4. IQAC, Center for Innovation Incubation & Entrepreneurship and Research Division should take care of more Faculty development programmes and research projects to be introduced to motivate the faculties.

Action Taken: IQAC, CIEE, Research Division are coming up with Faculty Development Programs and research projects to introduce.

An FDP on E -Content development will be organized by Teaching Learning Center, Tezpur University in association with USTM from 4th April, 2022 to 8th April, 2022. Many are in the pipe line based on training need identification of the faculty members.

5. Updating & Installation of new facilities like research, regarding construction of buildings, staff quarters & more hostels all to be operated from Registrar's Office & IQAC.

Action Taken: New facilities for Research are being installed and updated.

Agenda No 1: IQAC: IQAC Officers to be deputed to assist departments.

Resolution: IQAC officers will assist the departments in completion of the allotted targets as per Departmental Charter.

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Agenda No.2: IQAC: Departmental Best practices to be identified.

Resolution: Departments must identify best practice for their individual departments and nurture it which will be reflected in the second cycle of NAAC.

Agenda No.3: IQAC: Innovative ideas to be discussed.

Resolution: Faculty must discuss and come up with innovative topics so that research projects can be carried out in those topics.

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Agenda No.4: IQAC: Faculty IQAC Coordinators to be identified departmentwise and reported in consultancy with the administrative authority.

Resolution: HODs to nominate a faculty as IQAC coordinator from their respective departments by the end of the next day and informed that after consulting with administrative authority will appoint new coordinators. The Circular regarding the appointment of IQAC coordinators is attached herewith.


Director, IQAC

VENUE:- IQAC CONFERENCE HALL

Date:- 2/12/2021

Time:- 12.15 PM

A Meeting with Respective HODs and High Officials to finalize the faculty Co-ordinator in presence of Hon'ble Chancellor Sir.

The following respective members present are as follows:-

L.N.O	Name	Department	Signature
01	Maheina Rahman	Economics	Maheina Rahman
02	Shofique Rahma.	Economics	Shofique Rahma
03	P. K. Bannar.	Botany	P. K. Bannar
04	Dr. Sony Kumari	Applied Bio.	Dr. Sony Kumari
05	Dr. Gitanjali Sarma	Mathematics	Dr. Gitanjali Sarma
06	Dr. Papiya Dutta	Rural Development	Dr. Papiya Dutta
07	Nandita Barman	Lib. & Info. Science	Nandita Barman
08	Dr. Bhairab Sarma	CSE	Dr. Bhairab Sarma
09	Dr. Sarifuddin Gazi	Chemistry	Dr. Sarifuddin Gazi
10	Dr. Pallab Kalita	Education	Dr. Pallab Kalita
11	Dr. Md. Abdur Rashid	Commerce	Dr. Md. Abdur Rashid
12	Dr. Sanchita Roy	Physics	Dr. Sanchita Roy
13	Aibekiang Syluang	Khasi	Aibekiang Syluang
14	Sanyika Medhanta	Social Work	Sanyika Medhanta
15	Dr. Kinghath V. Aye	Sociology	Dr. Kinghath V. Aye
16	Dr. Pooja Chaudhuri	Physiotherapy	Dr. Pooja Chaudhuri
17	Pranabisa Saikia	English	Pranabisa Saikia
18	Pulak Gogoi	Administration	Pulak Gogoi
19	Mayur Gouti Bhuyan	Administration	Mayur Gouti Bhuyan
20	Zaine Hussain	Administration	Zaine Hussain
27	Dr. Md. Nazeer Hussain	Political Sci.	Dr. Md. Nazeer Hussain

A meeting with Respective HODs and High Officials to finalize the faculty Co-ordinator in presence of Honble Chancellor Sir.

The following respective members present are as follows:-

NO	Name.	Department	Signature.
	Mahima Rahman	Economics	Mahima Rahman
	Shofiwe Rahma.	Economics	Shofiwe Rahma
	P. K. Barmah.	Botany	P. K. Barmah
	Dr. Sony Kumari	Applied Bio.	Dr. Sony Kumari
	Dr. Gritamani Sarma	Mathematics	Dr. Gritamani Sarma
	Dr. Papiya Dutta	Rural Development	Dr. Papiya Dutta
1.	Nandita Barman	Lib. & Info. Science	Nandita Barman
2	Dr. Bhairabi Saha	CSE	Dr. Bhairabi Saha
3	Dr. Sarifuddin Gazi	Chemistry	Dr. Sarifuddin Gazi
4	Dr. Pallab Kalita	Pharmacy	Dr. Pallab Kalita
	Dr. Md. Abdur Rashid	Commerce	Dr. Md. Abdur Rashid
	Dr. Sanchita Roy	Physics	Dr. Sanchita Roy
3	Aiborlang Sefiang	Khasi	Aiborlang Sefiang
14	Sanyoka Medhanta	Social Work	Sanyoka Medhanta
5.	Dr. Kughatohi V. Aye	Sociology	Dr. Kughatohi V. Aye
6.	Dr. Pooja Chaudhuri	Physiotherapy	Dr. Pooja Chaudhuri
17.	Pranasa Saikia	English	Pranasa Saikia
18	Pulak Gogoi	Administration	P. Gogoi
19.	Mayur Gouti Bhuyan	Administration	Mayur Gouti Bhuyan
20.	Zarine Hussain	Administration	Zarine Hussain
21.	Dr. Md. Nazeer Hussain	Political Sci	Dr. Md. Nazeer Hussain
22.	Gitesh S. Dutta.	Administration	G.S. Dutta.
8	Dr. Sam Gosh	P&HSE	Dr. Sam Gosh
9	Dr A H Barbling	Academic Regisr	Dr A H Barbling
0	Polly Borgohain	DVC	Polly Borgohain

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University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Meeting of the IQAC on 20th ,Dec-2021

39TH MEETING AGENDA

The following is the agenda for the meeting of the IQAC to be held on 20th ,Dec-2021

A.No.1: Action Taken Report. The action taken report is enclosed.

A.No.2: Best Practices to be handed over to the departments.

A No.3: Best Practices to be followed



39th IQAC MEETING

Date: 20-12-2021

Venue: IQAC Conference Hall

Minutes of meeting

A meeting with IQAC Co-coordinators in the presence of Hon'ble Chancellor, USTM. The meeting was held in the IQAC Conference Hall.

The members present are as follows:

Name	Designation
Er. Debasish Saha	Director Operations and Acting Director IQAC
Dr. Monalisa B. Dea	Dy. Director, Research and Jt. Director, IQAC
Dr. Nicholas Bhattacharjee	Assistant Professor, Chemistry
Khanjana Hazarika	Assistant Professor, USLR
Fahmida S. Bora	Assistant Professor, Political Science
Dr. Ranjan Kalita	Assistant Professor, Mathematics
Dr. Santa Kar	Assistant Professor, Commerce
Dr. Chandan Bharadwaj	Assistant Professor, Sociology
Abdul Kayum Ali	IQAC OSD
Dr. Sukanya Kashyap	Assistant Professor, English
Fariza Saidin	Assistant Professor, PQSE
Dr. Nitu Borgohain	Assistant Professor, Physics
Dr. Moutushi Das	Assistant Professor, Botany
Dr. Sony Kumari	Associate Professor, Applied Biology
Dr. Bhairab Sarma	HoD, CS
Ibajanai Wanniang	Assistant Professor, Khasi
Dr. Clarionda Donna	Assistant Professor
Dr. Kangkon S. Sarma	Assistant Professor, Zoology
Dr. Manoj P. Nigadkar	Associate Professor, Social work
Dr. Sweta Priyambada	Assistant Professor, Rural Development
Dr. Swarup J. Baishya	Assistant Professor, Earth science
Dr. Nilanjan Mazumdar	Assistant Professor, DBA
Shofiur Rahman	Assistant Professor, Economics
Dr. Sudarshana Borah	Assistant Professor, Pharmacy
Indranil Chetry	Assistant Professor, Library Sc
Mayur Jyoti Bhuyan	Administration
Zarine Hussain	Administration
Hitesh S. Dutta	Administration
Pulak Gogoi	Administration
Parveen Hussain	Administration

- **Resolutions and Action Taken Report against 38th IQAC Meeting**

Resolution: IQAC Officers to be deputed to assist departments.

Action taken: Five IQAC Officers had been deputed and trusted with the departments to assist the departments in completion of the allotted targets as per departmental charter.

Resolution: Departmental Best practices to be identified.

Action taken: Best practices list has been received from the departments and the final list has been finalized.

Resolution: Innovative ideas to be discussed.

Action taken: Patent consortium has been created inducting faculty members from various departments to come up with Innovative ideas and aid in patent filing.

Resolution: Faculty IQAC Coordinators to be identified department wise and reported in consultancy with the administrative authority.

Action Taken: IQAC faculty coordinators has been identified and appointed.

Agenda No 1: IQAC:Best practices list to be handed over to the departments.

Resolution:Best practices of each departments to be adapted & implemented as discussed.

Agenda No.2: IQAC:2/3 Best practices to be followed

Resolution:The Best practices identified had to be practically implemented and necessary documentation to be done



Director, IQAC

VENUE:- IQAC Conference Hall

Date :- 20/12/2021

A meeting with Faculty Co-ordinators in the presence of Hon'ble Chancellor Sir.

SL.No.	NAME	DESIGNATION	SIGNATURE
1.	Barnali Deka	Assistant Professor	Barnali
2.	Manjira Saikia	Assistant Professor	Manjira Saikia 20/12/2021
3.	Dr. Mantushi Das	Assistant Professor	Mantushi Das 20/12/21
4.	Dr. Sudashana Borah	Assistant Professor.	Sudashana Borah 20/12/21
5.	Fauzja Sadein	"	Fauzja Sadein 20/12/21
6.	Dr. Sony Kumari	Associate Prof.	Sony Kumari 20/12/2021
7.	Dr. Gritumoni Sarma	Associate prof. & HOD	Gritumoni Sarma
8.	Khajana Kazarika	Assistant Professor	Khajana Kazarika 20/12/2021
9.	Sangeeta Bonkakoty	Asst. Professor.	Sangeeta Bonkakoty
10.	Dr. Chintu	"	Chintu
11.	Sukanya Kashyap	"	Sukanya Kashyap 20/12/21
12.	Shubra Priyambada	Asst. Professor.	Shubra Priyambada
13.	Kongkan Sarma	"	Kongkan Sarma 20/12/21
14.	Swamy J. Basishya	"	Swamy J. Basishya 20/12/21



University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Meeting of the IQAC on 23rd December, 2021

40th MEETING AGENDA

The following is the agenda for the meeting of the IQAC to be held on 23rd December, 2021

A.No.1: Action Taken Report. The action taken report is enclosed.

A.No.2: Details of suppliers & Contractors

A No.3: Seminar/Workshop/FDP

A No.4: Regarding News Captions

A No.5: Value Added Course

A No.6: Photos/Videos



40th IQAC MEETING

Date: 23-12-2021

Venue: NKC Hall, Block C

Minutes Of The Meeting

Topic: Interaction with HoDs & IQAC Coordinators on Charter Progress

Sl. No	Name of Members	Designation
01	Dr. G.D Sharma	Vice Chancellor, USTM
03	Dr.B.K.Das	Director(Admin), USTM
04	Dr. A H Barbhuiya	Academic Registrar, USTM
05	Dr. Monalisa B Deka	Dy. Director, Research
06	Ms. Anju Hazarika	Registrar, USTM
07	Dr. Nurujjaman Laskar	COEA, USTM
08	Ms. Polly Borgohain	DUC, USTM
09	Er. Debasish Saha	Director, Operations
10	Mr. Shamim Goney	Dy. Registrar(Admin)
11	Dr. Enamul Karim	Professor. Dept of Chemistry & Dean , School of Applied Sciences
12	Dr. Amit Choudhury	Professor. Dept of Business Sciences & Dean , School of Business Sciences
13	Dr. Baharul Isam	Associate Professor & Dean USLR
14	Dr. Gayatree Goswami	Dean, PQSE
15	Dr. Mitali Goswami	HoD, English
16	Dr. Amit Choudhury	Dean, SBUS
17	Nilanjan Mazumdar	Asst. Prof,
18	Dr. Rasmi Baruah	HoD, DBA
19	Fariza Saidin	Asst. Prof,
20	Khanjana Hazarika	Asst. Prof
21	Dr. Md. Abdur Rashid	HoD , Commerce
22	Dr. Sukanya Kashyap	Asst. Prof, English
23	Dr. Moumita Choudhury	Asst. Prof, Commerce
24	Angshuman Dutta	Dy. Registrar(st)
25	Dr. Nibedita Paul	HoD, Social work
26	Dr. Manoj Prahlad Nigadkar	Asst. Prof, Social work
27	Dr. Swarup J Baishya	Asst. Prof , Earth Science
28	Eahya Huda	HoD, Earth Science
29	Dr. Kangkon Sarma	Asst. Prof, Zoology

30	Dr.Dipankar Dutta	HoD,Zoology
31	Dr.Nicolous Bhattacharjee	Asst.Prof,Chemistry
32	Dr.Sarifuddin Gazi	Asst.Prof,Chemistry
33	Mrs.Angshumala Adhikari	Physochologist& Career Counsellor
34	Ms.MridusmitaNeog	Physochologist&Student Counsellor
35	Jonali Rajkumari	Trainer ,University Finishing School
36	Nandita Barman	HoD, Library & Information Science
37	Indranil Chakraborty	Asst.Prof, Library & Information Science
38	Mahsina Rahman	HoD, Economics
39	Shofiur Rahman	Asst.Prof, Economics
40	Sultanuddin Ahmed	APRO
41	Abu Taher Moh Rassel	IT Executive
42	Moniruzzaman Khan	System Engineer
43	Kayem Kabir Rahman	IT Officer
44	Mayur J Bhuyan	IQAC Officer
45	Dr.Papiya Dutta	Associate Prof. Dept of Rural Development
46	Dr.ShwetaPriyambada	Asst.Prof, Dept.of Rural Development
47	Dr.Pinkimoni Goswami	Asst.Prof, Dept.of Mathematics
48	Ibajanai Wanniang	Asst.Prof, Dept.of Khasi
49	Aiborlang Syliang	Asst.Prof, Dept.of Khasi
50	Sangeeta Borkakoty	Asst.Prof, Dept.of CSE
51	Bhairab Sarma	HoD, Dept.of CSE
52	Dr.Sandeep Gupta	Associate Prof, Dept. of Sociology
53	Dr.Chandan Bharadwaj	Asst.Prof, Dept.of Sociology
54	Dr.Chandana Bhattacharjee	Asst.Prof, Dept.of Political Science
55	Dr. Clarionda D Mukhin	Asst.Prof, Dept.of Physiotherapy
56	Dr.Pooja Choudhuri	HoD, Dept.of Physiotherapy
57	Anamika Baro	Yoga Trainer
58	Priyanka Baishya	Yoga Trainer
59	Dr.Sony Kumari	Associate Prof, Dept of Applied Biology
60	Dr.Mautushi Das	Asst.Prof, Dept.of Botany
61	Dr.Bedabati Chowdhury	HoD, Dept.of Botany
62	Dr.Nitu Borgohain	Asst.Prof, Dept.of Physics
63	Dr.Mayuri Devee	Asst.Prof, Dept.of Physics
64	Dr.Sanchita Roy	HoD, Dept.of Physics
65	Dr.H.P.Jaishi	Asst.Prof, Dept.of Physics
66	Dr.Mohammad Ali	Principal, Dept. of Pharmacy
67	Dr.Sudarshana Borah	Asst.Prof, Dept.of Pharmacy
68	Dr.Pallab Kalita	Vice Principal, Dept.of Pharmacy
69	Sabrin Sultana	Scientific Officer

Resolutions and Action Taken Report against 39th IQAC Meeting held on

Resolution Best practices list to be handed over to the departments.

Action taken: Best practices has been adapted & implementation has started.

Resolution: 2/3 Best practices to be followed

Action taken: The documentation processes has been started in coordination with the IQAC Faculty coordinator of each Department with assistance from the IQAC Officers Deputed.

AGENDA NO 1: Details of Suppliers & Contractors

RESOLUTION: Every department must have a list of the suppliers and contractors must have sponsoring organization to generate fund.

AGENDA NO 2: SEMINAR/WORKSHOP/FDP

RESOLUTION: At least one seminar before 31st March and another seminar/workshop/FDP before 31st July. If one department conducts FDP another department must conduct seminar i.e. different things to cover all the basics.

Seminar topic must be decided, source of funding must be found to collaborate with two different organizations. One may be corporate /Industry/NGO and other may be academic, so from one source you will get funding and from other you will get academic support.

AGENDA NO 3: Regarding News Captions

RESOLUTION: News captions must be maintained by each department consisting of all events / activities covered in newspapers.

AGENDA NO 4: VALUE ADDED COURSE

RESOLUTION: Value added course must be organized before 15th January and the topic must be practically useful for the students. Brochure for value added course—name of the experts must be on the first page and they must be from outside.

AGENDA NO 5: PHOTOS /VIDEOS

RESOLUTION: Photos, videos of every event must be with every Departments & IQAC Officers.

Selected 5-10 best photos along with caption for the photographs & Within 24 hrs event information has to be uploaded along with all department files.

FEW OTHER POINTS DISCUSSED

- He unveiled the IQAC Directory which contains all the required contact no, mail id etc. to communicate with relevant person.
- Monthly faculty performance in paper publication which will take place first Saturday of every month. Based on quality paper published they would be incentivized.
- Patrolling services will be started in the campus so that no students roam around in the campus.



Director, IQAC



Office of the Director

Internal Quality Assurance Cell

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Meeting on Interaction with HoDs and IQAC Coordinators on Charter Progress

Attendance of Faculty

Sl No.	Name	Designation
1.	Dr. Baharw Islam	Dean, USLR 23/12/21
2.	Dr. Gayatri Goswami	Dean PQSE 23/12/21
3.	Dr. Nitali Goswami	HOD, English 23/12/21
4.	AMIT CHOWDHURY	DEAN, SBUS 23/12/21
5.	NILANJAN MAZUMDAR	Asst. Prof. 23/12/21
6.	DR. RASHMI BARUAH	Head, DBA 23/12/21
7.	Fauza Saidin	IQAC Coordinator, PQSE 23/12/21
8.	Kharjara Hazarika	IQAC Coordinator, USLR.
9.	Dr. Md. Akbar Rasheed	HOD, Commerce. 23/12/21
10.	Dr. Sukanya Kashyap	IQAC Coordinator, English 23/12/21
11.	Dr. Manisha Choudhury	Asst. Professor, Commerce, 23/12/21
12.	Angshuman Dutt	Dy. Registrar. (st.)
13.	Dr. Nibedita Paul	HOD, Deptt of Social Work
14.	Dr. Manoj Pralhad Nigadkar	IQAC Coordinator 23/12/21
15.	Dr. Swapnil J. Baidya	IQAC, Coordinator, Earth Science
16.	Rohit A. Saha	HOD, Earth Sc
17.	Dr. Kangkan Sarma	IQA Coordinator, Zoology

Office of the Director



Internal Quality Assurance Cell

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Sl No.	Name	Designation
18.	Dr. Dipankar Dutta	HOD, Dept. of Zoology, USTM.
19.	Dr. MICHAEL BNATTACHARJEE	Dept. of Chemistry.
20	Dr. Sarifuddin Gazi	Dept. of Chemistry
21	Mrs. Angshumala Adhikari	Psychologists & career counselor Counselling & wellness division
22.	Ms. Mridumila Neog	Psychologist & Student counselor US
23.	Jenali Rajkumar	Trained University finishing School
24.	Nandita Barman	HOD, Library & Info. Science
25.	Indranil Chakraborty	Asst. Professor, DLUS, US
26.	Mahima Rahman	Assistant Professor, Economics
27-	Shofique Rahman	Assistant Professor - Economics.
28	Sulaimuddin Ahmed	APRO.
29	Amr Tanvir Mohd Rassel	IT Executive
30	Mominuzzaman Khan	System Engineer
31	Kayem Kabir Rahman	IT Officer.
32.	Mayur Jyoti Bhuyan	IQA Cell office
33.	Dr. Papiya Dutta	Associate Professor, Dept. of R.D
34.	Dr. Shweta Priyambada	Asst. Professor, Dept. of Kural Dev.
35	Dr. Penkemoni Goswami	Asst. Prof. Dept. of Mathematics
36	Ibajonai Wamling	Asst Prof Dept of Khasi

Office of the Director



Internal Quality Assurance Cell

UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA

Sl No.	Name	Designation
37	Aiborlang Sylliang	Asst Professor, Dept Khasi
38	Sangeeta Borikakoty	Asst. Professor, CSE dept
39	Bhairsen Samra	CSE Dept, HOD
40	Dr. Sandeep Gupta	Associate Prof. Dept of Sociology.
41	Dr. Chandan Bhavadwaj	Asstt. Professor, Dept of Sociology.
42	Dr. Chandana Bhattacharyya	Asst. Professor, Dept of Political Science
43	Dr. Clarinda D. Mukhin	Asst. Professor, Dept. of Physiotherapy
44	Dr. Pooja Chaudhuri	Assoc Prof & HOD, Dept of Physiotherapy
45	Anamika Boro	Yoga.
46	PRIYANKA BAISHYA	YOGA
47	DR. SONY KUMARI	Associate Prof, NAAC Coordinator
48	Dr. Manuwalie Des.	Assistant Prof, IBAC EC
49	Dr. Bidabati Chowdhury	Associate Prof and HOD, Botany.
50	Nitu Borgohain (Ph.D.)	Assist Prof. Dept. of Physics.
51	Dr. Mayuri Devec	Assistant Prof., Dept. of Physics
52	DR. SANCHITA ROY	ASSTT. PROF. & HOD, Dept. of Physics
53	Dr. H. P. JALSHI	Assistant Prof., Dept. of Physics
54	Dr. Mohammad AC.	Principal Dept. of Pharmacy
55	Dr. Sudaishana Borah	Assistant Prof., Dept. of Pharmacy

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University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Meeting of the IQAC on 4TH January, 2022

41st MEETING AGENDA

The following is the agenda for the meeting of the IQAC to be held on 4TH January, 2022

A.No.1: Action Taken Report. The action taken report is enclosed.

A.No.2: Process for conduction of collaborative activities

A No.3: IQAC Archive upload

A No.4: E-Content Development



41st IQAC MEETING

Date: 04-01-2022

Venue: IQAC Conference Hall

Minutes of meeting

A meeting with IQAC Co-coordinators in the presence of Hon'ble Chancellor, USTM. The meeting was held in the IQAC Conference Hall.

The members present are as follows:

Name	Designation
Er. Debasish Saha	Director Operations and Acting Director IQAC
Dr. Monalisa B Deka	Dy. Director, Research and Jt. Director, IQAC
Dr. Nicholas Bhattacharjee	Assistant Professor, Chemistry
Fahmida S. Bora	Assistant Professor, Political Science
Dr. Ranjan Kalita	Assistant Professor, Mathematics
Dr. Santa Kar	Assistant Professor, Commerce
Dr. Chandan Bharadwaj	Assistant Professor, Sociology
Dr. Sukanya Kashyap	Assistant Professor, English
Fariza Saidin	Assistant Professor, PQSE
Dr. Nitu Borgohain	Assistant Professor, Physics
Dr. Moutushi Das	Assistant Professor, Botany
Dr. Bhairab Sarma	HoD, CS
Ibajanai Wanniang	Assistant Professor, Khasi
Dr. Clarionda Donna	Assistant Professor
Dr. Kangkon S Sarma	Assistant Professor, Zoology
Dr. Swarup J Baishya	Assistant Professor, Earth science
Dr. Nilanjan Mazumdar	Assistant Professor, DBA
Dr. Sudarshana Borah	Assistant Professor, Pharmacy
Indranil Chetry	Assistant Professor, Library Sc
Mayur Jyoti Bhuyan	Administration
Zarine Hussain	Administration
Hitesh S. Dutta	Administration
Pulak Gogoi	Administration
Parveen Hussain	Administration

Resolutions and Action Taken Report against 40th IQAC Meeting

Resolution: Every department must have a list of the suppliers and contractors must have sponsoring organization to generate fund.

Action taken: Department had initiated talks with suppliers for extra mural funding

Resolution At least one seminar before 31st March and another seminar/workshop/FDP before 31st July. If one department conducts FDP another department must conduct seminar i.e. different things to cover all the basics.

Seminar topic must be decided, source of funding must be found to collaborate with two different organizations. One may be corporate /Industry/NGO and other may be academic, so from one source you will get funding and from other you will get academic support.

Action taken: The departments have already planned and few departments have already conducted seminars, FDP in collaboration with .

Resolution: News captions must be maintained by each department consisting of all events / activities covered in newspapers.

Action taken: Media coverage has started to be documented as well as uploaded in university archive

RESOLUTION: Value added course must be organized before 15th January and the topic must be practically useful for the students. Brochure for value added course –name of the experts must be on the first page and they must be from outside.

Action Taken: Value Added Courses has already started in all the departments. few departments have completed ,brochure has been prepared as per the instructions.

RESOLUTION: Photos, videos of every event must be with every Departments & IQAC Officers.

Selected 5-10 best photos along with caption for the photographs & Within 24 hrs event information has to be uploaded along with all department files.

Action taken: Documentation of necessary photos and videos has been done.

AGENDA NO: 01: Process for conduction of collaborative activities

RESOLUTION:All joint collaborative activities must be initiated at the earliest..

AGENDA NO:02: IQAC Archive upload

RESOLUTION:Software demonstration to be held and live reports sample copy should be generated

AGENDA NO: 03:E-Content development

RESOLUTION:Eligible faculty members should register in SWAYAM Portal for upload of modules.



Director, IQAC

Venue :- IQAC Conference Hall

Date :- 04/01/22

A meeting with Faculty Co-ordinators in the presence of Hon'ble Chancellors, USTN.

Sl.No.	Name	Designation	Signature
1.	Dr. Bhairab Sarma	HOD, CSE	B
2.	Dr. Nilanjana Nagumdas	Asst Prof IQAC Coordinator DBA	N
3.	Dr. Sudashana Barah	Asst. Prof. IQAC Coordinator (SOPS, USTN)	Dr. Sudashana
4.	Dr. Clarionda D. Mukherjee	Asst. Prof. Dept. of Physio-therapy	C
5.	Dr. Bhanu Prasad	Asst Prof Dept of Chem	B
6.	Dr. Sukanya Karan	Asst. Prof, English	Sukanya 04/01/22
7.	Dr. Fariza Hossain	" PRSE	Fariza 4/1/22
8.	Dr. Kangkan Sarma	Asst. Prof, Zoology	Kangkan 4/1/22
9.	Dr. Swapna J. Braishya	Asst. Prof. Earth Science	Swapna 4/1/2022
10.	Dr. NICHOLAS BHATTACHARJEE	CHEMISTRY	Nicholas
11.	Dr. Indranil Chakrabarty	Lib & Info Sc.	Indy
12.	Dr. Ranjan Kalita	Mathematics	Ranjan 4/1/2022
13.	Dr. Manisha Das	Biology	Manisha 4/1/2022
14.	Dr. Nitesh Borgohain	Physics	Nitesh 4/1/2022

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University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Meeting of the IQAC on 4th February, 2022

42nd MEETING AGENDA

The following is the agenda for the meeting of the IQAC to be held on 4th February, 2022

A.No.1: Action Taken Report. The action taken report is enclosed.

A.No.2: Discussion on deployment of Charter for Sports & Cultural Forum



42nd IQAC MEETING

Date: 04-02-2021

Venue: IQAC Conference Hall

Minutes of meeting

A meeting with IQAC Co-coordinators in the presence of Hon'ble Chancellor, USTM. The meeting was held in the IQAC Conference Hall.

The members present are as follows:

Name	Designation
Er. Debasish Saha	Director Operations and Acting Director IQAC
Dr. Pooja Chaudhuri	Director, UFC
Rajeswar Goswami	Estate Officer
Angshuman Dutta	Dy. Registrar
Sahil Bora	Dy. Manager, HR
Priyanka Baishya	Yoga trainer
Anamika Baro	Yoga trainer
Jadav Thakuria	Volley Coach
Mridul Kalita	Sports Officer
Injamam Hussian	Gym instructor
Kumar Aniket Hazarika	Gym instructor
Rishiparna Chowdury	Asst. DSW
Anup Kr Rabha	Badminton Coach
Vilibezo Kedibu	Football coach
Narimuddin Barbhuiya	Gym Instructor
Tanmay Tapash Baruah	Basket ball coach

Resolutions and Action Taken Report against 41st IQAC Meeting

RESOLUTION:All joint collaborative activities must be initiated at the earliest.

Action taken: Necessary initiatives have started.

RESOLUTION:Software demonstration to be held and live reports sample copy should be generated

Action taken: Departments have been advised to upload in the Archive and finish the uploading by 1st week of February.

RESOLUTION:Eligible faculty members should register in SWAYAM Portal for upload of modules.

Action Taken: Eligible faculty have initiated registration in SWAYAM Portal and have requested for an FDP to understand the process in a better way.

Agenda No 1: IQAC: Discussion on deployment of Charter for Sports,Cultural,Gym.

Resolution: The respective Charters were deployed & the target activities to be planned for completion.



Director,IQAC

Venue:- IQAC Conference Hall

Date:- 04/02/2022

A meeting with Sports, Cultural, Gym and Yoga trainers including Forum conveners in the presence of Hon'ble Chancellor.

Sl. No.	Name	Designation	Signature
1.	Rajeswar Goswami	Estate officer	<u>04/2/22</u>
2.	PRIYANKA BAISHYA	YOGA	(P9)
3.	ANAMIKA BARO	YOGA	<u>AB</u>
4.	JADAV THAKURIA	VOLLEY COACH	<u>JB</u>
5.	Mridul Kalita	Sports officer	<u>ms</u>
6.	INJAMAM HUSSAIN	GTM INSTRUCTOR	<u>Imj</u>
7.	AKUMAR ANIKET HAZARKA	GYM INSTRUCTOR	<u>Alk</u>
8.	Rishiparna Choudhury	Asst. DSW	<u>Play</u>
9.	Anup Kr. Kalita	Badminton Coach	<u>Rahb.</u>
10.	VILIEBEIZO KEDITSU	FOOTBALL COACH	<u>Viliebe</u>
11.	Najib Uddin Akbari	Gym instructor	<u>Najib</u>
12.	Tomy Tapash Baruah	Basketball Coach	<u>Tommy</u>
13.	DR. POOJA CHAUDHURI	Director, UFC	<u>P Chaudhuri</u>
	Angshuman Datta	Dy Registrar	<u>4/02/2022</u>
14.	S.S. Bora	Dy. Mgr HR	<u>S.S. Bora</u>



University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Meeting of the IQAC on 31st March, 2022

43rd MEETING AGENDA

The following is the agenda for the meeting of the IQAC to be held on 31st March, 2022

A.No.1: Action Taken Report. The action taken report is enclosed.

A.No.2: Research proposals of various Departments

A No.3: Implementation of the Charter

A No.4: NAAC Peer team recommendations.

A No.5: Lectures through E-Resource/Upload in SWAYAM Portal

A No.6: Publications & Books

A No.7: Charter/IQAC Archive

A No.8:Review of Syllabus

A No.9:Status update on Academic Bank of credit

A No.10: Status update on Multiple Entry & Exit process .

A No.11: Skill based updates

A No.12: Status update on MOOCS Courses

A No.13:Points discussed by Hon'ble VC



43rd IQAC Meeting

Date: 31-03-2022

Venue: Conference Hall, Block A

Minutes of the Meeting

IQAC Quarterly meeting was held on 31st, March 2022 with all the members of the committee at Conference Hall, Block A. The attendees present were:

Sl. No	Name of Members	Designation	Status
01	Dr. G.D Sharma	Vice Chancellor,USTM	Chairperson
02	Dr. R K Sharma	Advisor,USTM	Member
03	Dr.B.K.Das	Director(Admin),USTM	Member
04	Dr. A H Barbhuiya	Academic Registrar,USTM	Director
05	Dr.Monalisa B Deka	Dy.Director,Research	Joint Director
06	Ms.Anju Hazarika	Registrar,USTM	Member
07	Dr. Nurujjaman Laskar	COEA,USTM	Member
08	Ms.Polly Borgohain	DUC,USTM	Member
09	Er.DebasishSaha	Director,Operations	Member
10	Mr.Shamim Goney	Dy.Registar(Admin)	Member
11	Dr. Enamul Karim	Professor.Dept of Chemistry & Dean ,School of Applied Sciences	Member
12	Dr. Amit Choudhury	Professor.Dept of Business Sciences & Dean ,School of Business Sciences	Member
13	Dr. A.C.Talukdar	Professor & Dean Scholl of Social Sciences & Humanities	Member
14	Mr.Arnaveel Sarmah	Student Representative	Member
15	Mr.Zayed Choudhury	Alumni Representative	Member

16	Nilanjan Mazumder	Asst.Prof, DBA	Member
17	Dr.Sudarshana Borah	Asst.Prof, Pharmacy	Member
18	Dr.Nicholous Bhattacharjee	Asst.Prof, Chemistry	Member
19	Dr.Sony Kumari	Associate Professor, Applied Biology	Member
20	Dr.Trishna Moni Thakuria	Asst.Prof, Sociology	Member
21	Dr.Nitu Borgohain	Asst.Prof,Physics	Member
22	Dr.Mitali Goswami	HoD,English	Member
23	RinivaThakuria	Asst.Prof, English	Member

Resolutions and Action Taken Report against 42nd IQAC Meeting

Action taken: Charter for Sports & Cultural Forum has been deployed.

A formal welcome is extended to all the members by Dr.A H Barbhuiya,Director, IQAC

AGENDA NO: 01: Research proposals of various Departments

RESOLUTION:Research proposals of various departments have been accepted.Also 63 research papers have been published.To discuss how we can improve on research papers projects. Etc.He said that we need to look at the benchmarks to how many research papers are to be published so as to get the highest possible score in the criteria.Senior faculties were asked to help out the younger lot in publishing papers.

AGENDA NO:02: Implementation of the Charter

RESOLUTION:The implementation of the charter is mandatory for every department. If the implementation of the charter is not as per plan it needs to be immediately discussed with higher authority as the AQAR needs to be submitted every year.

AGENDA NO: 03:As per recommendations made by NAAC Peer Teamresponsibilities were discussed.

RESOLUTION: In addition to that feedback related to syllabus and relevant issues have been initiated. IQAC in coordination with VC's office and Academic Registrar's office will be initiating the strategic plans for the next ideas. Initial discussions have already happened with Hon'ble VC and a new committee would be constituted comprising of external members gather their valuable inputs. Planning is already initiated and few research programs and projects have already been sent to various agencies for funding and recognition and several more are in process. IQAC, Centre for Innovation Incubation & Entrepreneurship and Research Div will introduce more FDPs and research projects to motivate the faculties. In this regard centre for Innovation Incubation & Entrepreneurship has been doing a lot of innovation and entrepreneurship development program and workshops. Also a 5 day program is being planned on E –Content development for the faculties as FDP conducted by Tezpur University. In due course of time more such FDPs will be conducted. This agenda will be driven by Registrar & IQAC Office. In this regard Research Facilities of CIF is already installed. In addition to that approval from MSME for a technology business incubation centre as a host institution and they shall be funding us for infrastructure primarily linked to innovation and research and an amount of 1 crore will be provided by them. So, planning is being done as to what will be proposed for funding support. Registrar's office will be taking care of construction of buildings, staff quarters etc.

AGENDA NO 04: Lectures through E-Resource/Upload in SWAYAM Portal

RESOLUTION: Already initiated an E-resource centre where lectures are being recorded by many faculties and these videos are being edited by technical staff. Some videos have already been uploaded in the institutions LMS, some of the videos along with tutorial will also be uploaded in E-PG pathsala. Faculties are also requested to opt for Swayam portal upload and several faculties have expressed their intent for uploading the content.

Keeping that in mind FDP with Tezpur University has been organized to give a clear picture as how to develop the modules and the processes that goes along with it Which will enable them to develop the modules and get it uploaded in the SWAYAM portal. If programs are to be provided online to students the management part of it has to be done by the technical service provider or inhouse facilities have to be developed. The feasible option will be taken up.

AGENDA NO 05: Publications & BOOKS

RESOLUTION: Already 63 publications have come out along with 13 books and many such endeavors will be taken up in coming days to instill the spirit of innovation thereby creating a competitive atmosphere. In this regard 2 day training programme was organized by ARC from 4-5 mars which were a huge success as it is available in-house.

AGENDA NO 06: Charter /IQAC Archive

RESOLUTION: Charters have already been deployed both individually as well as dept. wise. Also review of the charter wise activity is being conducted by IQAC where in almost 60% of the depts. have been covered till date. Also IQAC archive is fully operational and reports are being uploaded every day.

AGENDA NO 07:

RESOLUTION: Host institution status has been granted to the University by MSME in the month of March. It is the first institute in Meghalaya to get the status. Also idea Hecathon was launched to come up with ideas and the innovation ideas that got accepted, received an award of 15 lakh from MSME and that idea will be taken up by the host institution for converting that idea into innovation and incubation. 13 ideas have been received during the Hecathon. After that idea has been incubated and taken for a start up there is also a provision of seed money upto 1 crore for every idea to get converted into start up and flourish into a commercial business. Patenting will also be funded by MSME.

AGENDA NO 08: Review of Syllabus

RESOLUTION: Syllabus needs to be reviewed and relooked. Hon'ble Chairperson of IQAC was requested to schedule a meeting for syllabus review for 2022-23 sessions in line with NEP-2020. Skill Hub Initiatives approval has also been received from NSDC as a training partner and centre for skill development as training centre.

AGENDA NO 09: Status update on Academic Bank of credit by Dr. Enamul Karim

RESOLUTION: A committee was formed to discuss on ABC. The university has already registered to ABC through NAD (National Academic Depository) and has been approved.

AGENDA NO 10: Status update on Multiple Entry Exit process by Prof. Nitu Borgohain.

RESOLUTION: The multiple entry & exit options have been discussed for various programs offered by USTM.

^{year}
3 programs

4yr Bachelor program

Master Degree Options

Ph.D.

The 4yr Bachelors programme will be segregated into 4 parts.

1. In the 1st yr entry will be in the secondary school leaving certificate along with other requirements by USTM. Student can exit after completing 2 semesters from the program.

Similar will be the case for the remaining years.

Upon exit from the program in the 3rd year, student will be awarded the Bachelor's degree.

If the student completes 4 years he will get Bachelors degree with Research /Hons.

2. For Master Degrees there are 3 categories.

2 yrs Masters

1 yr Master program

5yr integrated Bachelors & Master program.

3. 2yr Master program can be taken up by student who has completed 3yrs Bachelors program.

Similarly, 1 yr Masters Requirement will be 4yrs Bachelors programme.

For integrated 5yrs programme only one exit option which is after completion of 6 sem.

For Ph.D entry will be after 2yr Master program upon completing 3yrs Bachelors.

Or

1 yr Masters upon completing 4yrs Bachelors program.

AGENDA No 11: Skill based updates by Dr.Amit Choudhury

RESOLUTION:In context of vocational & skill based programs activities are going on in this regard. Consultation with various proposals that were received from stakeholders starting from sector skill council to private providers. Also in the process of signing MoU with such providers so that they can help in vocationalization of programs offered in USTM. In this regard the views of the department will be taken up to know which vocational/skill based courses would best suit a particular dept which help in moving ahead with vocationalization.

AGENDA NO 12: Status update by Er. D Saha on MOOCS courses.

RESOLUTION:Courses need to be identified for offering to the students so that students, faculties as well as the University gets benefitted.

Students can take up any courses offered at their convenience with the defined period and get their credits transferred.

The faculties can get extra hrs for doing their classroom teaching for research publications etc. University gets benefitted in the NIRF ranking process as offering online courses as well as credits transferred is a major contributor to the ranking process.

He urged the Hon'ble chairperson of IQAC to form a committee to study and develop the guidelines on the MOOCS courses to get more clarity.

a) The major task of the committee will be to understanding the identification and offering of MOOCS in line with NEP-2020.

b) To identify depts. to start with the offering of courses in phase-I and balance depts. in Phase-II. To identify the finances associated with the courses that would be offered as some are paid courses.

AGENDA NO 13: Few points were discussed by Hon'ble Vice Chancellor

a. IQAC needs to be vibrant

b. The timing of the programs conducted by the departments should not clash with one another i.e. the timing should be properly fixed by IQAC so that one can attend all the programs.

- c. List of latest MoU's signed should be present with IQAC along with activities that are being conducted with these organizations.
- d. Also list of industries/organizations which can offer online courses, vocational courses, Moocs courses etc. as per UGC should be present with IQAC to make them available to the Dept.
- e. Common guidelines for all committees present for ABC, Multiple Entry Exit etc. should be formed. These guidelines will be given to all HoDs and all the faculty members should be oriented regarding implementation, so that process of syllabus formation can start.
- f. Departments should be provided with list of Moocs courses and other online choices and select the common courses related to vocational, skill, professional dev. 40% for each SEM.

AGENDA NO 14: Implementation of Courses

RESOLUTION:

- a. University faculties should be trained to prepare their own online courses to minimize the cost.
- b. Mentioned the courses in the prospectus.
- c. Offer more courses without fee at first then gradually move on to the paid ones.
- d. Once the list of courses is approved it will be put up in the website as well as prospectus for the coming batches.
- e. Also a person will be taking up questions from students regarding the courses offered (as per NEP-2020) during admissions.

Other few points discussed

- 1/2 orientation program for teachers should be organized and the depts. should do the same for their students to disseminate knowledge of multiple entry multiple exit, academic bank of credits.
- Giving student 40% choice to select any course particularly skill oriented, vocational 7 professional so that courses are employment oriented.
- All procedures related to the courses needs to be taught during the teacher orientation program which would even get transferred to the students for their knowledge.
- The orientation program for teachers should be held in the month of April-2022.
- VC talked about conducting academic bank of lectures. For this IQAC should prepare a list of retired teachers who can deliver lectures. These lectures will be related to the courses only as the choices of topics vary, experts may be called from outside to teach and share their expert knowledge about those topics.
- A seminar needs to be conducted regarding implementation of NEP-2020. Also a booklet of Information should be given to HoDs.
 - Dr. Amit Choudhury, Dr. Nitu Borgohain, Dr. Nurujjaman Laskar, Dr. Ajmal H Barbhuiya, Er. Debashish Saha will coordinate with the depts. in implementation of NEP-2020.

- For the 4th yr of graduation research based syllabus should be present. 4th yr works should be published
- 1stsem Research Methodology
- 2ndsem project work
- Dept. have to identify the thrust areas of research. Minimum of 2 teachers for each thrust areas or to identify the thrust area in such a way as to understand the need of such an education which brings more jobs , entrepreneurship, incubation, startup etc.
- The University should try and come up with as many startups as possible. Also university will should come up with Research Development cell as per UGC guidelines. For this a committee will be constituted.
- COE added
 - For the existing students only the MOOCS courses will be offered.
 - The committee for MOOCS will be constituted by the Registrar. The committee shall present the courses in compound and form along with notification that these MOOCS courses will be only for existing batch of students (2nd& 4thsem for UG). For PG (only 2ndsem students can avail these courses).
 - The committee will discuss about the proposed courses with stakeholders , they will suggest that these will be the approved courses.


Director, IQAC

Venue :- Conference Hall, Block-A

Date :- 31st March, 2022

2nd IQAC MEETING (21-22)

Sl No	Name	Designation	Signature
1.	Dr. G. D. Sharma Dr. R. K. Sharma Dr. B. K. Das	Vice Chancellor, USTM Advisor USTM Director (Adm) USTM	G. D. Sharma 31.3.2022 R.K. Sharma B.K. Das
2.	Dr. A. H. Barbhuiya	Director, IQAC	MM 31/03/2022
3.	Dr. Monalisa B. Deka	Joint Director, IQAC	Absent
4.	Dr. Balendra Kumar Das	Director, Administration	
5.	Dr. R. K. Sharma	Advisor	
6.	Ms. Anju Hazarika	Registrar	
7.	Dr. Nurujjaman Laskar	COEA	31/03/22
8.	Ms. Polly Borgohain	Director, University Classes	31/03/2022
9.	Er. Debasish Saha	Director, Operations	31/03/2022
10.	Mr. Shamini Coney	Dy. Registrar (Admin)	
11.	Dr. Enamul Karim	Prof. Dept. of Chemistry & Dean SOAS	
12.	Dr. Anit Choudhury	Prof. Dept. of Business Admin & Dean School of Business Sciences	
13.	Dr. A. C. Talukdar	Professor & Dean School	



University of Science & Technology, Meghalaya

Techno City, Kling Road, Baridua, Ri-Bhoi, Meghalaya-793101

Meeting of the IQAC on 9th April, 2022

44th MEETING AGENDA

The following is the agenda for the meeting of the IQAC to be held on 9th April, 2022

A.No.1: Action Taken Report. The action taken report is enclosed.

A.No.2: Attendance to the students in Workshops/Seminar etc

A No.3: Engagement of faculty during the meetings

A No.4: Official Communication to DUC

A No.5: Entry/Exit of the Students/Faculties/other employees from Main Gate

A No.6: Regarding Charter Presentation

A No.7: Submission of projects by Faculties

A No.8: Attendance of students in the Classroom



44th IQAC MEETING

Date: 09-04-2022

Venue: IQAC Conference Hall

Minutes of Meeting

A meeting was held with High Officials & HoDs of all Departments in the presence of Hon'ble Chancellor. The following members were present:

Sl. No	Name of Members	Designation
01	Anju Hazarika	Registrar,USTM
03	Ms.Polly Borgohain	DUC,USTM
04	Er.Debasish Saha	Director,Operations
05	Dr.Monalisa B Deka	Dy.Director,Research
06	Dr.Bhairab Sarma	HoD,CSE
07	Dr.Swarup J Baishya	IQAC Coordinator,Earth science
08	Dr.Sarifuddin Gazi	HoD,Chemistry
09	Dr.Rasmi Baruah	HoD, Business Adminitration
10	Dr.Sanchita Roy	HoD, Physics
11	Dr.M A Rashid	HoD, Commerce
12	Dr. B Islam	Dean,USLR
13	Dr.Pallab Kalita	Principal,SOPS
14	Dr.Nibedita Paul	HoD,Social Work
15	Dr.Kughatoli Aye	HoD,Sociology
16	Dr.Deboja Sharma	HoD,Applied Biology
17	Dr.Gitumoni Sharma	HoD ,Mathematics
18	Dr.Mahsina Rahman	HoD,Economics
19	Dr.Mitali Goswami	HoD, English
20	Dr.Aiborlang Syliang	HoD,Khasi
21	Ali Bordoloi	CoD,PQSE

22	Nandita Barman	HoD, Library & Information Science
23	Fahmida s bora	Asst.Prof., Political science
24	Dr.Mary M Kurbah	Asst.Prof., Political science
25	Masuk Ahmed	Academic Officer
26	Abdul kayum Ali	OSD
27	Mayur Bhuyan	IQAC Officer
28	Zarine Hussain	IQAC Officer
29	Parbin Hussain	IQAC Officer
30	Angshuman dutta	Dy.Registrar
31	Shahil Bora	Dy.Manager, HR
32	Dr.Pooja Choudhury	HoD, Physiotherapy
33	Dr.Mautushi das	Asst.Prof, Botany
34	Saikat mazumdar	Asst.Prof, RD
35	Rijuana Sultana	Academic Officer

Resolutions and Action Taken Report against 41st IQAC Meeting

RESOLUTION: Research proposals of various departments have been accepted. Also 63 research papers have been published. To discuss how we can improve on research papers projects. Etc. He said that we need to look at the benchmarks to how many research papers are to be published so as to get the highest possible score in the criteria. Senior faculties were asked to help out the younger lot in publishing papers.

Action Taken: Research projects has been submitted , many Research papers has been accepted&published.One ICMR research project has been sanctioned under the department of Applied biology The Principal Investigator is Dr.Deboja Sharma, one start up research grant from DRDO has been received by Dr.MainakBasu, Department of Physics.

RESOLUTION: The implementation of the charter is mandatory for every department. If the implementation of the charter is not as per plan it needs to be immediately discussed with higher authority as the AQAR needs to be submitted every year.

Action Taken: The Quarterly Charter review meeting has been fixed from 19th April ,2022 to review the proper implementation of the Charter and the necessary steps to be taken with discussion with the higher authorities as the AQAR needs.

RESOLUTION: In addition to that feedback related to syllabus and relevant issues have been initiated. IQAC in coordination with VC's office and Academic Registrar's office will be initiating the strategic plans for the next ideas. Initial discussions have already happened with Hon'ble VC and a new committee would be constituted comprising of external members gather their valuable inputs. Planning is already initiated and few research programs and projects have already been sent to various agencies for funding and recognition and several more are in process. IQAC, Centre for Innovation Incubation & Entrepreneurship and Research Div will introduce more FDPs and research projects to motivate the faculties. In this regard centre for Innovation Incubation & Entrepreneurship has been doing a lot of innovation and entrepreneurship development program and workshops. Also a 5 day program is being planned on E –Content development for the faculties as FDP conducted by Tezpur University. In due course of time more such FDPs will be conducted. This agenda will be driven by Registrar & IQAC Office. In this regard Research Facilities of CIF is already installed. In addition to that approval from MSME for a technology business incubation centre as a host institution and they shall be funding us for infrastructure primarily linked to innovation and research and an amount of 1 crore will be provided by them. So, planning is being done as to what will be proposed for funding support. Registrar's office will be taking care of construction of buildings, staff quarters etc.

Action Taken: The necessary steps to initiate and complete the processes has started.

RESOLUTION: Already initiated an E-resource centre where lectures are being recorded by many faculties and these videos are being edited by technical staff. Some videos have already been uploaded in the institutions LMS, some of the videos along with tutorial will also be uploaded in E-PG pathsala.

Faculties are also requested to opt for Swayam portal upload and several faculties have expressed their intent for uploading the content.

Keeping that in mind FDP with Tezpur University has been organized to give a clear picture as how to develop the modules and the processes that goes along with it Which will enable them to develop the modules and get it uploaded in the SWAYAM portal. If programs are to be provided online to students the management part of it has to be done by the technical service provider or inhouse facilities have to be developed. The feasible option will be taken up.

Action taken: The weeklong FDP with Tezpur university on E-Content development Organized by Teaching learning Centre Tezpur university, in collaboration with USTM has been successfully completed . the faculty members who had registered in this FDP program have been suggested to make proposals for SWAYAM on different course modules.

RESOLUTION: Already 63 publications have come out along with 13 books and many such endeavors will be taken up in coming days to instill the spirit of innovation thereby creating a competitive

atmosphere. In this regard 2 day training programme was organized by ARC from 4-5 mars which were a huge success as it is available in-house.

RESOLUTION: Charters have already been deployed both individually as well as dept. wise. Also review of the charter wise activity is being conducted by IQAC where in almost 60% of the depts. have been covered till date. Also IQAC archive is fully operational and reports are being uploaded every day.

RESOLUTION: Host institution status has been granted to the University by MSME in the month of March. It is the first institute in Meghalaya to get the station. Also idea Hecathon was launched to come up with ideas and the innovation ideas that got accepted, received an award of 15 lakh from MSME and that idea will be taken up by the host institution for converting that idea into innovation and incubation.

13 ideas have been received during the Hecathon. After that idea has been incubated and taken for a start up there is also a provision of seed money upto 1 crore for every idea to get converted into start up and flourish into a commercial business. Patenting will also be funded by MSME.

RESOLUTION: Syllabus needs to be reviewed and relooked. Hon'ble Chairperson of IQAC was requested to schedule a meeting for syllabus review for 2022-23 sessions in line with NEP-2020. Skill Hub Initiatives approval has also been received from NSDC as a training partner and centre for skill development as training centre.

RESOLUTION: A committee was formed to discuss on ABC. The university has already registered to ABC through NAD (National Academic Depository) and has been approved.

RESOLUTION: The multiple entry & exit options have been discussed for various programs offered by USTM.

3 programs

4yr Bachelor program

Master Degree

Ph.D.

The 4yr Bachelors programme will be segregated into 4 parts.

1. In the 1styr entry will be in the secondary school leaving certificate along with other requirements by USTM. Student can exit after completing 2 semesters from the program.

Similar will be the case for the remaining years.

Upon exit from the program in the 3rd year, student will be awarded the Bachelor's degree.

If the student completes 4years he will get Bachelors degree with Research /Hons.

2. For Master Degrees there are 3 categories.

2 yrs Masters

1 yr Master program

5yr integrated Bachelors & Master program.

3. 2yr Master program can be taken up by student who has completed 3yrs Bachelors program. Similarly, 1 yr Masters Requirement will be 4yrs Bachelors programme.

For integrated 5yrs programme only one exit option which is after completion of 6 sem.

For Ph.D entry will be after 2yr Master program upon completing 3yrs Bachelors.

Or

1 yr Masters upon completing 4yrs Bachelors program.

RESOLUTION: In context of vocational & skill based programs activities are going on in this regard. Consultation with various proposals that were received from stakeholders starting from sector skill council to private providers. Also in the process of signing MoU with such providers so that they can help in vocationalization of programs offered in USTM. In this regard the views of the department will be taken up to know which vocational/skill based courses would best suit a particular dept which help in moving ahead with vocationalization.

RESOLUTION: Courses need to be identified for offering to the students so that students, faculties as well as the University gets benefitted.

Students can take up any courses offered at their convenience with the defined period and get their credits transferred.

The faculties can get extra hrs for doing their classroom teaching for research publications etc. University gets benefitted in the NIRF ranking process as offering online courses as well as credits transferred is a major contributor to the ranking process.

He urged the Hon'ble chairperson of IQAC to form a committee to study and develop the guidelines on the MOOCS courses to get more clarity.

a) The major task of the committee will be to understanding the identification and offering of MOOCS in line with NEP-2020.

b) To identify depts. to start with the offering of courses in phase-I and balance depts. in Phase-II.

To identify the finances associated with the courses that would be offered as some are paid courses.

Few points were discussed by Hon'ble Vice Chancellor

- a. IQAC needs to be vibrant
- b. The timing of the programs conducted by the departments should not clash with one another i.e. the timing should be properly fixed by IQAC so that one can attend all the programs.
- c. List of latest MoU's signed should be present with IQAC along with activities that are being conducted with these organizations.

- d. Also list of industries/organizations which can offer online courses, vocational courses, Moocs courses etc. as per UGC should be present with IQAC to make them available to the Dept.
- e. Common guidelines for all committees present for ABC, Multiple Entry Exit etc. should be formed. These guidelines will be given to all HoDs and all the faculty members should be oriented regarding implementation, so that process of syllabus formation can start.
- f. Departments should be provided with list of Moocs courses and other online choices and select the common courses related to vocational, skill, professional dev. 40% for each SEM.

RESOLUTION:

- a. University faculties should be trained to prepare their own online courses to minimize the cost.
- b. Mentioned the courses in the prospectus.
- c. Offer more courses without fee at first then gradually move on to the paid ones.
- d. Once the list of courses is approved it will be put up in the website as well as prospectus for the coming batches.
- e. Also a person will be taking up questions from students regarding the courses offered (as per NEP-2020) during admissions.

AGENDA No 1: Attendance of the students in Workshops /Seminar etc

Resolution: Attendance to be taken mandatorily in every Workshop/Seminar conducted by the Departments.

AGENDA NO 2: Engagement of faculty during the meetings.

Resolution: In case of departmental meetings like BOS meeting atleast one faculty must be engaged with the students in certain activity e.g.Yoga session, soft skills etc.

AGENDA NO3: Official Communication to DUC

Resolution: All information to conduct of activities like seminar, workshops etc must be officially communicates to Director University Classes.

AGENDA NO 4: ENTRY/EXIT of the Students /Faculties/Other employees from main gate

Resolution: An officer will be placed permanently at the main gate to look after the entry/exit timings of students ,faculties,other employees etc. Any student who are sick and want to leave the University premises should be allowed to do so only after filling up the gate pass signed by authority.

AGENDA NO 5: Regarding Charter Presentation

Resolution: Presentation of charters must be given by the faculties to evaluate which are the areas need to focus & push from the higher authorities.

AGENDA No 6: Submission of projects by faculties

Resolution: Every faculty must submit projects that only to Govt. Organization but also to private organization.

AGENDA NO 7: Attendance of Students in the classroom.

Resolution: Students attendance in the classroom has taken in Chalkboard platform twice in a day which has to be recorded for the other classes of both the halves. Monthly attendance of students has to be compiled after completion of every month & the guardians of those students with low attendance are to be intimated about the same.




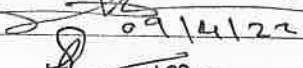
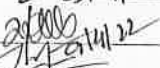
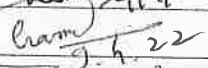
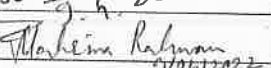

Director,IQAC

Venue:- Conference Hall, IGAC

Date

A meeting with Higher Officials and all HODs in the presence of Hon'ble Chancellor.

Topic:- Interaction with HOD's.

SL-NO	Name	Designation	Signature
1.	Urju Hazarika	Registrar	
2.	Polly Borgohain	DVC	
3.			
4.	Dr. Bhairab Sarma	HOD, CSE	
5.	Dr. Swap J. Barishya	IGAC Coordinator, Earth Science	
6.	Dr. Sarifuddin Gazi	HOD, Chemistry	
7.	DR. RAHMI BAROAN	HOD, Business Administration	
8.	Dr. Sandipta Roy	HOD, Physics Dept	
9.	Dr. M.A. Rashid	HOD, Commerce	
10.	Dr. B. G. Deka	Deen. U.S.L.R	
11.	Dr. Pallab Kalita	Principal, SOPS	
12.	Dr. Nibedita Paul	HOD Social Wap.	
13.	Dr. Kugratoh V. Aye	HOD, Sociology	
14.	Dr. Debajit Sharma	HOD Dept of Applied B.Sc.	
15.	Dr. Gilemini Sarma	HOD, Dept of Mathematics	
16.	Dr. Mahima Rahman	HOD, Dept. of Economics	
17.	Dr. Mitali Goswami	HOD, Dept of English	
18.	Aiborlang Syliang	HOD Khasi Dept	
19.	Adi Busechalen	COO, PQSE	
20.	Nandita Barman	HOD, Library & Info. Science	
21.	Fahmida S. Gora	Asst. Prof., Political Science	
22.	Dr. Mary M. Kumbak	Asst. Prof., Political Science	
23.	Rijuana Sullana	Academic Officer	
24.	Masuke Ahmed	"	



Internal Quality Assurance Cell
University of Science & Technology, Meghalaya

45th IQAC Interim Meeting

Date: 30-04-2022

Venue: Conference Hall, IQAC

Minutes of the Meeting

IQAC Interim meeting was held on 30th, April 2022 with all the criterion holders to review the departmental charters as per the activity targets to be achieved on IQAC Conference Hall. The attendees present were:

Sl. No	Name of Members	Designation	Status
01	Ms.Anju Hazarika	Registrar,USTM	Member
02	Dr. NurujjamanLaskar	COEA,USTM	Member
03	Ms.PollyBorgohain	DUC,USTM	Convenor Cultural Forum
04	Er.DebasishSaha	Director,Operations	Acting Director,IQAC
05	Mr Shamim Goney	Deputy Registrar(Administration)	Member
06	Dr.Monalisa B Deka	Joint Director	Joint DirectorIQAC
07	MrRizaul Karim	Assistant Professor	Convenor Sports Forum
08	MrAtikur	DFO	Finance
09	MrAngshuman Dutta	Assistant registrar	Member
10	Mr Abdul Kayum	OSD,IQAC	Member
11	Mr Palash Mukul Das	OSD,IQAC	Member
15	Mr Dipankar Dutta	Director T&P	Member
16	Mr.Zayed Choudhury	Alumni Representative	Member

The meeting was held in presence of Hon'ble Chancellor Sir.

AGENDA NO: 01: Induction of the Charter to Finance Branch

RESOLUTION:

- Seed Grant to be formalized.
- NGO , Corporate houses funds to be routed through USTM for Extra Mural Funding for different Research Projects.

AGENDA NO:02: Induction of the Charter to Research & Development branch

RESOLUTION:

- The Departments have to aggressively work on submission of Project proposals to the various Government Organisation. R& D division have to follow up and give the necessary support.
- More efforts have to be taken by the Faculty members to receive awards from Government and Government recognized organisations.
- Extra Effort by the training and consultancy division along with the different departments have to be streamlined for more Revenue generation.

AGENDA NO:03: Induction of the Charter to IT & Library.

RESOLUTION

- Proper automation of all the Departments viz; Examination, Library Administration has to monitored.
- Focus has to be made o the procurement of e-journals .

AGENDA NO 04: Induction of the Charter for Examination and admission.

RESOLUTION:

- To revise the examination incentive policy.

AGENDA NO 05: Induction of the Charter for Administration.

RESOLUTION:

- All data related to Faculty, students to be streamlined as per AQAR.
- More professional development and administrative training for Teaching and Nonnteaching staff to be conducted.
- Proper streamlining of Data by Career Counselling Guidance Cell on Career Counselling, Capacity development and skill enhancement.
- Proper documentation of Data of students qualifying for NET/GATE/SLET/TET etc.

AGENDA NO 06: Charter Sport Culture and Awards.

RESOLUTION:

- To approach Government Organisation for collaboration and participation in different Sports and Cultural activities.

The meeting ended with a concluding remarks on the different activities that needs to accomplished to fulfill the criteria goals.



Director, IQAC

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46th IQAC Meeting

Date: 13-05-2022

Venue: Conference Hall, IQAC

Minutes of the Meeting

IQAC meeting was held on 13th, May 2022 with all the IQAC Coordinators at Conference Hall, IQAC regarding compilation of AQAR I.

The attendees present were:

Sl. No	Name of Members	Designation	Department
01	Indranil Chakraborty	Asst. Professor	Lib & Info.Sc
02	Dr.Kangkan Sarma	Asst. Professor	Zoology
03	Dr.Nitu Borgohain	Asst. Professor	Physics
04	Dr.Sweta Priyambada	Asst. Professor	Rural Development
05	Sangeeta Borkakoty	Asst. Professor	Computer Science
06	Sony Kumari	Associate Professor	Applied Biology
07	Dr.Santa Kar	Asst. Professor	Commerce
08	Dr.Nilanjana Mazumdar	Asst. Professor	Business Admin
09	Dr.Ranjan Kalita	Asst. Professor	Mathematics
10	Shofiur Rahman	Asst. Professor	Economics
11	Dr.Sudarshana Borah	Asst. Professor	Pharmacy
12	Dr.Mautushi Das	Asst. Professor	Botany
13	Dr.Sukanya Kashyap	Asst. Professor	English
14	Dr.Nichlous Bhattacharjee	Asst. Professor	Chemistry
15	Dr.Swarup J Baishya	Asst. Professor	Earth Science
16	Dr.Trishna M Thakuria	Asst. Professor	Sociology
17	Dr.Fariza Saidin	Asst. Professor	PQSE

18	Ibajanai Wanniang	Asst. Professor	Khasi
19	Fahmida S Bora	Asst. Professor	Political Science
20	Khanjana Hazarika	Asst. Professor	USLR
21	Sangita Mahanta	Asst. Professor	Social Work
22	Dr.Pooja Saikia	Asst. Professor	Physiotherapy

The meeting was held in the presence of Hon'ble Chancellor.

AGENDA NO 1 : Publication Upload

Resolution: Publication section was having an upload issue which needs to be resolved. It was decided that faculty coordinators will sit with software person Debasish Paul and upload the publication documents with the help of IT team. It has almost been done. Please review and update status.

AGENDA NO 2: Suggestions made from faculty

Resolution: Faculty suggested that Publications need to be public domain to increase citation index.

AGENDA NO 3: Faculties are advised to visit



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47th IQAC Meeting

Date:10/06/ 2022

Venue: Conference Hall,IQAC

Minutes of the Meeting

IQAC meeting was held on 2022 with all the IQAC Committee Members at Conference Hall, IQAC. The attendees present were:

Sl. No	Name of Members	Designation	Status
01	Dr. G.D Sharma	Vice Chancellor, USTM	Chairperson
02	Dr. R K Sharma	Advisor, USTM	Member
03	Dr.B.K.Das	Director (Admin), USTM	Member
04	Dr. A H Barbhuiya	Academic Registrar, USTM	Director
05	Dr.Monalisa B Deka	Dy.Director, Research	Joint Director
06	Ms.Anju Hazarika	Registrar, USTM	Member
07	Dr. Nurujjaman Laskar	COEA, USTM	Member
08	Ms.Polly Borgohain	DUC, USTM	Member
09	Er.Debasish Saha	Director, Operations	Member
10	Mr.Shamim Goney	Dy. Registrar (Admin)	Member
11	Dr. Enamul Karim	Professor. Dept of Chemistry & Dean, School of Applied Sciences	Member
12	Dr. Amit Choudhury	Professor. Dept of Business	Member

		Sciences & Dean, School of Business Sciences	
13	Dr. A.C.Talukdar	Professor & Dean School of Social Sciences & Humanities	Member
14	Mr.Arnaveel Sarmah	Student Representative	Member
15	Mr.Zayed Choudhury	Alumni Representative	Member
16	Nilanjan Mazumder	Asst.Prof, DBA	Member
17	Dr.Sudarshana Borah	Asst.Prof, Pharmacy	Member
18	Dr.Nicholous Bhattacharjee	Asst.Prof, Chemistry	Member
19	Dr.Sony Kumari	Associate Professor, Applied Biology	Member
20	Dr.Trishna Moni Thakuria	Asst.Prof, Sociology	Member
21	Dr.Nitu Borgohain	Asst.Prof, Physics	Member
22	Dr.Mitali Goswami	HoD, English	Member
23	Riniva Thakuria	Asst.Prof, English	Member

Resolutions and Action Taken Report against 46th IQAC Meeting

Action taken 01: Library has consulted and it's been registered in E-Vidwan.

Action Taken 02: 80 % of the activity has been uploaded in IQAC Archive.

AGENDA NO: 01: Annual IQAC Department & Faculty Charter to be presented.

RESOLUTION: Review Schedule for the presentation to be made, departments to be accordingly intimated.

AGENDA NO:02: All Outreach, Professional Training sessions, MoU activities to be completed by June 30th.

RESOLUTION: All necessary documents to be prepared & uploaded in Archive.

AGENDA NO: 03: Any Other Matter

RESOLUTION: Any other matter


Director, IQAC

Director, IQAC
USTM



47th IQAC Meeting

Date: 10/06/2022

Venue: Conference Hall, IQAC

The IQAC Committee Members present were:

Sl. No	Name of Members	Designation	Status	Signature
01	Dr. G.D Sharma	Vice Chancellor, USTM	Chairperson	G.D. Sharma 10.6.22
02	Dr. R K Sharma	Advisor, USTM	Member	R Sharma 10.6.22
03	Dr.B.K.Das	Director (Admin), USTM	Member	BK Das 10/6/22
04	Dr. A H Barbhuiya	Academic Registrar, USTM	Director	AH Barbhuiya 10/06/2022
05	Dr. Monalisa B Dekha	Dy. Director, Research	Joint Director	Monalisa 10.06.22
06	Ms. Anju Hazarika	Registrar, USTM	Member	Anju 10.06.22
07	Dr. Nurujjaman Laskar	COEA, USTM	Member	Nurujjaman 10.06.2022
08	Ms. Polly Borgohain	DUC, USTM	Member	Polly 10/6/22
09	Er. Debasish Saha	Director, Operations	Member	Debasish 10/6/22
10	Mr. Shamim Goney	Dy. Registrar (Admin)	Member	Shamim 10/6/22
11	Dr. Enamul Karim	Professor. Dept of Chemistry & Dean, School of Applied Sciences	Member	Enamul 10/06/22
12	Dr. Amit Choudhury	Professor. Dept of Business Sciences & Dean, School of Business Sciences	Member	Amit Choudhury 10/6/22
13	Dr. A.C. Talukdar	Professor & Dean School of Social Sciences &	Member	A.C. Talukdar

		Humanities		
14	Mr.Arnaveel Sarmah	Student Representative	Member	Arnaveel Sarmah
15	Mr.Zayed Choudhury	Alumni Representative	Member	Choudhury
16	Nilanjan Mazumder	Asst.Prof, DBA	Member	Mazumder
17	Dr.Sudarshana Borah	Asst.Prof, Pharmacy	Member	Sudarshana
18	Dr.Nicholous Bhattacharjee	Asst.Prof, Chemistry	Member	Nicholous
19	Dr.Sony Kumari	Associate Professor, Applied Biology	Member	Sony
20	Dr.Trishna Moni Thakuria	Asst.Prof, Sociology	Member	Trishna
21	Dr.Nitu Borgohain	Asst.Prof, Physics	Member	Borgohain
22	Dr.Mitali Goswami	HoD, English	Member	Goswami
23	Riniva Thakuria	Asst.Prof, English	Member	Thakuria