

MINUTES OF THE 1st IQAC MEETING

Sibsagar University

Date of Meeting: January 27, 2025

Venue: Conference Hall, Sibsagar University

1. Welcome

The 1st meeting of the Internal Quality Assurance Cell (IQAC) was called to order at the Conference Hall, Sibsagar University. Dr. Prafulla Ch. Kalita, Registrar of Sibsagar University, took the chair as President to preside over the session.

Dr. Rajib Saikia, Director of IQAC, formally welcomed the attendees and read out the scheduled agendas for the meeting, initiating the proceedings.

2. Deliberations and Resolutions

Following the presentation of the agendas, the committee engaged in thorough deliberations. After a detailed discussion on each point, the members concluded the following and unanimously adopted the corresponding resolutions:

- **Agenda Item 1: NAAC Accreditation Documentation**

After a detailed discussion regarding the university's accreditation records, the members concluded that having the official grading certificate on hand is an immediate administrative necessity.

- **Resolution:** It was resolved that a formal letter shall be sent to the Director of NAAC, requesting the prompt re-issuance of the NAAC-grading certificate to Sibsagar University.

- **Agenda Item 2: Promotion of Research and Publications**

The committee deliberated extensively on strategies to elevate the institution's academic profile. The members concluded that increasing high-impact faculty publications is vital for institutional growth.

- **Resolution:** It was resolved that all teachers will be formally requested to actively write and publish more research papers in reputed, recognized databases (such as UGC-Care, Scopus, Web of Science, etc.).

- **Agenda Item 3: Initiation of the Ph.D. Programme**

The proposal to introduce a doctoral program was discussed at length. Assessing the academic readiness of the university, the members concluded that launching the program is a top strategic priority for the upcoming academic year.

- **Resolution:** It was resolved that, upon receiving the necessary permission from the Honorable Vice-Chancellor, the Ph.D. programme will be started positively from August 2025.

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- **Agenda Item 4: Submission of AQAR Reports**

Highlighting the importance of annual academic compliance and data tracking, the members concluded that timely faculty input is required for quality assurance.

- **Resolution:** It was resolved that all teachers are to be strongly encouraged to prepare and submit their annual AQAR reports in a timely manner.

- **Agenda Item 5: Establishment of an Incubation and Innovation Cell**

The committee held a detailed discussion on fostering an entrepreneurial ecosystem on campus. It was concluded that a structured framework is required before the cell's inauguration.

- **Resolution:** It was resolved that an Incubation and Innovation cell will be started. For this purpose, specific guidelines are to be prepared by customizing the existing UGC guidelines to fit the university's framework.

- **Agenda Item 6: Revision of the Institutional Development Plan (IDP)**

The future roadmap of the university was reviewed. The members concluded that the current IDP requires immediate updating to align with national standards and institutional goals.

- **Resolution:** It was resolved that the IDP is to be revised as early as possible as part of the university's future plan. Furthermore, it was decided that the IDP committee will be expanded to include all Heads of Departments (HoDs), the Assistant Registrar (AR), the Registrar, and the Finance and Accounts Officer (FAO). The revision process must strictly follow UGC-IDP guidelines.

- **Agenda Item 7: Management of NIRF and AISHE Requirements**

To ensure a dedicated and organized approach to national rankings and higher education surveys, the committee discussed the delegation of compliance duties.

- **Resolution:** It was resolved that dedicated committees will be formulated immediately to take care of all matters and data compilation pertaining to NIRF and AISHE.

3. Adjournment

Having addressed all items on the agenda, the meeting was adjourned.


(Dr. Prafulla Ch. Kalita)

Registrar & Chairperson of the Meeting

Sibsagar University

Date: 28/04/2025

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