

PROCEEDINGS OF THE GENERAL MEETING OF IQAC HELD ON 21-11-2025

Venue: Conference Hall
(In hybrid mode)

Members present:

Sl. No	Name of the Members	Designation	Signature
1	The Vice-Chancellor, SU	Chairperson	Present
2	Dr. Profulla Chandra Kalita, Registrar	Member	Present
3	Dr. Tridib Mahanta, Ac. Reg., I/C	Member	Present
4	Mr. Diganta Borah, DSW, I/C	Member	Absent
5	Dr. Gayatri Goswami, Dean, R&D	Member	Present
6	Dr. Rupam Kr. Gogoi, COE, I/C	Member	Present
7	Ms. Silpisikha Devi, Librarian	Member	Absent
8	Syed Parwaj Munna Ur Rahman, FAO	Member	Present
9	Mr. Ranjit Baruah, SA	Member	Present
10	Dr. Kajal Saikia, CGM (HR & Legal), Numaligarh Refinery	Member	Absent
11	Prof. Parag Kumar Phukan, Dept. of Geology, Gauhati University	Member	Present Online
12	Mr. Ajit Kr. Das, Retired Associate Professor, SU	Member	Present
13	Mrs. Kalyani Baruah, Dept. of History, SU	Member	Present
14	Dr. Ranjan Sharma, Dept. of Computer Science, SU	Member	Present
15	Mr. Manash Pratim Gogoi, Dept. of Geology, SU	Member	Absent
16	Dr. Sudipta Chakraborty, Dept. of Education, SU	Member	Present
17	Dr. Juthika Das, Dept. of Philosophy, SU	Member	Present
18	Mr. Bidyutt Bikash Hazarika, Dept. of Economics, SU	Member	Present
19	Dr. Bikash Gogoi, Dept of Mathematics, SU	Member	Present
20	Dr. Sangita Phukan, Chairperson, Women's Study and Development Cell, SU	Member	Present
21	Sri Sudipta Chetia, President, Sibsagar University Students' Union	Member from Students	Present
22	Dr. Ranjit Kumar Gam	Director, IQAC	Present

The Director, IQAC requested the honorable Vice Chancellor, Sibsagar University to preside over the meeting and presented the Agenda of the meeting. The Chairman welcomed all the members to the second meeting of the IQAC after transitioning into the University and highlighted its significance in ensuring overall quality of the institution.

The Director of IQAC explained the objective of the meeting. He explained that as Sibsagar University [formerly Sibsagar College, Joysagar (Autonomous)] has recently been upgraded to a university and commenced functioning in this capacity with effect from 1st August 2024, it is now required to apply for accreditation by UGC-NAAC as a University. In this context, the meeting has been convened to discuss and seek suggestions from all members regarding the future work plan of IQAC, the new accreditation framework of UGC-NAAC, and the road map for achieving the various parameters necessary to meet the NAAC accreditation criteria.

In response to the objective of the meeting, the Hon'ble Vice-Chancellor offered his opening remarks, stating that the activities of the IQAC should be planned with the needs of the students in mind. He emphasized that the five core values which are contributing to national development, fostering global competencies, inculcating a value system among students, promoting the use of technology, and ensuring holistic growth must be considered while formulating the IQAC's work plan. He further stated that the working structure of the various cells of the University should fall under the purview of the IQAC.

AGENDA-3: Presentation of proceeding of the previous meeting

The Director of IQAC read out the proceedings of the last IQAC meeting held on 25-04-2025 and invited discussion on any issues arising from the minutes.

AGENDA-4: Discussion on the minute of previous meeting

Regarding the subject matter of the last IQAC meeting, the Hon'ble Vice-Chancellor opined that agenda of any IQAC meeting should be framed as per core objectives of the IQAC.

AGENDA-5: Discussion on accreditation process under new framework of NAAC

The discussion was initiated by the external member of the IQAC, Sibsagar University, Prof. Parag Phukon from the Department of Geology, Gauhati University. He remarked that the new accreditation system of NAAC is expected to be notified soon and thus the university should prepare itself accordingly for accreditation under the new framework within next two years. He highlighted the following issues:

1. The meeting related issues should be framed properly and proceedings should be submitted to the competent authority of the university i.e., the Registrar for necessary action
2. The final proceedings should be uploaded in the IQAC segment of the university website after circulation of the draft to the members and their inputs.
3. The proceedings and action taken report of each meeting should be placed in the subsequent IQAC meeting.
4. The Registrar should arrange for actions taken or execution of the decisions of the meeting, as per approval following the university protocol,
5. The impact analysis of each of the decisions taken in the meeting should be done by the IQAC
6. There must be an effective feedback analysis system through which students can provide feedback on teachers. The feedback should be analysed by the entrusted authority/IQAC and shared with the respective faculty maintaining confidentiality.
7. As a new university the authority should decide the framework of accreditation between Binary and MBGL for accreditation for which a detail SWOC analysis is required at granular level
8. The IQAC should study the recommendations from previous report of the NAAC peer team

visit, analyse the gaps and formulate action taken on these recommendations.

9. As a good practice and as part of prerequisite preparatory measures for accreditation, the following need to be carried out at the earliest for the current session and continuing it for every year
 - a. A comprehensive Academic and Administrative Audit
 - b. Internal audit and statutory financial audits
 - c. Energy Audit
 - d. Green Audit including Biodiversity Audit within the campus etc.
 - e. Developing a comprehensive campus master plan
10. The university should focus on outcome-based education (OBE). Quantifiable outcome along with evidence is required. In this regard, Bloom's Taxonomy need to be followed, and the IQAC should arrange workshops for the faculty members on this crucial aspect.

Responding to the suggestions of Prof. Parag Phukon, the Director of IQAC stated that an online feedback mechanism on teachers by students has been developed through the university ERP team using a 0-4 scale. In addition, the Students' Satisfactory Survey (SSS) has also been prepared for online circulation.

In relation to the students' feedback on teachers, Prof. Parag Phukon has suggested adding an additional response option such as "No Comments," instead of restricting students to only four compulsory answer choices. He is of the view that if students are required to choose among only four mandatory options for every question, some may refrain from participating due to reluctance in responding negatively about a teacher. Therefore, he recommends that the feedback system be made more robust and inclusive so that all students feel comfortable participating.

The Honourable Vice-Chancellor supplemented the suggestion and advised that an appropriate analysis mechanism be developed. He emphasized that the feedback must be analysed carefully using proper techniques. The Registrar further suggested that the analysis may be presented in pictorial form using appropriate diagrams for better clarity and understanding. Prof. Parag Phukon also expressed the view that a proper protocol must be established to ensure the confidentiality of the feedback.

Dr. Gayatri Goswami, Dean, R&D, enquired whether the respective teacher would be able to view his or her feedback report. In response, the Honourable Vice-Chancellor clarified that only the Vice-Chancellor will have access to the individual feedback reports. He further stated that the report will be conveyed to the teacher concerned only if deemed necessary. The Vice-Chancellor emphasized that the purpose of the feedback is not to initiate any disciplinary action but to facilitate self-correction and professional improvement.

In addition, the Honourable Vice Chancellor suggested that the IQAC must maintain a proper data management system. Minutes of IQAC meetings and action taken reports should be preserved systematically. In this regard, the Director, IQAC requested Dr. Ranjan Sarmah, Head of the Department of Computer Science and a member of the IQAC, to develop a template for data collection from all departments, which can be linked to the university website. The members appreciated Dr. Sarmah for enabling the conduct of the university election electronically through software developed by him and his team.

AGENDA-6: Discussion on future course of action

The agenda is discussed with Agenda-5.

AGENDA-7: Discussion on infrastructural development

The Director, IQAC pointed out that the university lacks several essential infrastructure facilities required under important criteria of the UGC-NAAC assessment. These include an incubation centre, a central instrumentation facility, and rainwater harvesting systems, proper waste disposal mechanisms, and renewable energy installations, among others. In this regard, the Honourable Vice-Chancellor apprised that the university is currently facing a shortage of classrooms, due to which some of these crucial requirements will be taken up in phased manner.

The members suggested initiating communication with oil and gas companies, as well as other industries, for the establishment of certain infrastructure facilities through their CSR funds.

With respect to solar energy, Prof. Parag Phukon suggested that an energy audit should be conducted first. He noted that efforts of the university should generate at least 20% of its total energy requirement through renewable sources in next two/three years and increase this share incrementally.

Ms. Kalyani Baruah raised the issue of transport facilities for students and enquired whether the university could arrange buses for transportation at least once in the morning and once in the evening. In response, the Honourable Vice Chancellor stated that the university is not in a position to arrange buses on its own, and there are challenges in operating buses under a contract with ASTC, as previously experienced by other HEIs in Assam.

Dr. Tridib Mahanta, Academic Registrar, I/C suggested that for the time being we may go for MoU with the Associations of Tempo operators and E-Rikshaw operators to provide concessional fares for students during university hours.

Sri Sudipta Chetia, President, Sibsagar University Students' Union and a Member of IQAC from students raised the issue of need for a medical room, a placement cell and holding of career counseling orientation program every month. In response, the Honourable Vice-Chancellor stated that arrangement of classrooms is the present priority, but the issue of in-campus medical facility will also be looked into. The appointment of placement officer on contractual basis is under discussion and career counseling orientation can be organized once every semester.

Dr. Sangeeta Phukan, one of the members of the IQAC, raised the issue of the need for a day-care room on the university campus. In response, the Honourable Vice-Chancellor entrusted Dr. Sangeeta Phukan and Ms. Kalyani Baruah with the task of identifying a room to be allocated for this purpose, without compromising on the classroom space.

AGENDA-8 and 9: Discussion on product development and development of research environment

The Chairman apprised that these matters have already been discussed in the previous RDC meeting held the same day and the content of discussion may be shared.

AGENDA-10: AOB

Under any other discussion, Prof. Parag Phukon enquired whether the university has obtained UGC 12(b) status. In response, the Honourable Vice-Chancellor stated that several procedures are still pending for acquiring UGC 12(b) status. The University Statute has already been submitted to the Government for approval. He further explained that various institutional bodies such as the Court, Executive Council, Academic Council, and others are required to be in place for completing the processes necessary to obtain 12(b) status.

Prof. Parag Phukon also suggested initiating preparations for the NIRF ranking framework, a proposal which was supported by the members.

Resolutions:

1. After a threadbare discussion on various agenda items, the meeting adopted the following resolutions:
2. The proceedings/minutes of each meeting of IQAC shall be prepared systematically and submitted to Registrar for further necessary action. The proceedings/minutes of each meeting shall be presented in the next meeting with action taken report.
3. With the due approval of the Honourable Vice-Chancellor, the proceedings/minutes of each meeting of IQAC shall be uploaded in the IQAC segment of the university website.
4. An additional option of response "No Comments" shall be added to each of the questions in the student's feedback on teachers to make it inclusive feedback system.
5. The mechanism of analysis shall be discussed with the ERP team of university website where the issue of confidentiality will also be discussed.
6. The university shall conduct Academic and Administrative Audit, Green Audit, Energy Audit, Campus Biodiversity Audit at the earliest possible.
7. A workshop on outcome-based education shall be conducted at the earliest possible.
8. Detail SWOC analysis at granular level will be conducted as preparatory step for accreditation and ranking.
9. For Data Management of the IQAC, Dr. Ranjan Sarmah is entrusted to develop a template for departmental data collection that shall be linked to the University Website.
10. As a temporary measure the University Authority and Sibsagar University Students' Union shall try for MoU with the Associations of Tempo operators and E-Rikshaw operators to provide concessional fares for students during university hours.
11. Career Counseling Orientation Program shall be organized once in every semester.
12. A room at the Arts Faculty Block shall be allotted as Day Baby Care Centre.

AGENDA-11:Chairperson'sRemark

The Honourable Vice Chancellor, as the chairperson of the meeting, remarked that every member present actively participated and contributed valuable input regarding the future course of action for IQAC, Sibsagar University. Prof. Parag Phukon was specially acknowledged by the Vice-Chancellor for his active participation throughout the meeting and for providing several constructive suggestions. The Vice-Chancellor appreciated the contributions of all members and requested their continued participation in future meetings, emphasizing that the IQAC of Sibsagar University can progress in the right direction only through the valuable guidance and suggestions of its members.

AGENDA-12: Vote of thanks

The Director, IQAC, expressed his gratitude to the Honourable Vice-Chancellor, the Registrar, the Academic Registrar, and all other members present for their valuable suggestions. He offered special thanks to Prof. Parag Phukon, Department of Geology, Gauhati University, for his presence in the meeting and for wholeheartedly providing suggestions to guide the IQAC in the right direction.


21.11.2025
Chairperson, IQAC


Director, IQAC
Director, IQAC
Sibsagar University
Sivasagar