



No. F.TU/IQAC/02/2013

Date: 29/03/2017

**Proceeding of the First Meeting of Task Team of Annual Quality Assurance Report held on 27/3/2017 at 2.00 PM in the Council Hall, T.U.**

Members present:

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| 1. Prof. A. Mukherjee, Pro Vice-Chancellor, T.U.                             | Chairman |
| 2. Prof. B.C. Tripathy, Dept. of Mathematics, T.U.                           | Member   |
| 3. Dr. Monishankar Misra, Assistant Professor, Dept. of History, T.U.        | Member   |
| 4. Dr. Debashish Maiti, Associate Professor, Dept. of Human Physiology, T.U. | Member   |
| 5. Dr. Utpal Ch. De, Assistant Professor, Dept. of Chemistry, T.U.           | Member   |
| 6. Sri Jayanta Datta, Statistical Officer T.U                                | Member   |
| 7. Sri Ashish Choudhury, Information Scientist, T.U.                         | Member   |
| 8. Prof. B.K Agarwala, Director cum Member Secretary, IQAC, T.U.             | Convener |

The Chairman welcomed the members to the first meeting of Task team for preparing the Annual Quality Assurance Report (AQAR) and requested them to help in the preparation of Reports for the years 2014-15, 2015-16 and 2016-17.

Thereafter, the Convener of the Team, Prof. B.K Agarwala, Director cum Member Secretary, IQAC, informed the members that the AQARs for the years 2011-12, 2012-13 and 2013-14 were already prepared by the previous IQAC committee and those were uploaded in the NAAC website. The convener also informed that these reports are required to up-loaded in the University website in a dedicated link as per guidelines of the NAAC. The latest format of the AQAR was also placed before the team members.

Based on elaborate discussion on the different criteria covered in the AQAR, following decisions were taken:

1. Keeping in view information required on 'No. of Conferences/ Workshops/ Symposia organized by the IQAC' under item no. 2.13 (ii) of Part – A of the AQAR format, it was decided that the Vice Chancellor should be requested for issuing a notification by

the office of the Registrar to all the Departments, Faculty members and Administration Branches to include IQAC, T.U. as the Co-Host of all the Seminars/ Conferences/ Workshops/ Symposia to be organized by them at International, National, State and Institutional level to enable tracking the events held during a year and prepare report on the substantial outcome of those events.

2. It was decided that following 3 groups of the Task Team will prepare the AQAR for the following years:

Group No.	Names of the Task Team Members	Year
1.	Dr. Monishankar Misra, Assistant Professor, Dept. of History T.U. and Dr. Subir Kumar Sen, Assistant Professor, Dept. of Commerce, T.U.	2014-15
2.	Dr. Utpal Ch. De, Assistant Professor, Dept. of Chemistry, T.U. and Sri Ashish Choudhury, Information Scientist, T.U	2015-16
3.	Dr. Debashish Maiti, Associate Professor, Dept. of Human Physiology, T.U. and Dr. Jayanta Choudhury, Assistant Professor, Dept. of MRMD, T.U.	2016-17

In this context, it was decided that Sri Jayanta Datta, Statistical Officer, T.U, will act as the Nodal Person for providing relevant information to the members of different groups from the Administration side.

3. The Team members requested for the soft copy of the AQAR of 2013-14 and also for the soft copy of the NAAC format. It was decided that the Convener will provide the soft copies to the members of the 3 groups for needful action.
4. With view to make an impact of IQAC on the stake holders of the University and others who may be interested in the profile of Tripura University, the following actions will taken by the IT division of the University with the help of the Information Scientist:
- a) IQAC sign should be made visible on the University website screen,
  - b) There should be following dedicated links under the IQAC:
    - (i) IQAC Committee
    - (ii) Proceedings of the meetings
    - (iii) AQAR
    - (iv) Student Feedback
    - (v) Others

5. It was decided that all pending AQARs should be ready by the middle of the August, 2017 at the latest and those should be approved by the Academic Council and Executive Council by the 1<sup>st</sup> week of September, 2017, so that duly approved AQARs are uploaded on the NAAC website before the start of Puja Vacation, 2017.
6. It was also decided that the next meeting of the Task Team will be held on 19<sup>th</sup> April, 2017 at 2.30 P.M to review the progress of work.

The meeting ended with a vote of thanks to the Chair.



(Prof. B.K. Agarwala)  
Director cum Member Secretary, IQAC  
**Convener**



(Prof. A. Mukherjee)  
Pro Vice – Chancellor  
**Chairman**

Copy for information to:

1. The Registrar, Tripura University.
2. P.A. to the Vice Chancellor, Tripura University.