

**Minutes of the 4th Meeting of the Internal Quality Assurance Cell held on
12th September 2018 at 03:30 pm in Vice Chancellor's office,
Administrative Block, Sikkim University**

4th Meeting of the Internal Quality Assurance Cell was held on 12th September 2018 at 03:30 pm in Vice Chancellor's office, Administrative Block, Sikkim University. Following were Present:

1. Prof. Jyoti Prakash Tamang, Vice-Chancellor - Chairperson
2. Dr. Debashis Chowdhary, Controller of Examinations - Member
3. Dr. Suresh Kumar Gurung, Joint Registrar (Academics) - Member
4. Dr. N K Paswan, Associate Professor & HoD, Department of Peace and Conflict Management - Member
5. Dr. A N Shankar, Associate Professor, Department of Commerce - Member
6. Dr. Sebastian N. , Assistant Professor, Department of International Relations - Member
7. Dr. S N Chakraborty, Assistant Professor, Department of Chemistry - Member
8. Dr. Sandhya Thapa, Associate Professor, Department of Sociology - Member
9. Dr. Dhriti Roy, Assistant Professor, Department of Chinese - Member
10. Ms. Lunishree Rai, Student, Department of Horticulture -Member
11. Dr. Subir Mukhopadhyay, Associate Professor, Department of Physics - Director
12. Shri T K Kaul, Registrar Sikkim University - Special Invitee
13. Shri Debashis Pal, Finance Officer Sikkim University -Special Invitee

Shri Chandan Talukdar, Joint Registrar (Finance), Dr. Manju Rana, Assistant Professor, Department of Horticulture, Mr. Pankaj Rai, Student, Department

of Political Science, Mr. Akash Sharma, Student, Department of Geology, Ms. Preeti Sharma, Student, Department of Law could not attend the meeting.

At the outset the Chairman welcomed all the members of the Cell. Thereafter, agenda items were taken up as under:

SECTION-1 CONFIRMATION OF THE MINUTES AND ACTION TAKEN REPORT

IQAC 03.1.1: Confirmation of the minutes of the 3rd meeting of the Internal Quality Assurance Cell held on 6th September, 2016

The minutes of the 3rd meeting of the Internal Quality Assurance Cell held on 6th September, 2016 were confirmed.

IQAC 03.1.2: Action taken report on the minutes of the 3rd meeting of the Internal Quality Assurance Cell held on 6th September, 2016

The Director presented the action taken report on the minutes of the 3rd meeting of the Internal Quality Assurance Cell held on 6th September, 2016.

The Cell noted the action taken by the University.

SECTION-2 REPORTING ITEMS

IQAC 04.2.1: Notification from NAAC

University has received recent notification from NAAC regarding preparation and submission of AQAR, which was presented to cell.

The Cell noted the action taken by the University.

SECTION-3 RATIFICATION MATTERS

There is no ratification matter.

SECTION-4 MATTERS FOR CONSIDERATION AND APPROVAL

IQAC 04.4.1: Data submission to NIRF:

University needs to register and participate in NIRF ranking and this task has been assigned to IQAC. Following members have been assigned the task to contact the respective department of the university and obtain accurate and complete data for the purpose of NIRF.

Establishment: Dr. S N Chakraborty

Evaluation: Dr. Dhriti Roy and Dr. Sandhya Thapa

Finance: Prof. N K Paswan
DSW: Dr. Sebastian N
Placement: Dr. A N Shankar.

It has been decided that formats will be sent to the respective departments and Vice Chancellor will inform them to submit the complete and corrected data on time.

IQAC 04.4.2: Preparation of AQAR for 2016-17 and 2017-18:

It has been decided that AQAR for 2015-16 will be submitted first. After the submission, IQAC will begin collection of the data for 2016-17 and 2017-18 together.

IQAC: 04.4.3: Updation of API criteria based PBAS Proforma:

API criteria based PBAS proforma need to be updated in accordance with the latest UGC notification dated 18 July 2018. IQAC has been informed that University has to formally accept the UGC regulation dated 18 July 2018 through its EC. Only after that the updated Proforma will be effective. However, it may be kept ready.

IQAC: 04.4.4: Student Feedback:

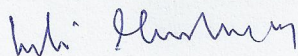
Student's feedback was collected in 2015-16 from all the departments. Vice Chancellor has informed the members that feedback will remain in the online format only and he will take care of that.

IQAC: 04.4.5: One staff for IQAC:

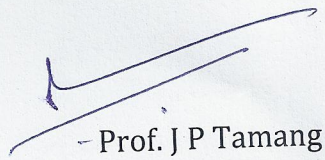
Vice Chancellor has assured that he will discuss with Registrar and a suitable staff member will be deployed to carry out activities of IQAC.

**SECTION-5
ITEMS FROM CHAIR**

There was no item from Chair.



Dr. Subir Mukhopadhyay
Director, IQAC
IQAC



- Prof. J P Tamang
Chairperson,