



## Internal Quality Assurance Cell (IQAC)

Minutes of the meeting of IQAC Coordinators on March 18, 2024.

### Members Present:

1. Prof. P. S. Shukla, VC, NEHU Chairperson
2. Prof. H Kayang Coordinator (Students' Affairs)
3. Prof. Dwijen Sharma Coordinator (Academics) Tura (Online)
4. Prof. D Biswal AR Planning
5. Dr Sudipta Ghosh Coordinator (Publications Books)
6. Dr. Binayak Dutta Coordinator (University's Perception)
7. Dr. Amarta K.Paul Coordinator (Publications Journals & Conference Proceedings)
8. Dr. Vandana Co-Ordinator (Higher Studies & Placement)
9. Prof. Ghanashyam Bez Director IQAC and Convener

Dr Deigracia Nongkynrih and Dr Dinesh Bhatia expressed their inability to attend the meeting due to prior commitments.

### Minutes

1. The Honorable Vice Chancellor and the IQAC Chairperson, Prof. P S Shukla, welcomed the members and briefed on the needs of the hour to prepare the SSR for NAAC Assessment and Accreditation.
2. The Director IQAC gave a presentation on various quality parameters under NAAC application process. A threadbare discussion on various criteria, their quality indicators, qualitative and quantitative matrices took place to understand different dimensions of the accreditation process.
3. To spearhead the seven criteria enlisted in NAAC application, following Criteria Heads were selected:  
Head, Criteria 1: Dr Amarta K Pal, Department of Chemistry  
Dr Somjyoti Mirdha, Department of English as Joint Criteria Head  
Head, Criteria 2: Dr Binayak Dutta, Department of History  
Head, Criteria 3: Dr Sudipta Ghosh, Department of Anthropology  
Head, Criteria 4: Prof. Devendra Biswal, Department of Zoology  
Head, Criteria 5: Prof. H Kayang, Department of Botany  
Prof. R L Nongkhlaw, DSW as Joint Criteria Head  
Head, Criteria 6: Dr Dinesh Bhatia, Department of Biomedical Engineering  
Head, Criteria 7: Dr Vandana, Department of Education  
Dr Deigracia Nongkynrih, Department of Economics as Joint Criteria Head  
Head (Tura), Criteria 1-7: Prof. Dwijen Sharma, Department of English, Tura

4. The Director IQAC proposed the formation of three committees for preparation and monitoring of the NAAC application process.

4.1 NAAC Monitoring Committee

4.2 NAAC Steering Committee

4.3 Departmental NAAC Working Committee

The constitution and functions of all the three committees were also presented (Annexure 1)

5. The Convener also presented a “NAAC Application Submission Calendar” where regular meeting of the NAAC Steering Committee and the NAAC Monitoring Committee is proposed with a fixed set of agenda in each case along with deadlines to achieve various application targets (Annexure II).

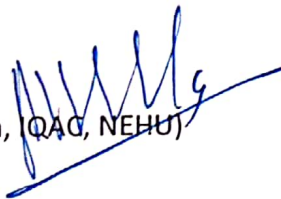
6. The Convener also informed the members that the NAAC assessment application will be prepared in the Kramah Software that was purchased by the University. Separate email IDs are being created for the Departmental NAAC Coordinators (Academics, Finance, and Administration) which will help the Departments to feed data in the Kramah Software and, also in GAP analysis in the application process.

7. The Convener was advised to call an emergent meeting of the IQAC on March 19, 2024 with the Dean of the Schools and Head of the Departments to discuss the entire plan and support the NAAC Application Calendar.

8. It was also decided to have a meeting with NEHUSU to get their feedback on NAAC Application process.

9. Meeting ended with a vote of thanks from the Chairperson.

(Chairperson, IQAC, NEHU)



## Institutional NAAC Assessment Prep Module

(ANNEXURE I)

### NAAC Monitoring Committee

#### **Composition:**

- |                               |          |
|-------------------------------|----------|
| 1. Vice Chancellor            | Chairman |
| 2. Deans of Schools           | Member   |
| 3. Registrar                  | Member   |
| 4. Controller of Examinations | Member   |
| 5. Finance Officer            | Member   |
| 6. Director, IQAC             | Convener |

#### **Functions**

- Monitoring of the progress of the Self Study Report
- Feedback on GAP for improvement
- Pre-assessment score evaluation
- Final approval of the SSR for submission

### NAAC Steering Committee

#### **Composition:**

- |                                   |                     |
|-----------------------------------|---------------------|
| 1. IQAC Director                  | Chairman & Convener |
| 2. Criteria Heads                 | Members             |
| 3. Registrar                      | Member              |
| 4. Controller of Examinations     | Member              |
| 5. Finance Officer                | Member              |
| 6. Departmental NAAC Coordinators | Members             |

#### **Functions**

- Preparation of IIQA, SSR, & Submission of Application
- Coordination of Team Visit

### Departmental NAAC Committee

#### **Composition:**

- |                             |          |
|-----------------------------|----------|
| 1. Head of the Dept         | Chairman |
| 2. Departmental Coordinator | Convener |
| 3. 2/3-faculty members      | Member   |

#### **Functions**

- Preparation of Departmental AQAR, IIQA, and Self Study Report
- GAP analysis report

## NAAC Application Submission Calendar

(ANNEXURE II)

**NAAC Steering Committee Meeting: First working Day of 1<sup>st</sup> and 3<sup>rd</sup> week of every month**

### Agenda

Progress report by Departmental NAAC Coordinators & data validation  
Progress report by Criteria Heads & data validation  
Overall progress report by the Chairperson  
GAP Analysis of the reports  
Setting targets to be achieved in a fortnight  
Any other matter

**NAAC Assessment Monitoring Committee Meeting: First working Day of 4<sup>th</sup> week of each month**

### Agenda

Review of the progress report by Departmental NAAC Coordinators & data validation  
Review of the progress report by Criteria Heads & data validation  
Overall review of the progress report by the Chairperson, Steering Committee  
GAP Analysis of the reports  
Setting targets to be achieved in a fortnight  
Any other matter

### DEADLINES

1. Submission of Departmental SSRs - April 15
2. DVV of Departmental SSRs – May 1
3. Completion of C4-C7 - May 13
4. DVV of C4-C7 – May 27
5. Completion of C1-C3 – June 3
6. DVV of C1-C3 – June 18
7. Submission of SSR to NAAC Monitoring Committee – June 28
8. Final SSR by July 12, 2024
9. Submission of SSR by July 26, 2024

**NORTH-EASTERN HILL UNIVERSITY  
INTERNAL QUALITY ASSURANCE CELL  
SHILLONG**

Attendance sheet of Members present in the Emergent meeting of IQAC Coordinators held on the 18<sup>th</sup> March, 2024 @ 2:30 p.m. in the VC's Conference room.

Sl. No	Name of the Members	
1.	Prof. P. S. Shukla Vice-Chancellor, NEHU	Chairperson, IQAC
2.	Prof.H.Kayang, Deptt. of Botany NEHU, Shillong.	Co-Ordinator (Students' Affairs)
3.	Prof.Dwijen Sharma, Deptt. of English, NEHU, Tura, Tura Campus	Co-Ordinator (Academics) Tura
4.	Dr. Sudipta Ghosh Deptt. of Anthropology NEHU, Shillong	Co-Ordinator (Publications Books)
5.	Dr. Binayak Dutta Deptt. of History NEHU, Shillong	Co-Ordinator (University's Perception)
6.	Dr. Amarta K.Paul, Deptt. of Chemistry, NEHU, Shillong.	Co-Ordinator (Publications Journals & Conference Proceedings)
7.	Dr. Vandana, Deptt. of Education, NEHU, Shillong.	Co-Ordinator (Higher Studies & Placement)
8.	Dr. Ghanashyam Bez Dept. Chemistry	Director, IQAC
9.	Dr. Devendra Kumar Biswal	Asst. Registrar (I/C), Planning