

**INTERNAL QUALITY ASSURANCE CELL**  
**FEEDBACK FORM FOR TEACHER EVALUATION BY STUDENTS**  
**SCHOOL OF SOCIAL SCIENCES**  
**THE ASSAM KAZIRANGA UNIVERSITY**

**2021 -2022**

There was 264 response recorded from the 21.2 % of BSW, 0.4% of Integrated BSW-MSW and 78.4% from MSW.

**Table 1: Overall frequency of teachers' time sense**

Sl. No	Subject	Below Avg.	Average	Good	Very Good	Excellent
1.	Punctuality in the Class	0 (00)	3 (1.1)	69 (26.1)	73 (27.7)	118 (44.7)
2.	Regularity in taking Classes	0 (00)	4 (1.5)	66 (25)	88 (33.3)	106 (40.2)
3.	Students' attendance/ presence in the class of teacher who is being evaluated	0 (00)	4 (1.5)	78 (29.5)	74 (28)	108 (40.9)
4.	Completes syllabus of the course in time	0 (00)	7 (2.7)	66 (25)	73 (27.7)	118 (44.7)
5.	Scheduled organization of assignments, class test, quizzes and seminars	0 (00)	12 (4.5)	63 (23.9)	72 (27.3)	117 (44.3)
6.	Makes alternate arrangement of class in his/her absence	0 (00)	14 (5.3)	77 (29.2)	65 (24.6)	107 (40.5)

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**Table 2: Overall frequency of teachers' subject command**

Sl. No	Subject	Below Avg.	Average	Good	Very Good	Excellent
1.	Focus on Syllabi	0 (00)	4 (1.5)	61 (23.1)	84 (31.8)	115 (43.6)
2.	Self-confidence	0 (00)	2 (0.8)	58 (22)	94 (35.6)	110 (41.7)
3.	Communication skills	2 (0.8)	8 (3)	65 (24.6)	68 (25.8)	121 (45.8)
4.	Conducting the classroom discussions	0 (00)	2 (0.8)	66 (25)	75 (28.4)	121 (45.8)
5.	Teaching the subject matter	0 (00)	3 (1.1)	61 (23.1)	85 (32.2)	115 (43.6)
6.	Delivery of structured lecture	1 (0.4)	4 (1.5)	75 (28.4)	76 (28.8)	108 (40.9)
7.	Skill of linking subject to life experience & creating interest in the subject	0 (00)	9 (3.4)	60 (22.7)	74 (28)	121 (45.8)
8.	Refers to latest developments in the field	3 (1.1)	5 (1.9)	64 (24.2)	82 (31.1)	110 (41.7)

**Table 3: Overall frequency of teaching methods/aids**

Sl. No	Subject	Below Avg.	Average	Good	Very Good	Excellent
1.	Uses of teaching aids (Blackboard /PPT's)	0 (00)	12 (4.5)	63 (23.9)	68 (25.8)	121 (45.8)
2.	Blackboard/Whiteboard work in terms of legibility, visibility and structure	3 (1.1)	10 (3.8)	66 (25)	81 (30.7)	104 (39.4)
3.	Uses of innovative teaching methods	0 (00)	11 (4.2)	62 (23.5)	81 (30.7)	110 (41.7)
4.	Shares the answers of class tests or sessional test questions after the conduct of the class tests/sessional tests.	1 (0.4)	12 (4.5)	66 (25)	84 (31.8)	101 (38.3)
5.	Shows the evaluated answer books of class tests to the students	2 (0.8)	10 (3.8)	69 (26.1)	69 (26.1)	114 (43.2)
6.	Makes sure that he/she is being understood	0 (00)	12 (4.5)	65 (24.6)	74 (28)	113 (42.8)

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**Table 4: Overall frequency of helping attitude of teachers**

Sl. No	Subject	Below Avg.	Average	Good	Very Good	Excellent
1.	Helping approach towards varied academic interests of students	0 (00)	6 (2.3)	70 (26.5)	66 (25)	122 (46.2)
2.	Helps student in providing study material which is not readily available in the text books say through e-resources, e-journals, reference books, open course wares etc.	0 (00)	4 (1.5)	70 (26.5)	80 (30.3)	110 (41.7)
3.	Helps students irrespective of ethnicity and culture/background	0 (00)	7 (2.7)	64 (24.2)	74 (28)	119 (45.1)
4.	Helps students irrespective of gender	0 (00)	5 (1.9)	60 (22.7)	90 (34.1)	109 (41.3)
5.	Helps students facing physical, emotional and learning challenges	1 (0.4)	7 (2.7)	64 (24.2)	72 (27.3)	120 (45.5)
6.	Approach towards developing professional skills among students	2 (0.8)	3 (1.1)	64 (24.2)	86 (32.6)	109 (41.3)
7.	Helps students in realizing career goals	1 (0.4)	8 (3)	59 (22.3)	77 (29.2)	119 (45.1)
8.	Helps students in realizing their strengths and developmental needs	1 (0.4)	9 (3.4)	60 (22.7)	80 (30.3)	114 (43.2)

**Table 5: Overall frequency of class control of teachers**

Sl. No	Subject	Below Avg.	Average	Good	Very Good	Excellent
1.	Control mechanism in effectively conducting the class	0 (00)	6 (2.3)	71 (26.9)	78 (29.5)	109 (41.3)
2.	Students' participation in the class	0 (00)	7 (2.7)	68 (25.8)	91 (34.5)	98 (37.1)
3.	Skills of addressing inappropriate behaviour of student	0 (00)	5 (1.9)	81 (30.7)	72 (27.3)	106 (40.2)
4.	Tendency of inviting opinion and question on subject matter from students	2 (0.8)	4 (1.5)	72 (27.3)	77 (29.2)	109 (41.3)
5.	Enhances learning by judicious reinforcement mechanism	1 (0.4)	8 (3)	70 (26.5)	83 (31.4)	102 (38.6)
6.	Inspires students for ethical conduct	2 (0.8)	6 (2.3)	76 (28.8)	73 (27.7)	107 (40.5)
7.	Acts as a role model	0 (00)	4 (1.5)	70 (26.5)	70 (26.5)	120 (45.5)

End



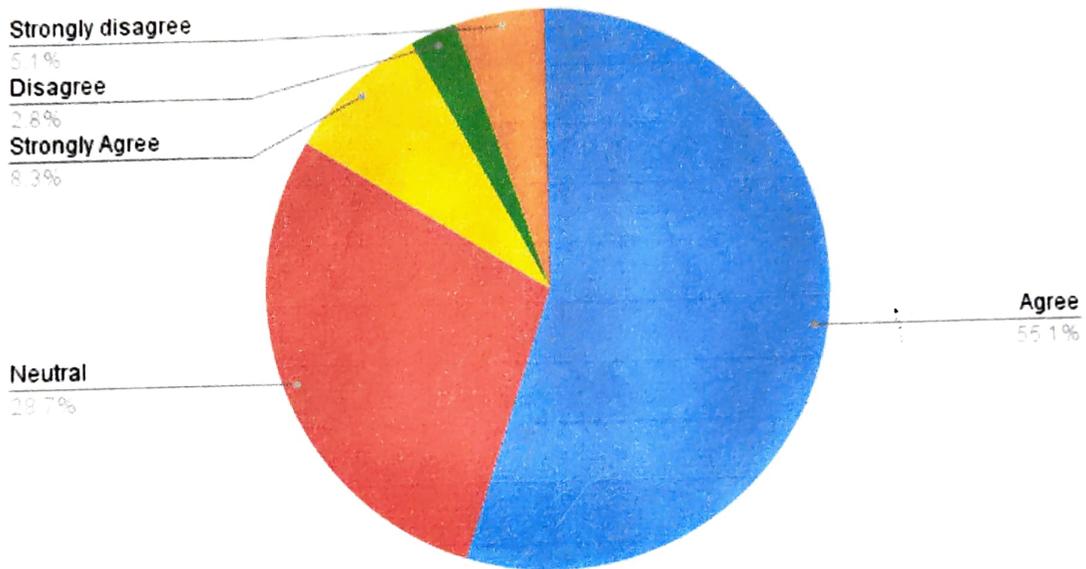
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**Course Curriculum Satisfaction Survey of Students  
School of Business,  
The Assam Kaziranga University**

The course curriculum and its contents are relevant.



Analysis- We may conclude that the Course Curriculum and its contents are quite relevant- barring 7.9% of respondents, majority are agreeable.

Action Taken- BOS are conducted to make the course curriculum relevant as required.

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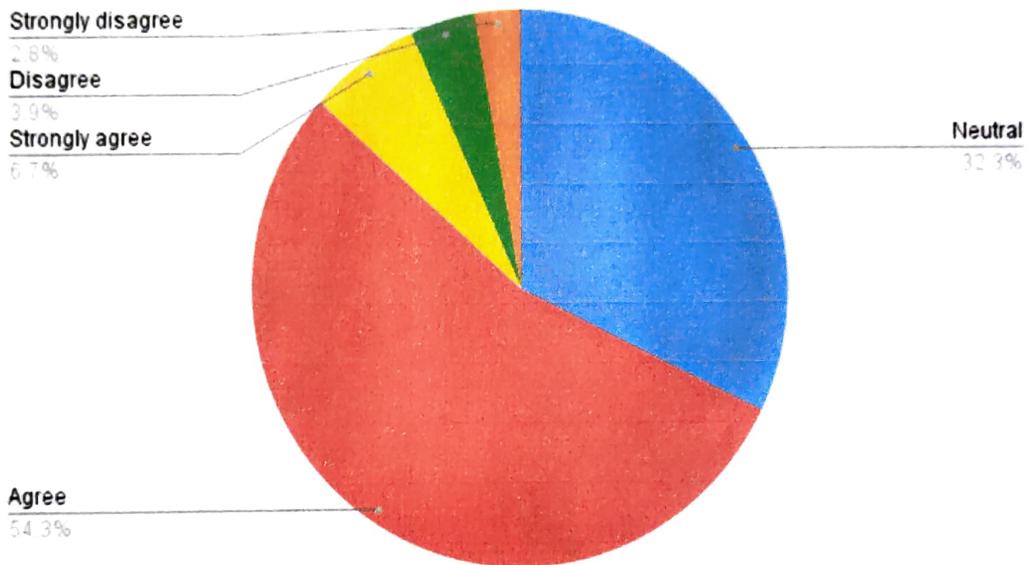
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**Course Curriculum Satisfaction Survey of Students  
School of Business,  
The Assam Kaziranga University**

The course curriculum and its contents are up-to-date



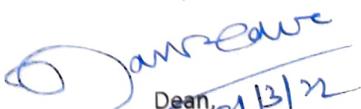
Analysis- We may conclude that the Course Curriculum and its contents are up-to-date barring 3.9% of respondents, majority are agreeable.

Action Taken- BOS are conducted to make the course curriculum and its contents up to date regularly.

  
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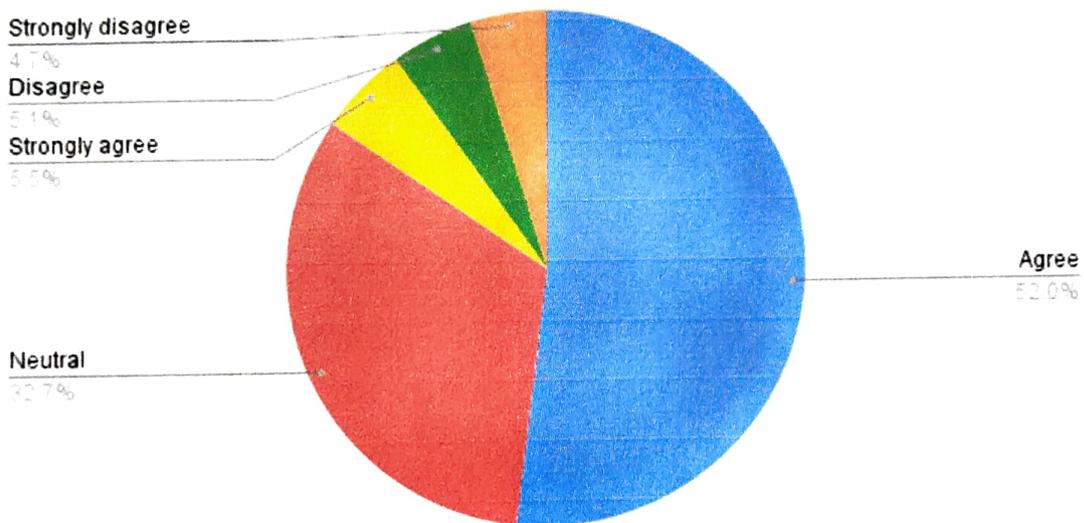
  
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**Course Curriculum Satisfaction Survey of Students  
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The course curriculum and its contents are at par with the course curriculum and content of other reputed



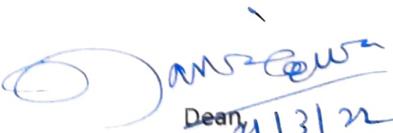
**Analysis-** We may conclude that the Course Curriculum and its contents are at par with the Course curriculum and content of other reputed Institutions as barring 9.8% of respondents, majority are agreeable.

**Action Taken-** Academic experts & the Industry experts feedback on the BOS makes the course curriculum and its contents at par with the course curriculum and the content of together reputed institutions.

  
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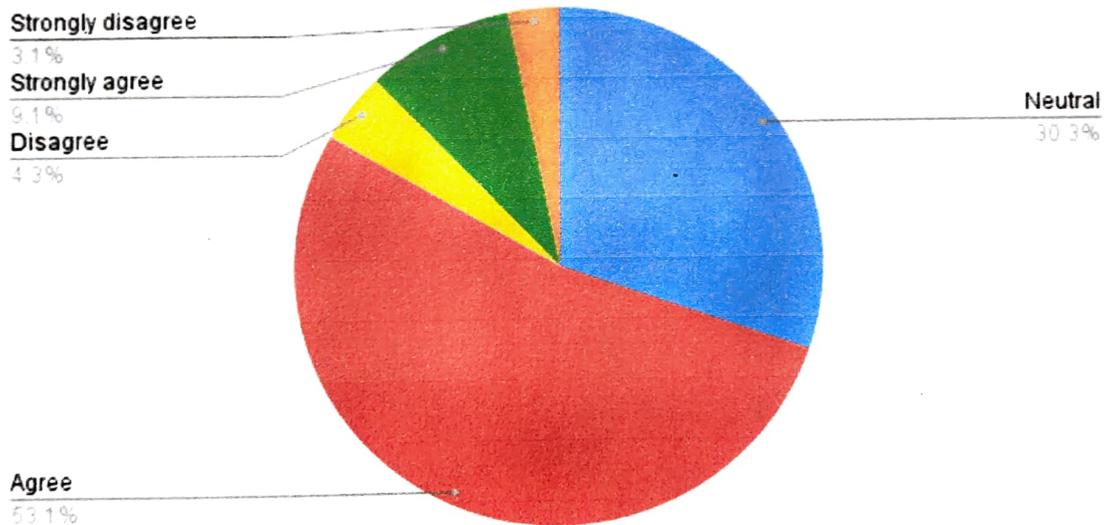
  
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The course curriculum and its contents have clarity in terms of their objectives and intended outcomes.



Analysis- We may conclude that the Course Curriculum and its contents have clarity in terms of their objectives and intended outcomes - as barring 12.2% of respondents, majority are agreeable.

Action Taken- No action required.

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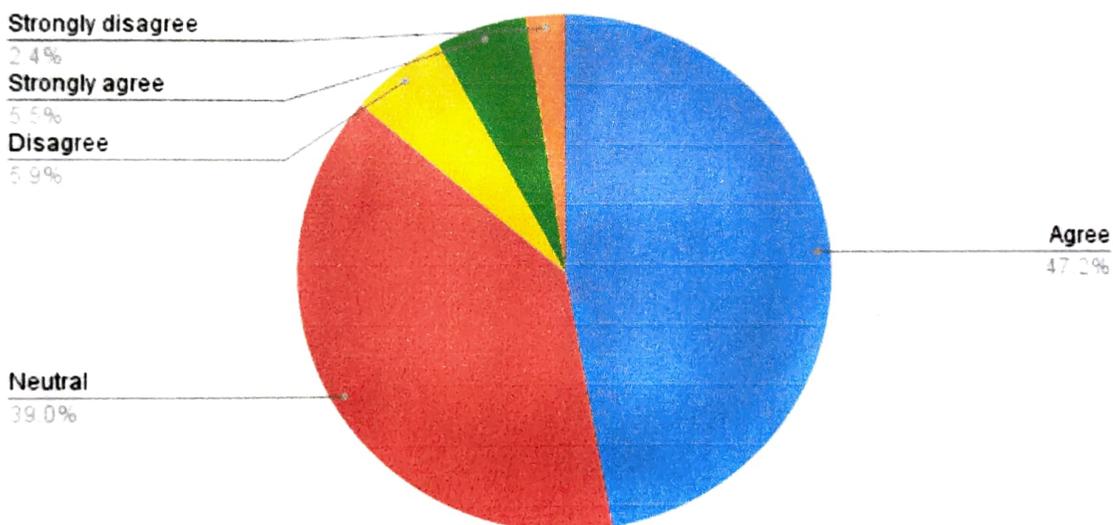
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**Course Curriculum Satisfaction Survey of Students  
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Count of The course curriculum and its contents are not too difficult.



Analysis- We may conclude that Count of the Course Curriculum and its contents are not too difficult - as barring 7.9% of respondents, majority are agreeable.

Action Taken- No action taken required.

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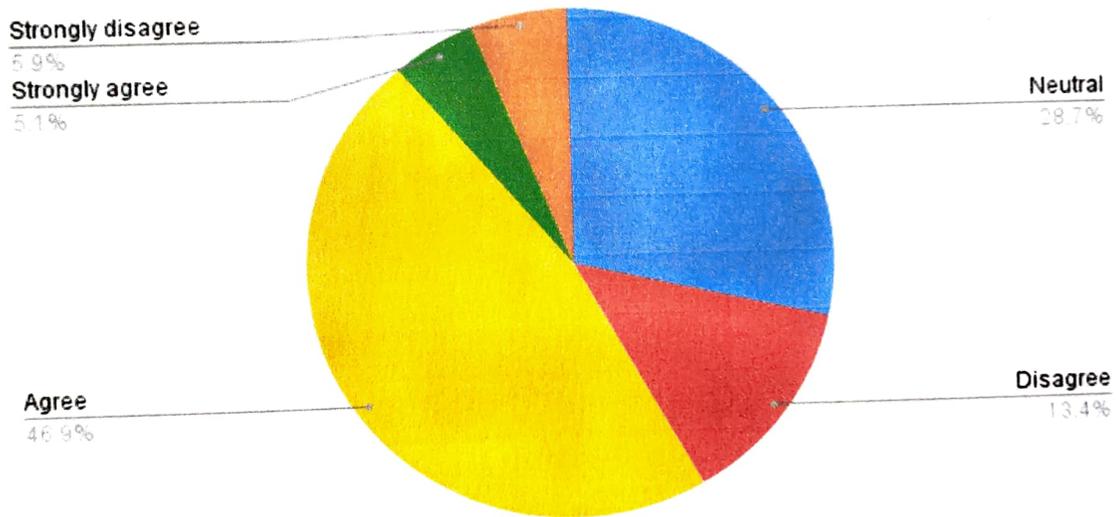
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The course curriculum and its contents provide a proper balance between theory and practical.



Analysis- We may conclude that the Course Curriculum and its contents provide a proper balance between theory and practical - as barring 5.9% of respondents, majority are agreeable.

Action Taken- No action taken required.

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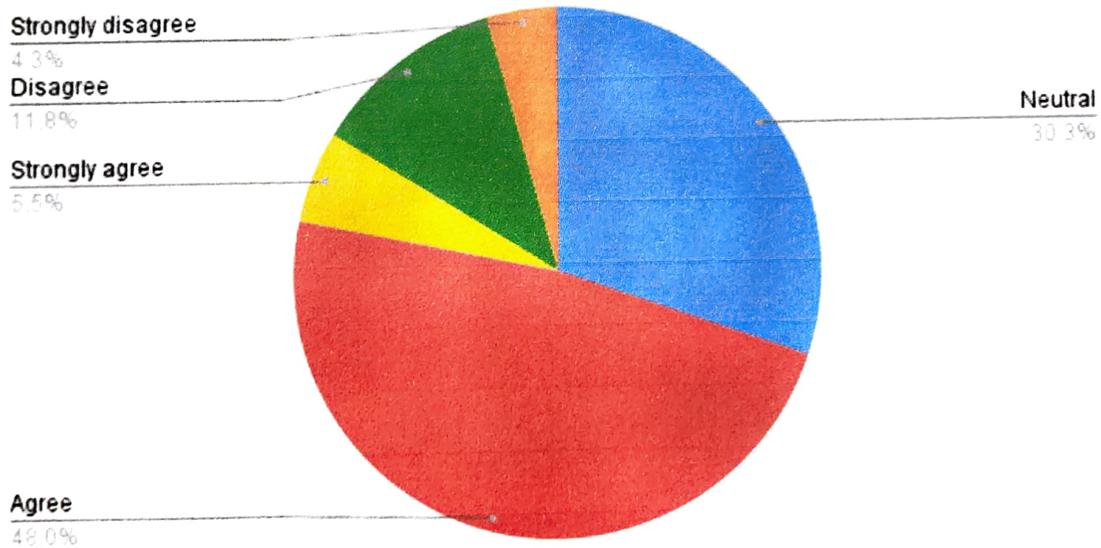
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The time allotted for completion of each paper in the course curriculum is adequate



Analysis- With only 16.1% disagreeing, we may conclude that the time allotted for completion of each paper in the Course Curriculum is adequate.

Action Taken- No action taken required.

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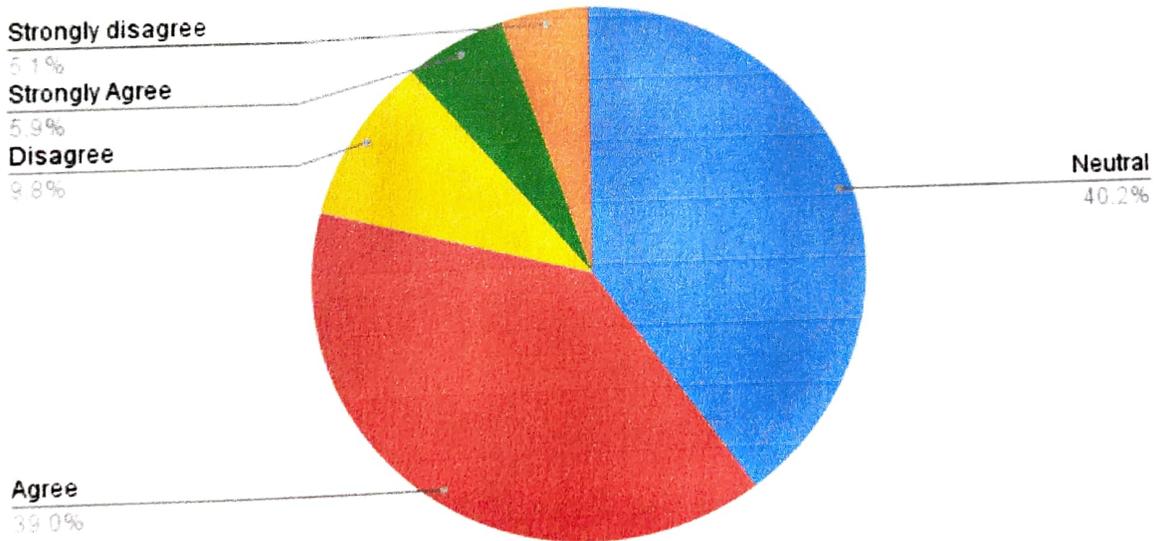
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The course curriculum and its contents are useful for appearing in Competitive Examinations



Analysis- With only 14.9% disagreeing, we may conclude that the Course curriculum and its contents are useful for appearing in Competitive Examinations.

Action Taken- No action taken required.

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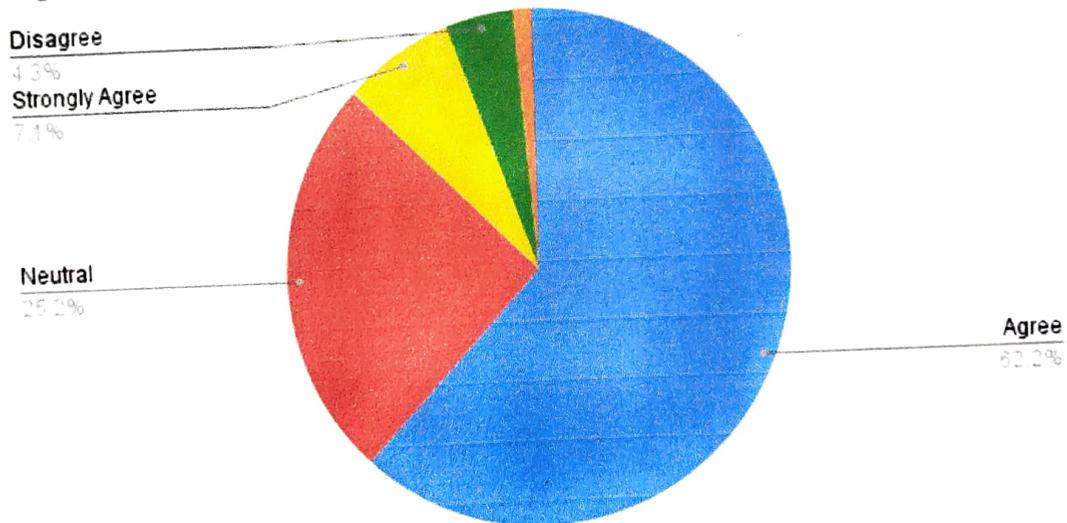
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**Course Curriculum Satisfaction Survey of Students  
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The course curriculum and its contents are useful for pursuing higher studies



Analysis- With only 4.3% disagreeing, we may conclude that the Course curriculum and its contents are useful for pursuing higher studies.

Action Taken- No action taken required.

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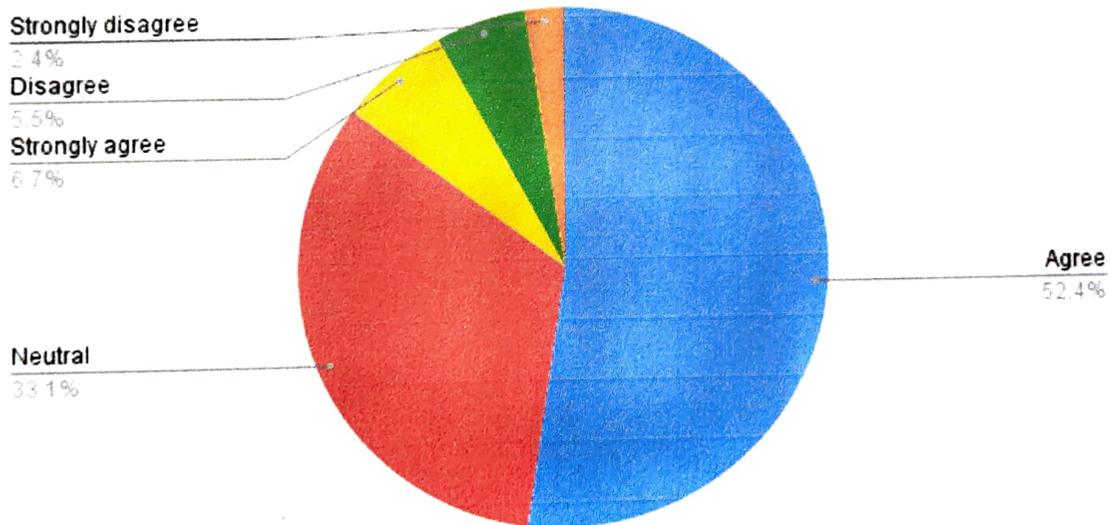
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**Course Curriculum Satisfaction Survey of Students  
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The course curriculum and its contents are adequate for developing necessary skills for employability.



**Analysis-** With only 7.9% disagreeing, we may conclude that the Course curriculum and its contents are adequate for developing necessary skills for employability.

**Action Taken-** Industry people are called for developing extra skill classes/speech and thereby enhancing the scope of Skills & the employability of the students in the School of business at KU.

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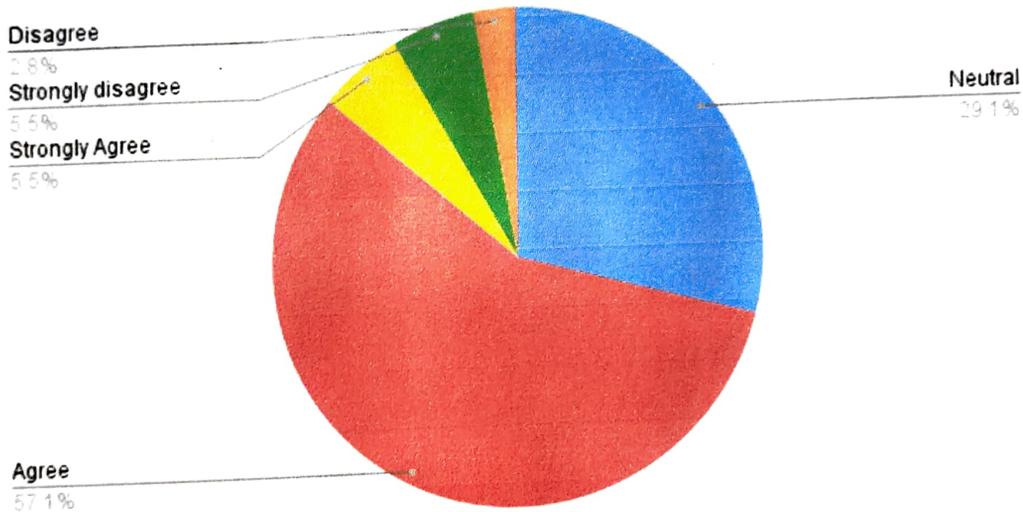
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Assam Kaziranga University



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The Assam Kaziranga University**

The reading materials suggested in the course curriculum are relevant and accessible



Analysis- With only 8.3% disagreeing, we may conclude that the reading materials suggested in the Course curriculum are relevant and accessible.

Action Taken- Library and digital platform is quite accessible to the students with better internet connectivity in the Kaziranga University.

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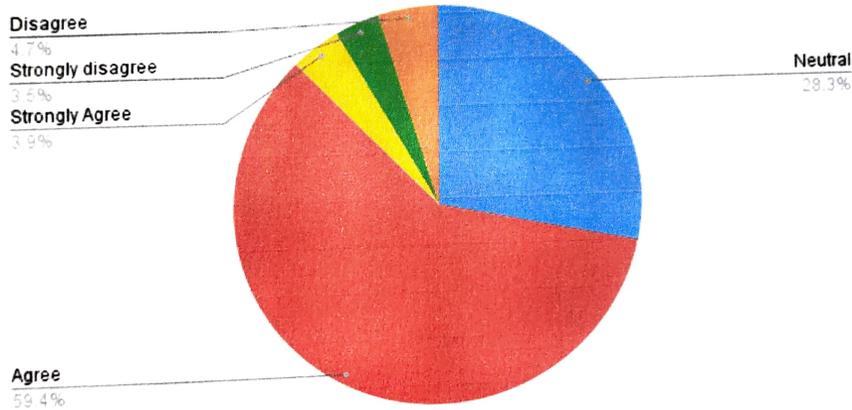
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**Course Curriculum Satisfaction Survey of Students**  
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The instructional methods used for delivering the course curriculum are adequate



Analysis- With only 8.2% disagreeing, we may conclude that the instructional methods used for delivering the course curriculum are adequate.

Action Taken- FDPs are conducted for faculty so that they can delivered the best as suggested by the experts in their domain.

  
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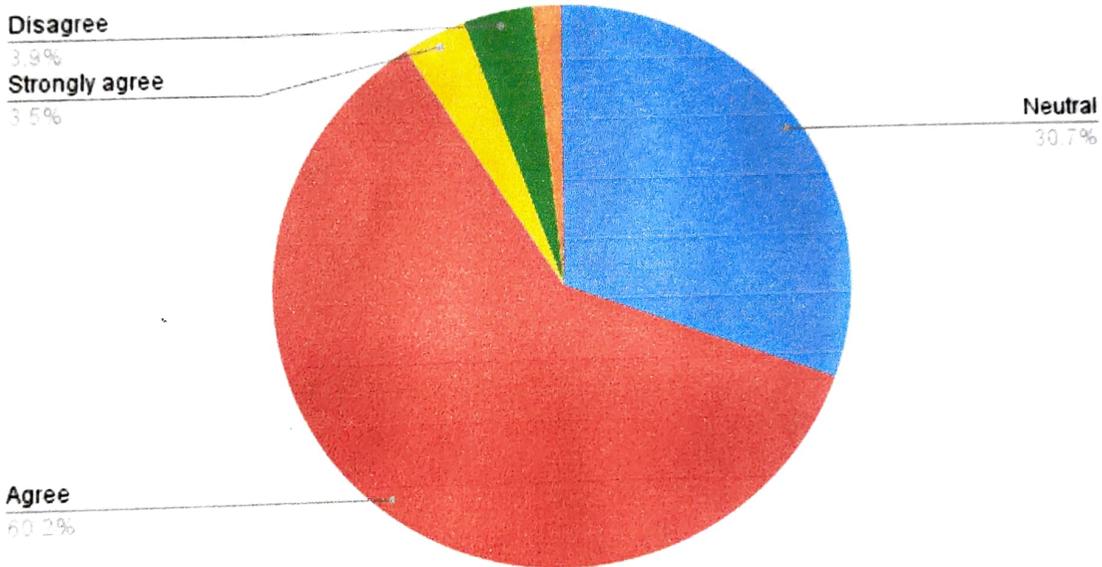
  
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**Course Curriculum Satisfaction Survey of Students  
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The methods of evaluation used are adequate.



Analysis- We may conclude that the methods of evaluation used are adequate.

Action Taken- Suggestions from controller of examination and the internal discussion within the school is done for providing effective evaluation although the currently followed method is well accepted by the students as indicated by the above demonstrated graph. .

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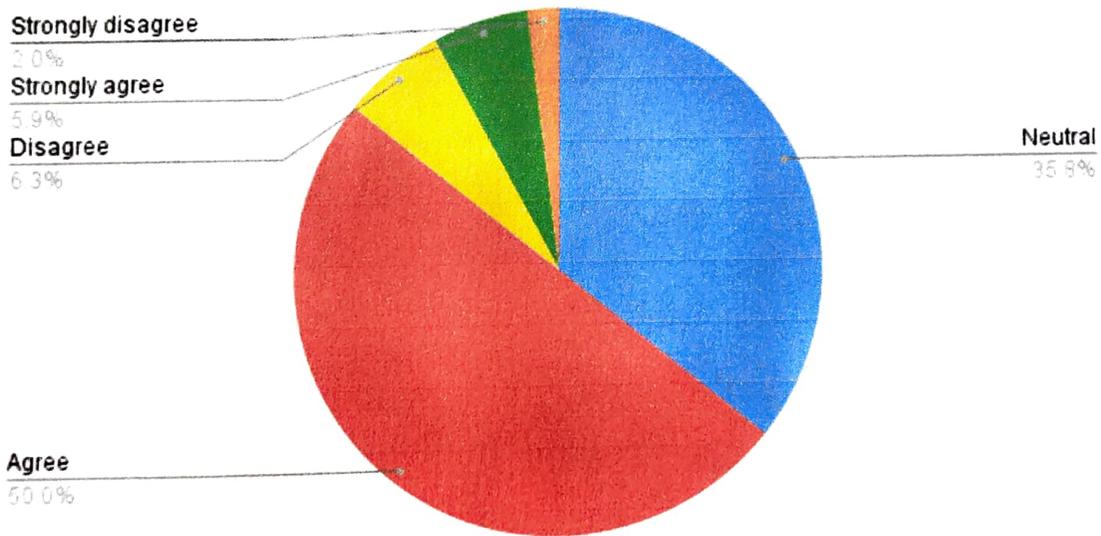
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**Course Curriculum Satisfaction Survey of Students  
School of Business,  
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The course curriculum is regularly updated to keep it relevant and up-to-date



Analysis- We may conclude that the Course curriculum is regularly updated to keep it relevant and up-to-date, as majority are agreeable. Almost 36% of respondents are neutral.

Action Taken- Timely conducted BOS, faculty interaction in the meetings and the suggestions from the industry people are always encouraged to make the course curriculum updated and relevant and up to date.

  
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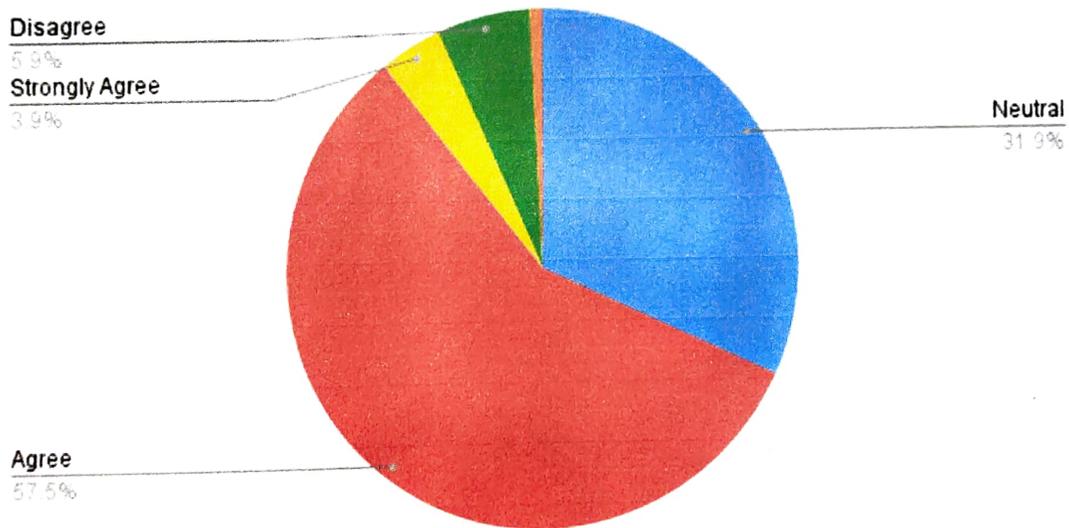
  
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Assam Kaziranga University  
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**Course Curriculum Satisfaction Survey of Students  
School of Business,  
The Assam Kaziranga University**

The course curriculum and its contents are adequate for inculcating a adequate knowledge and expertise on the subject



Analysis-The Course curriculum and its contents are adequate for inculcating an adequate knowledge and expertise on the subject as it agreeable to the majority of the respondents.

Action taken- Experts view in the BOS and industry suggestions are effectively well taken to make the course curriculum and its content to be one of the best.

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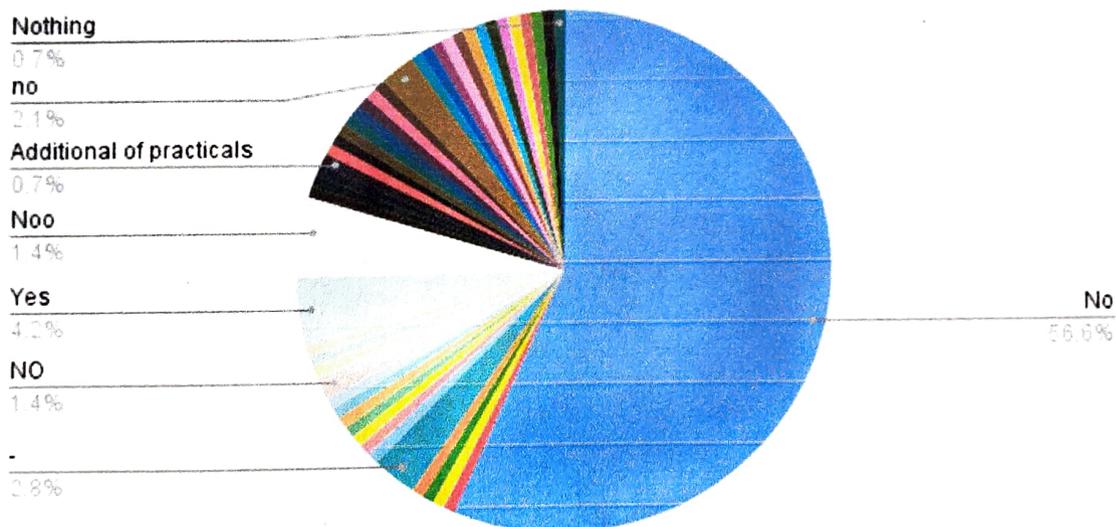
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Assam Kaziranga University



**Course Curriculum Satisfaction Survey of Students  
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Do you feel that any addition to the course curriculum and its content is necessary to make it more relevant? If yes, what?



**Analysis-** Most of the respondents do not feel any need for addition to the Course curriculum and its content at this stage, to make it more relevant.

**Action Taken-** No action taken required.

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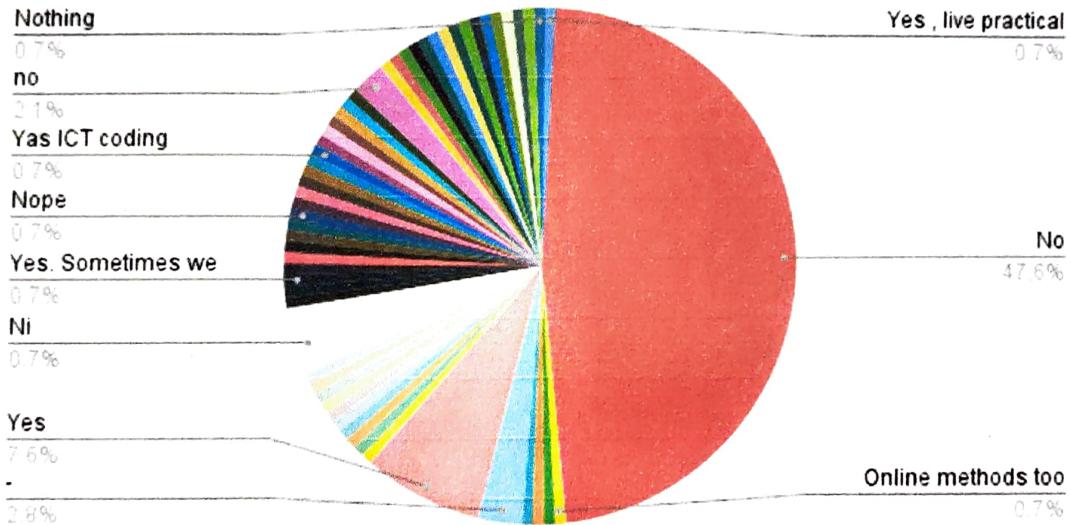
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**Course Curriculum Satisfaction Survey of Students  
School of Business,  
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Do you feel that there is a need for introducing other methods of teaching in order to make the course curriculum more



Analysis- As observed it can be concluded that there is no necessity for introducing other methods of teaching in order to make the Course curriculum more effective. Respondents voted against the statement is almost negligible.

Action Taken- No action taken required.

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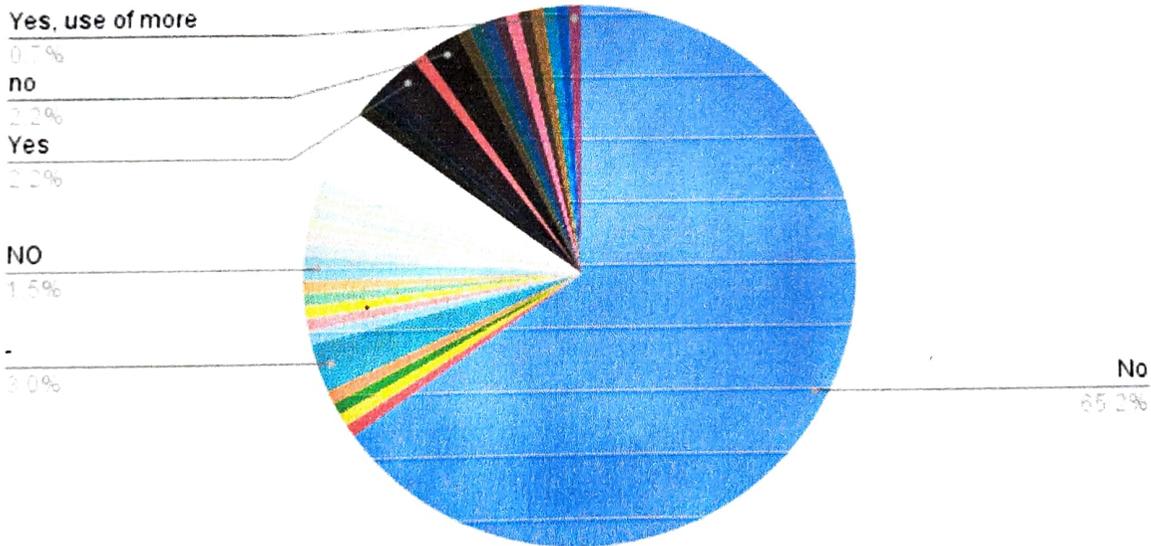
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**Course Curriculum Satisfaction Survey of Students  
School of Business,  
The Assam Kaziranga University**

Do you feel that any change is required in the order in which the course curriculum and its contents are delivered? If yes



**Analysis-** Respondents feel that no such change is required in order in which the Course curriculum and its contents are delivered. Respondents voted against the statement is negligible.

**Action Taken-** No special action taken is required at this stage as indicated from the demonstrated graph above.

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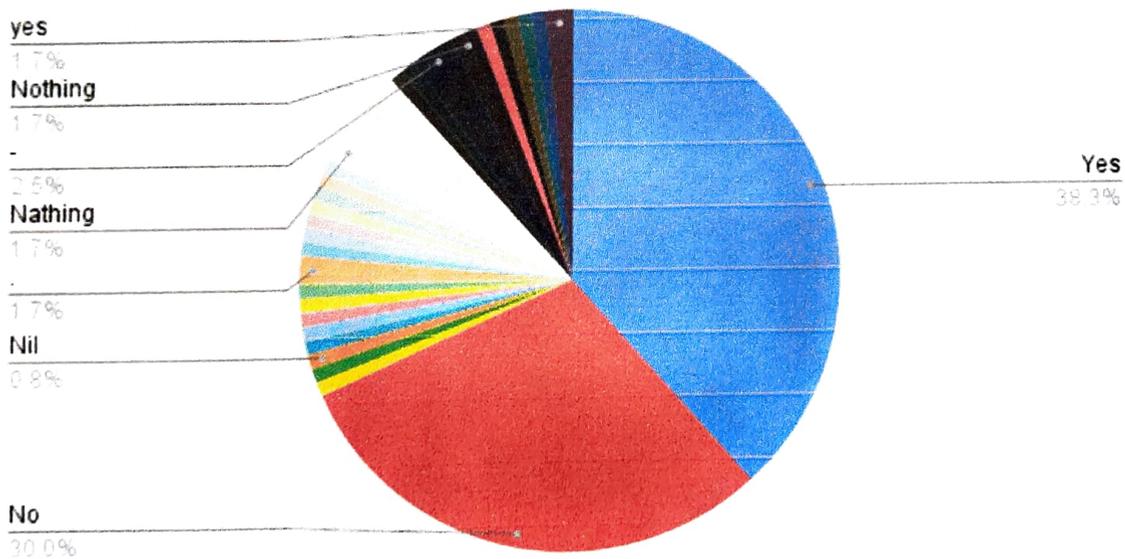
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**Course Curriculum Satisfaction Survey of Students  
School of Business,  
The Assam Kaziranga University**

If you belonged to a different stream/subject do you feel that you were capable to learn the course curriculum adequately? If



**Analysis-** Respondents stands divided in their opinion. Perhaps they could not decipher the statement posed to them.

**Action Taken-** Intervention requirement is not felt.

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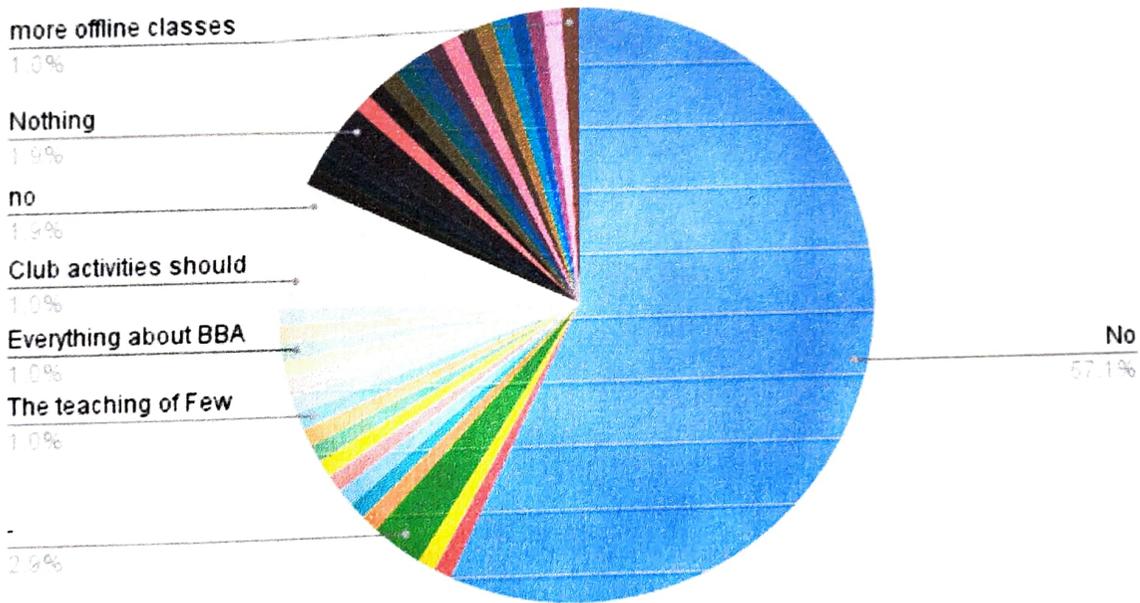
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Any other comment?



Analysis- No further deep comments from the respondents are visible based on their statements.

Action Taken- No action taken required.

Action Taken- Intervention requirement is not felt.

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Head, Commerce

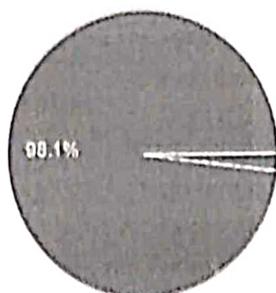
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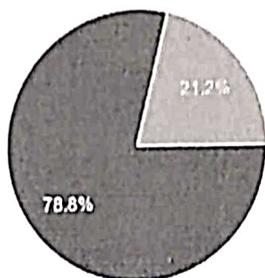
COURSE CURRICULUM SURVEY FOR STUDENT  
School of Basic Sciences  
Assam Kaziranga University

Program  
52 responses



- Int. M.Sc.
- M.Sc.
- Ph.D.

Department  
52 responses



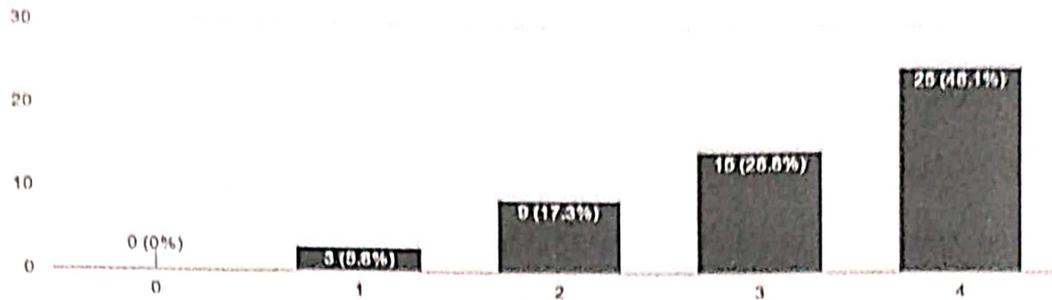
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**COURSE CURRICULUM SURVEY FOR STUDENT**  
**School of Basic Sciences**  
**Assam Kaziranga University**

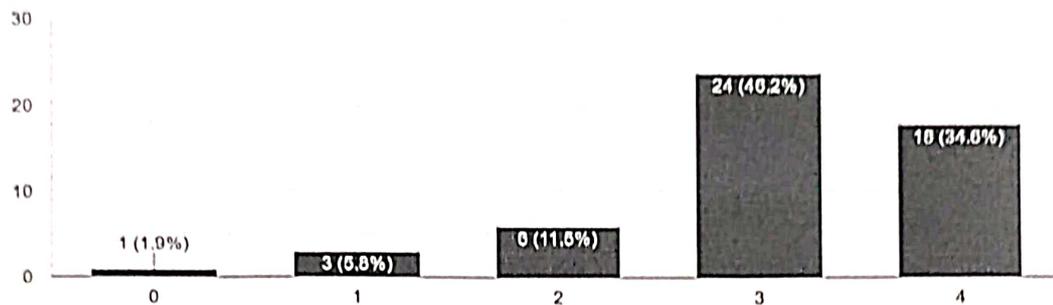
1. The course curriculum and its contents are relevant.

52 responses



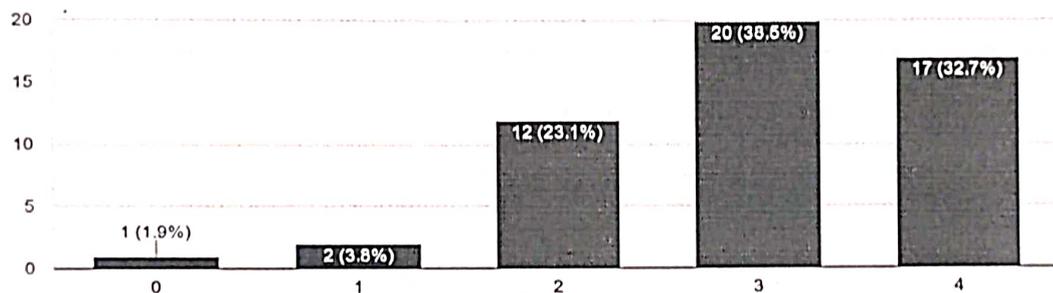
2. The course curriculum and its contents are up-to-date.

52 responses



3. The course curriculum and its contents are at par with the course curriculum and content of other reputed

52 responses

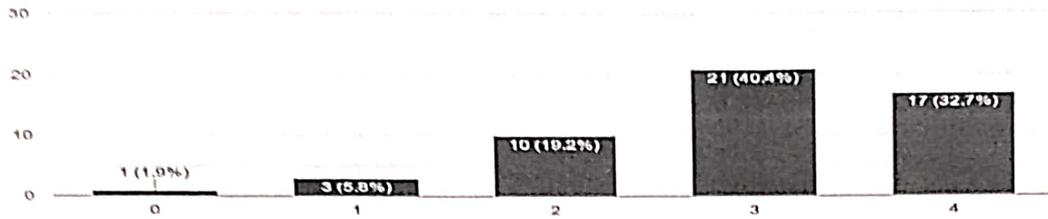


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**COURSE CURRICULUM SURVEY FOR STUDENT**  
**School of Basic Sciences**  
**Assam Kaziranga University**

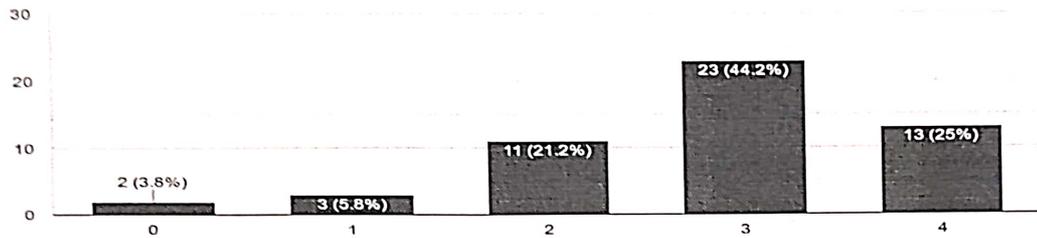
4. The course curriculum and its contents have clarity in terms of their objectives and intended outcomes.

52 responses



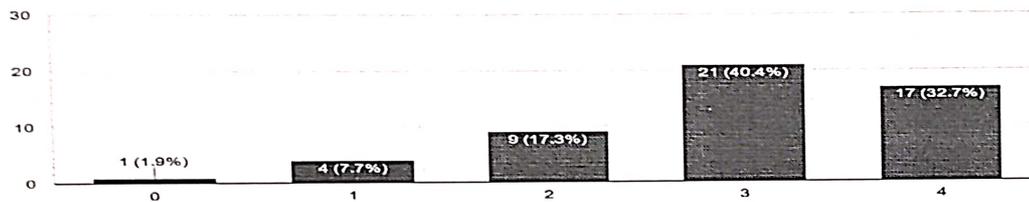
5. The course curriculum and its contents are not too difficult.

52 responses



6. The course curriculum and its contents provide a proper balance between theory and practical.

52 responses

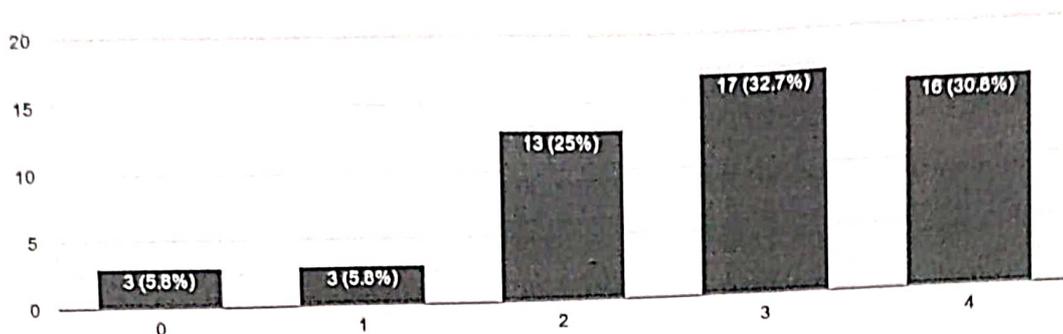


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**COURSE CURRICULUM SURVEY FOR STUDENT**  
**School of Basic Sciences**  
**Assam Kaziranga University**

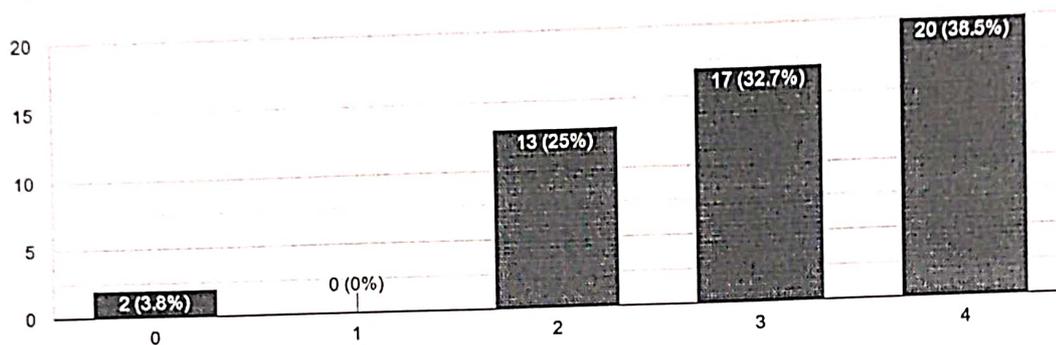
7. The time allotted for completion of each paper in the course curriculum is adequate.

52 responses



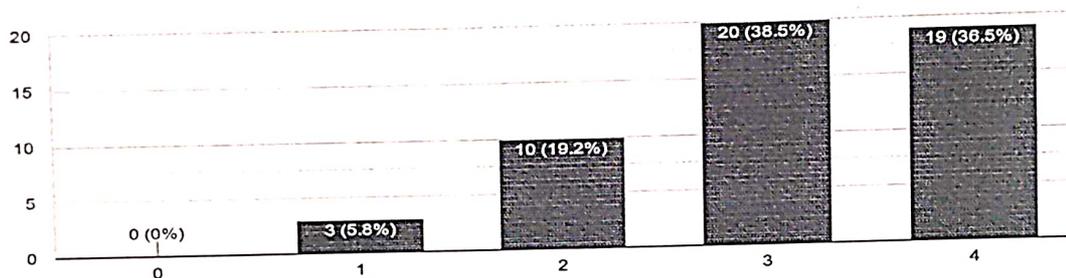
8. The course curriculum and its contents are useful for appearing in Competitive Examinations.

52 responses



9. The course curriculum and its contents are useful for pursuing higher studies.

52 responses

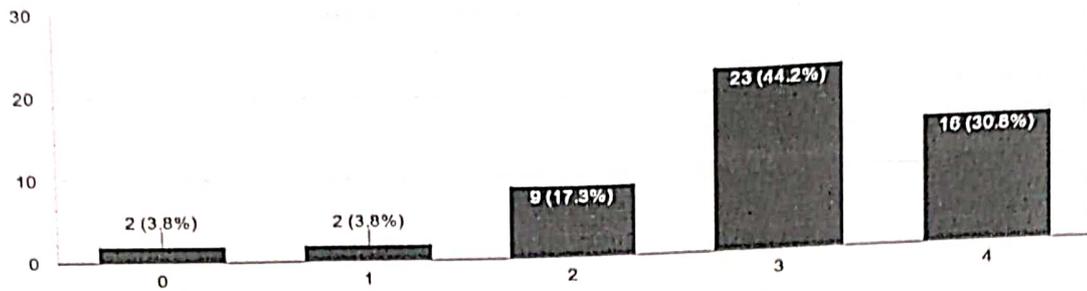


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**COURSE CURRICULUM SURVEY FOR STUDENT**  
**School of Basic Sciences**  
**Assam Kaziranga University**

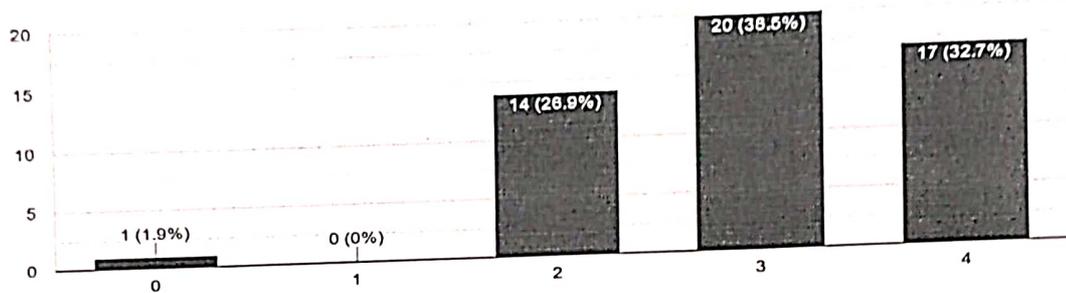
10. The course curriculum and its contents are adequate for developing necessary skills for employability.

52 responses



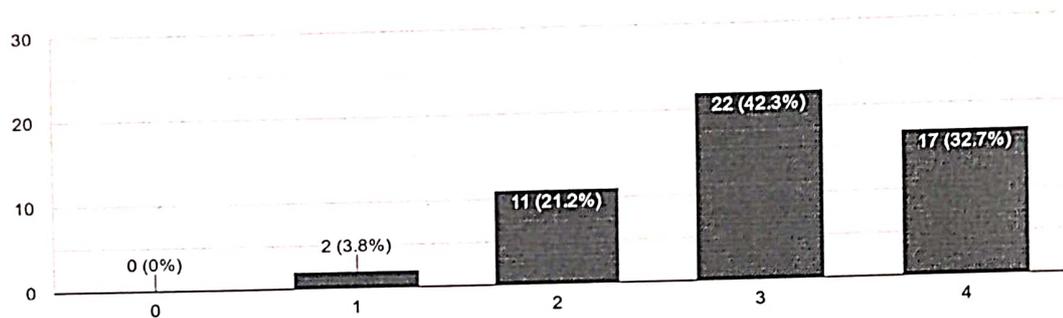
11. The reading materials suggested in the course curriculum are relevant and accessible.

52 responses



12. The instructional methods used for delivering the course curriculum are adequate.

52 responses



*MS*  
*6/9/14*

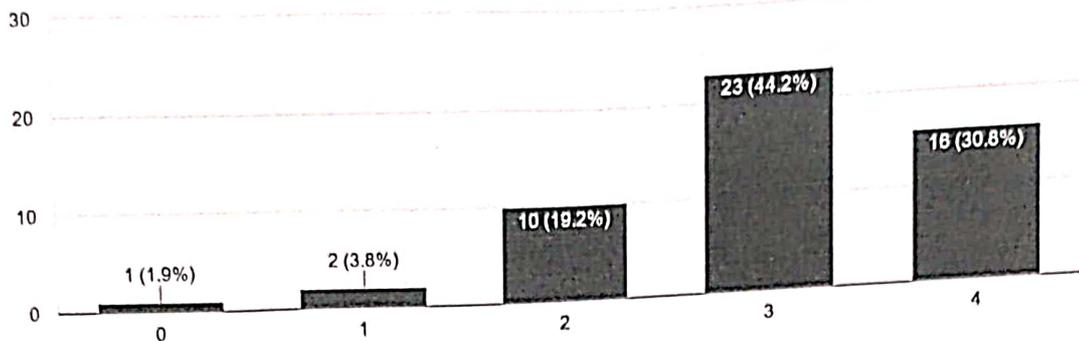
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**COURSE CURRICULUM SURVEY FOR STUDENT**  
**School of Basic Sciences**  
**Assam Kaziranga University**

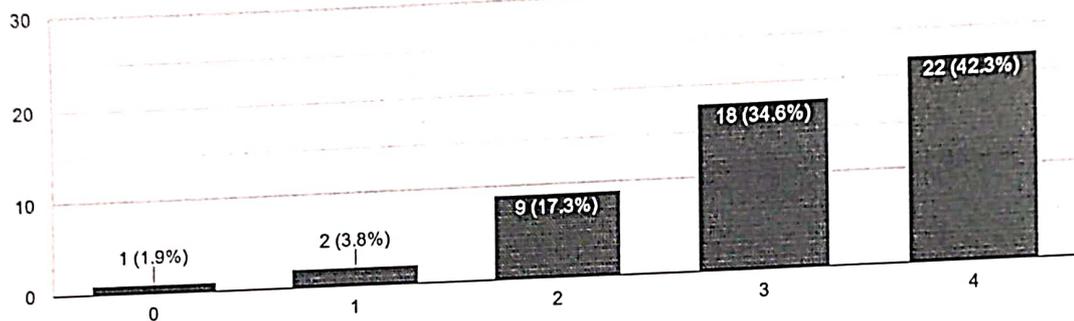
13. The methods of evaluation used are adequate.

52 responses



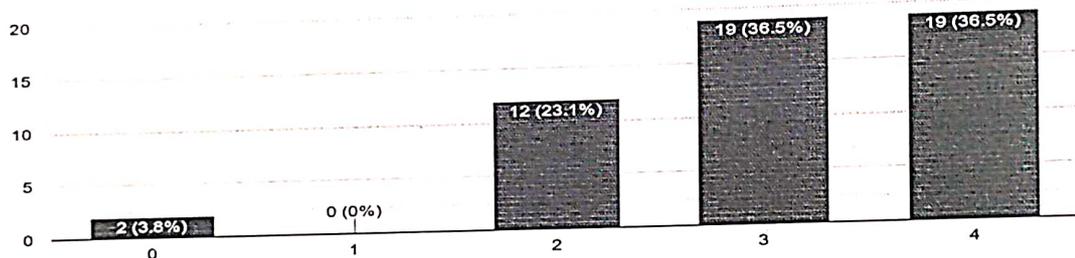
14. The seminar and workshop based courses/minor and major projects improves your learning

52 responses



15. The course curriculum and its contents are adequate for inculcating a adequate knowledge and expertise on the subject matter.

52 responses



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6/1/12

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## COURSE CURRICULUM SURVEY FOR STUDENT

School of Basic Sciences

Assam Kaziranga University

### COURSE CURRICULUM SATISFACTION SURVEY

1. Do you feel that any addition to the course curriculum and its content is necessary to make it more relevant? If yes, what?
  - a. No
  - b. no
  - c. Yes, Practical applications and implementation
  - d. NO
  - e. Yes, need more specialization paper .
  - f. Yes, need more specialization paper
  - g. Yes, NET GATE questions should be solved in class
  - h. Not Required
  - i. Yes. Advanced physics, Core physics as special paper.
  - j. Yes, more special paper should be introduced.
  - k. Yes, NET GATE questions should be included
  - l. No
  
2. Do you feel that there is a need for introducing other methods of teaching in order to make the course curriculum more interesting? If yes, what?
  - a. No
  - b. No ,for me it's okay
  - c. No
  - d. Not Required
  - e. a little bit more practical approach for better understanding
  - f. Yes, only note isnot the process of teaching, they should concentrate in concept.....
  - g. no
  - h. no
  
3. Do you feel that any change is required in the order in which the course curriculum and its contents are delivered? If yes, what kinds of changes will you suggest?
  - a. No
  - b. No
  - c. no
  - d. Not Required
  
4. If you belonged to a different stream/subject do you feel that you were capable to learn the course curriculum adequately? If not, what changes are required according to you?
  - a. No
  - b. Yes
  - c. yes
  - d. no
  
5. Any other comment?
  - a. No
  - b. no
  - c. NA

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J.S.

**COURSE CURRICULUM SURVEY FOR STUDENT**  
**School of Basic Sciences**  
**Assam Kaziranga University**

- d. I don't have any comment. I m very happy.
- e. No comment
- f. Need more experienced faculty in the department.

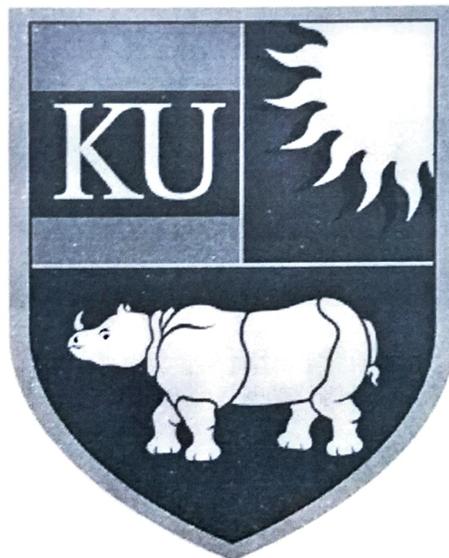
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*6/9/14*

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**KAZIRANGA  
UNIVERSITY**  
KNOWLEDGE & BEYOND

ACTION TAKEN  
ON  
THE FEEDBACK OBTAINED DURING THE SURVEY  
ON  
COURSE CURRICULUM  
STAKEHOLDER:  
STUDENTS



**KAZIRANGA  
UNIVERSITY**  
KNOWLEDGE & BEYOND

School of Health Sciences

The Assam Kaziranga University

Associate Dean  
School of Health Sciences  
The Assam Kaziranga University  
Jorhat, Assam

**Promoted By:**

**NORTH EASTERN  
KNOWLEDGE FOUNDATION**

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[www.kazirangauniversity.in](http://www.kazirangauniversity.in)

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Jorhat - 785006, Assam  
Tel : + 91 376 2305500/01

**Analysis Report**

Feedback is a significant tool on student learning and has been described as the *most powerful* moderator that enhances improvement. Therefore, it is an essential part of effective learning. The best feedback benefits teachers to plan curriculum precisely. It focuses *constructively on* student accomplishments and how to help them progress in future. However, feedback is *only* valuable when it is received, understood and acted on.

The School of Health Sciences, The Assam Kaziranga University adopt an effective method to collect and analyse the feedback from various stakeholders. After analysing the feedback, actions are taken to improve the teachers teaching levels, students learning levels and to improve the curriculum.

After taking the feedback from students the following actions are taken-

**Remedial classes of Anatomy 1 & 2 subject was taken for slow learners**

**Remedial classes have also been taken for Biochemistry 1 & 2 taken in slow learners**

Analysis	Action Taken
Extra classes demanded for Anatomy 1 & 2	Remedial class conducted and routine is given below along with attendance sheet
Extra classes demanded for Biochemistry 1 & 2	Remedial class conducted and routine is given below along with attendance sheet

**Evidence link**

<https://drive.google.com/file/d/1nnjqB6fAkzvQeWUgwV1j-0-u4CcWa91r/view?usp=sharing>




Associate Dean  
School of Health Sciences  
The Assam Kaziranga University  
Jorhat

Dr. Suryakanta Swain  
Associate Dean  
SHS

Promoted By:



## **Metric No. 1.4.1**

**1.4.1 Structured feedback for design and review of syllabus – semester- wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers and 4) Alumni**

### **Sample Action Taken on the basis of feedback collected from different stakeholders**

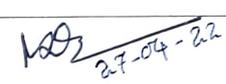
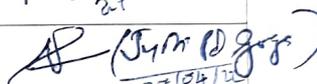
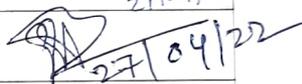
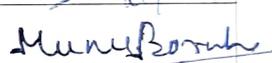
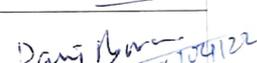
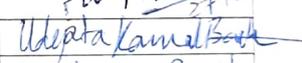
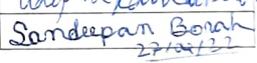
1. Minutes of Board of Studies of Physics Department (Page 2 to 6)
2. Minutes of Board of Studies of Sociology and Social Work department (Page 7 to 13)

Date: 27/04/2022

**Proceedings of the BOS dated 27/04/2022 of Physics department under School of Basic Sciences, The Assam Kaziranga University**

The meeting of Board of Studies (BOS) of Physics department, Under School of Basic Sciences, the Assam Kaziranga University, Jorhat is held on 27/04/2022 in the conference hall to frame the syllabi for the academic session 2022-2023. The meeting is presided over by Dr. Jayanta Kumar Sarmah, Dean, School of Basic Sciences - cum- Chairman, BOS

**Members present:**

Sl.No	Name, designation and address	Position in BOS	Signature
1	Dr. Jayanta Kumar Sarmah, Dean, School of Basic Sciences The Assam Kaziranga University, Jorhat	Chairman	
2	Dr. Madhuryya Deka, Assistant Professor, Dept. of Physics, Kaziranga University	Member, Convenor	 27-04-22
3	Dr. J.P. Gogoi, Assistant Professor, DKD College, Dergaon	External Member	 (J.P. Gogoi) 27/04/22
4	Dr. Gauri Gautam Borthakur, Associate Professor, JIST, Jorhat	External Member	 27/04/22
5	Dr. Swati Baruah, Assistant Professor, Dept. of Physics, Kaziranga University	Member	 27/04/22
6	Dr. Munu Bora, Assistant Professor, Dept. of Physics, Kaziranga University	Member	 Munu Bora
7	Pankaj Bora, Assistant Professor Dept. of Physics, Kaziranga University	Member	 Pankaj Bora 27/04/22
8	Udipta Kamal Baruah, Alumni	Member	 Udipta Kamal Baruah
9	Sandeepan Bora, Alumni	Member	 Sandeepan Bora 27/04/22

Members absent with prior intimation: NA

The meeting started with the welcome address by Dr. Jayanta Kumar Sarmah, Dean, School of Basic Sciences-Cum- Chairman, BOS, Physics department. Agenda prepared is placed in the meeting for approval. After discussion the agenda is approved for conduct of said BOS meeting.

Agenda:

1. Welcome address by the Chairman
2. Confirmation of minutes of last BOS.
3. Action taken Report on the decisions of last BOS
4. Analysis and review of ongoing syllabus
5. Success and failure of the ongoing syllabus
6. Analysis of suggestions received from different stakeholders
7. Finalisation of syllabus for the academic session 2022-2023
8. Finalisation of action plan for completion of syllabus within the academic session/ semester

9. Finalisation of methodologies of instruction
10. Books recommended and references
11. Finalisation of modalities for question paper setter, evaluation, etc
12. Any other points with the permission from chair
13. Vote of thanks

The meeting started following the approved agenda

### **Confirmation of minutes of last BOS**

The minutes of last BOS dated 07/12/2020 is read over by the member convenor. After discussion the minutes of BOS dated 27/04/2022 are confirmed

### **Action taken Report on the decisions of last BOS**

The action taken report prepared by member convenor on the decisions taken in the previous BOS meeting dated 07/12/2020 is placed for discussion.

Action taken report:

Sl. No	Decision/ Resolution	Action taken
1	Syllabus modification for the subject "Research Methodology and Experimental Techniques in Physics" (BS2126) was accepted by all the members present.	Course structure and syllabus have been prepared accordingly
2	Syllabus modification for the subject "Nanomaterials: Introduction and Applications (BS2120) was accepted by all the members present.	Course structure and syllabus have been prepared accordingly

### **Analysis and review of ongoing syllabus**

The ongoing syllabus of the Physics Department is analysed and reviewed by the member of BOS in detail

### **Success and failure of the ongoing syllabus**

The aspect of success and failure of the ongoing syllabus are analysed by the BOS in detail. No failure is noticed by the members of the BOS

### **Analysis of suggestions received from different stakeholders**

Good number of suggestions received from different stakeholders in improving the ongoing syllabus is placed before the BOS for discussion. Out of which some are taken into consideration.

Following suggestions are taken into consideration

- (1) Syllabus modification for the subject "Mathematical Physics" (BS2101) of M.Sc. I semester has been proposed by Dr. Pankaj Bora. Upon presentation of the modified syllabus, the proposal has been accepted by all the members present.
- (2) Dr. Pankaj Bora also proposed to modify the syllabus for the subject "Electromagnetic Theory" (BS2109) which has been accepted by all members present. He also presented the modified syllabus before the members.

(3) Syllabus modification for the subject “Atomic Physics” (BS2103) has been proposed by Dr. Madhuryya Deka which has been accepted unanimously.

(4) Regarding operation of the new equipment (Hioki LCR meter) procured under ASTEC project; Mr. Bitupon Boruah has been given the charge to operate the same for any kind of sample characterization (internal and external)

### **Finalisation of syllabus for the academic session 2022-2023**

After detailed discussion on the above aspects the BOS made following changes

1. Department: Physics, Subject: Mathematical Physics/ Mathematical Physics-II, Course Code: BS2101

Sl. No	Unit	Changes if any	Remarks
1	Unit I	rank of matrices by reducing it to echelon form– solution of linear algebraic equations (Cramer’s rule)- solutions of linear homogeneous equations	Yellow-Removed from Syllabus
2	Unit II	Stokes’s theorem and their applications – orthogonal curvilinear co-ordinates – Spherical polar and cylindrical co-ordinates, - Contravariant and covariant tensor	Blue-Newly added to the syllabus
3	Unit V	Fourier series Laplace transform and inverse Laplace transform	

2. Department: Physics, Subject: Electromagnetic Theory, Course Code: BS2109

Sl. No	Unit	Changes if any	Remarks
1	Unit I	Inconsistency of amperes circuital law.	Yellow-Removed from Syllabus
2	Unit II	Maxwell's equations in phasor form	
3	Unit III	Retarded potential	
4	Unit IV	Coherence and diffraction. Pointing vector and flow of power	Blue-Newly added to the syllabus
5	Unit V	Dispersion relations in plasma. Basic Antenna parameters and retarded potentials.	

3. Department: Physics, Subject: Atomic Physics, Course Code: BS2103

Sl. No	Unit	Changes if any	Remarks
1	Unit II	g-factor – zero field splitting.	Yellow-Removed from Syllabus
2	Unit IV	Hyper- Raman effect – experimental techniques.	
3	Unit V	Dissociation energy and dissociation products – rotational fine structure of electronic vibration transitions – Fortrat Diagram – predissociation. Fundamental of laser properties, threshold condition, rate equation, population inversion, laser resonator and modes, types of lasers and ammonia	Blue-Newly added to the syllabus

		MASER.	
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**Finalisation of action plan for completion of syllabus within the academic session/ semester**

The following action plan is finalised by the BOS For completion of syllabus within the academic session/ semester

1. Department: Physics, Subject: Mathematical Physics/ Mathematical Physics-II, Course Code: BS2101

Sl. No	Course Code	Unit	No. of study hours fixed	Remarks
1	BS2101	Unit I	11 Lectures	Total lectures have been kept same as previous.
2	BS2101	Unit II	10 Lectures	
3	BS2101	Unit III	11 Lectures	
4	BS2101	Unit IV	11 Lectures	
5	BS2101	Unit V	9 Lectures	

2. Department: Physics, Subject: Electromagnetic Theory, Course Code: BS2109

Sl. No	Course Code	Unit	No. of study hours fixed	Remarks
1	BS2109	Unit I	11 Lectures	Total lectures have been kept same as previous
2	BS2109	Unit II	10 Lectures	
3	BS2109	Unit III	10 Lectures	
4	BS2109	Unit IV	11 Lectures	
5	BS2109	Unit V	10 Lectures	

3. Department: Physics, Subject: Atomic Physics, Course Code: BS2103

Sl. No	Course Code	Unit	No. of study hours fixed	Remarks
1	BS2103	Unit I	12 Lectures	Total lectures have been increased from 50 to 51
2	BS2103	Unit II	11 Lectures	
3	BS2103	Unit III	10 Lectures	
4	BS2103	Unit IV	6 Lectures	
5	BS2103	Unit V	12 Lectures	

**Finalisation of methodologies of instruction**

1. Department: Physics, Subject: Mathematical Physics/ Mathematical Physics-II, Course Code: BS2101

Sl. No	Course Code	Unit	Methodology fixed by the BOS
1	BS2101/BS1138	Unit I	Lectures, Discussions, Tutorials and
2	BS2101/BS1138	Unit II	
3	BS2101/BS1138	Unit III	

4	BS2101/BS1138	Unit IV	Assignments
5	BS2101/BS1138	Unit V	

2. Department: Physics, Subject: Electromagnetic Theory, Course Code: BS2109

Sl. No	Course Code	Unit	Methodology fixed by the BOS
1	BS2109/BS1145	Unit I	Lectures, Discussions, Tutorials and Assignments
2	BS2109/BS1145	Unit II	
3	BS2109/BS1145	Unit III	
4	BS2109/BS1145	Unit IV	
5	BS2109/BS1145	Unit V	

3. Department: Physics, Subject: Atomic Physics, Course Code: BS2103

Sl. No	Course Code	Unit	Methodology fixed by the BOS
1	BS2103/BS1143	Unit I	Lectures, Discussions, Tutorials and Assignments
2	BS2103/BS1143	Unit II	
3	BS2103/BS1143	Unit III	
4	BS2103/BS1143	Unit IV	
5	BS2103/BS1143	Unit V	

**Books recommended and references**

As per previous

**Finalisation of modalities for question paper setter, evaluation, etc**

As per previous

**Any other points with the permission from chair**

None

**Vote of thanks**

The meeting ended with vote of thanks to chair and members present

**MINUTES OF THE BoS MEETING HELD ON 14/05/2022**

The faculty members of the School of Social Sciences in consultation with the external members and internal members of the Board of Studies have developed an alternative plan to address some of the new syllabus.

The meeting is presided over by Dr. C. K. Gogoi, Dean, School of Social Sciences cum Chairman, BOS.

Members present in the meeting:

Sl. No	Name, designation and address	Position in BOS
1	Dr. Birinchi K. Boruah, Associate Professor, HNS College Jhanji	External Experts
2	Shri Tirtha Pd. Saikia, Joint Director, NEADS, Jorhat	External Experts

Sl.No	Name, designation and address	Position in BOS
1	Prof. C. K. Gogoi, Dean, School of Social Sciences	Chairman
2	Dr. Golak B. Patra, Associate Professor and Associate Dean, School of Social Sciences	Member convener
3	Mr. Aditya Bhatta, Assistant Professor and Head, Social Work department, School of Social Sciences	Member
4	Dr. Saurabhi Sarmah, Associate Professor, School of Social Sciences.	Member
5	Ms. Bandana Thakur, Assistant Professor, School of Social Sciences	Member
6	Ms. Sneha Bhowmick Gogoi, Assistant Professor, School of Social Sciences	Faculty Member

7	Mr. Harikrishnan U, Assistant Professor, School of Social Sciences	Faculty Member
8	Mr. Mrinal Basumatary, Assistant Professor, School of Social Sciences	Faculty Member

Members not present in the meeting:

Sl.No	Name, designation and address	Position in BOS
1	Prof. Molankal Gangabhushan M., Professor and Head, Social Work Department, Assam University, Silchar	Member (External)
2	Dr. Nemthianngai Guite, Associate Professor, Centre of Community Medicine and Community Health, JNU, New Delhi	Member (External)
3	Dr. Anand Kr. Pal, Assistant Professor, BOSCO Institute	Member (External)
5	Mr. Bipul Bez, Assistant Professor, Arunachal University of Studies	Alumni member

The meeting started with the welcome address by Prof. C. K. Gogoi, Dean, School of Social Sciences Cum Chairman, BOS. Agenda prepared is placed in the meeting for approval. After discussion the agenda is approved for conduct of said BOS meeting.

**Agenda:**

1. Welcome address by the Chairman
2. Confirmation of minutes of last BOS (Sociology and Social Work)
3. Action taken Report on the decisions of last BOS
4. Review and Finalization of the Existing Syllabus
5. Finalization of syllabus for the academic session 2022-23.
6. Introduction and Discussion for the new Value-added courses.
7. Any other points with the permission from chair
8. Vote of thanks

The meeting started following the approved agenda

### **Confirmation of minutes of last BOS**

The minutes of last BOS dated 20<sup>th</sup> November, 2020 was read over by the member convener. After discussion the minutes of BOS dated 20<sup>th</sup> November, 2020 was confirmed.

### **Action taken Report on the decisions of last BOS**

1. Course names of fieldwork courses of MSW III & IV semester renamed as Block Fieldwork I and Block Fieldwork II respectively.
2. Due to COVID-19 pandemic the fieldwork structure of social work programme has been changed and students were engaged in online/virtual activities under the supervision of faculty supervisor.
3. Students were encouraged to prepare dissertation/research projects on secondary literature due to the restrictions of physical movement by the students because of COVID pandemic.
4. A value added course on “Social Work Skills for Development Practitioners” offered to the students of SSS. (Refer to Annexure 7)

### **Analysis and review of ongoing syllabus:**

The ongoing syllabus of the MSW, BSW and Integrated BSW MSW programmes are analyzed and reviewed by the member of BOS in detail.

### **Finalization of syllabus for the academic session: 2022-23**

The ongoing syllabus of the MSW, BSW and Integrated BSW MSW programmes are analyzed as per the suggestions received by different stakeholders and reviewed by the members of BOS in detail. There were two new courses, two elective papers and two certificate courses for the social work students was proposed.

### **Analysis and review of ongoing syllabus:**

The ongoing syllabus of the MSW, BSW and Integrated BSW MSW programmes are analyzed and reviewed by members of the BOS in detail. Some of the new courses for the MSW (In effect from 2022) and elective papers and Certificate courses for MSW, BSW, INT BSW-MSW, BA Sociology (in effect from 2022) were proposed.

### **Introduction and discussion of new Value-added courses:**

1. A new certificate course called “Basic Counseling Skills and Techniques” course code “SSVACO2” was proposed for the students of BSW, MSW, INT. BSW-MSW, BA Sociology

(In effect from July, 2022). The rationale behind the proposed course is to provide knowledge to the students about the basic counseling skills and techniques and also practically explore the core subject. As counseling approaches it is one of the most widely used where it helps the students to learn to deal with the obstacles that are preventing them from a positive life and how to cope with the situations they face. Counseling is one of the major components of career development. The course will be offered 2 times in a year. For the PG students this will be offered in the odd semester preferably for the students of 1st semester. The same course will be offered for the UG students in the even semester, preferably for the students of 2nd, 4th & 6th semester (Annexure:1).

2. A new certificate course called “Life Skills for Personality Development” course code “SSVAC01” was proposed for the students of BSW, MSW, INT, BSW-MSW, BA Sociology (In effect from July, 2022). The rationale behind the proposed course is to inculcate knowledge and awareness among the students on issues related to their daily life. Students also will be able to be aware of their strengths and weaknesses and also to develop a positive attitude. To understand about the different life coping skills and importance of effective communication. The course will be offered 2 times in a year. For the PG students this will be offered in the even semester preferably for the students of 2nd & 4th semester. The same course will be offered for the UG students in the odd semester, preferably for the students of 3rd & 5th semester. (Annexure :2)
3. A New elective paper called “Social Work with Disability” course code “SS1133E” was proposed for the students of BSW 5<sup>th</sup> semester (In effect from July, 2022). The rationale behind the course is to develop among the students an understanding of the Nature and Dimensions of Disability, Models and Prevention of disability. It also provides the students with knowledge about the Process of Rehabilitation of Differently abled persons, Intervention Strategy and Social Work Scope to the Differently abled. In the same semester another existing course titled “Programme and Services for Elderly” will be offered as an elective course in which the students can select any one course of their choice. A new code (SS1126E) is given to the course to make it more specific.(Annexure:3).
4. A New elective paper called “Mental Health and Social Work Practice” course code “SS1135E” was proposed for the students of BSW 6<sup>th</sup> semester (In effect from July, 2022). The

rationale behind the course is to acquaint the students with mental health, social context, its models and understanding about the legal frameworks, its psychosocial intervention in different settings. In the same semester another existing course titled “Community Development” will be offered as elective course in which the students can select any one course of their choice. A new code (SS1129E) is given to the course to make it more specific.(Annexure:4)

5. A New course called “Public Policy & Governance” course code as “SS1134” was proposed for the students of BSW 6th semester (In effect from July, 2022). The rationale behind the course is to acquaint the students with the concept of public policy, its formulation, implementation and monitoring system in India. The course will also help the students to be familiar with the concept of the governance system of the country and also stress on the E-Governance system, ethics and moral standards in public services, its issues and challenges. (Annexure:5)
6. A New course called “Public Policy & Governance System in India” code as “SS2237” was proposed for the students of MSW 4<sup>th</sup> semester (In effect from July, 2022). It aims to acquaint the students with the concept of public policy, its formulation, implementation and monitoring system in India. The course will help the students to be familiar with the concept of the Governance system of the country. It also stressed on the E-Governance system, ethics and moral standards in public services, its issues and challenges. (Annexure:6)
7. All the proposed changes will come into effect from the academic session July,2022. This will also affect the existing batches of i.e. MSW and BSW 2021 batch, BSW 2020 batch and Integrated BSW-MSW 2018 & 2019 batch.

These proposed replacements/modifications/revisions elaborated above were discussed and deliberated upon thoroughly by the members of the Board of studies and the faculty members present in the meeting. The rationale provided for these replacements/modifications/revisions were found to be sound and reasonable. Hence, the proposed replacements/modifications/revisions were approved by the members of the Board of Studies unanimously. At last consent was given by the Board of Studies for the proposed replacements/modifications/revisions to be placed before the Academic Council for approval.

## Vote of thanks

The meeting ended with a vote of thanks to the chair and members present.

## Signature of the members present:

**Minutes of the Meeting of the Board of Studies (BOS) in the Dept. of Sociology and the Dept. of Social Work under the School of Social Sciences KU.**

Date : May 14, 2022  
Time : 11:00 AM  
Venue : Ground Floor Conference Hall

**Members Present (External Experts)**

1. Dr. Birinchi K. Boruah  
Associate Professor, HNS College  
Jhanji
2. Shri Tirtha Pd. Saikia  
Joint Director, NEADS, Jorhat.
3. Shri Bipul Bez  
Asstt. Professor, Arunachal  
University, Namsai

**Members of Present (Internal)**

1. Prof. (Dr.) C.K. Gogoi  
Dean and Chairman
2. Mr. Aditya Bhatta,  
Assistant Professor and Head,  
Social Work department,  
School of Social Sciences
3. Dr. Golak B. Patra,  
Associate Dean,  
School of Social Sciences
4. Dr. Saurabhi Sarmah,  
Associate Professor,  
School of Social Sciences.
5. Ms. Bandana ~~Boruah~~ <sup>Thakur</sup>,  
Assistant Professor,  
School of Social Sciences

**Signature**

*C.K. Gogoi* 14/05/2022  
*B. Saikia* 14/05/2022  
*C. K. Gogoi* 14.05.22  
*A. Bhatta* 14/5/2022  
*G. Patra* 14/05/2022  
*S. Sarmah* 14/5/22  
*B. Thakur* 14/5/22.

6. Ms. Sneha Bhowmick Gogoi,  
Assistant Professor,  
School of Social Sciences.

*Sneha B Gogoi*  
14/05/22

7. Mr. Harikrishnan U,  
Assistant Professor,  
School of Social Sciences

*H. U.*  
14/05/22

8. Mr. Mrinal Basumatary, (Spl. Invitee)  
Assistant Professor,  
School of Social Sciences

*Mrinal*  
14/5/22

9. Ms. Ishanee Goswami, (Spl. Invitee)  
Affiliated Faculty,  
School of Social Sciences

**Members Absent**

- 1.
- 2.
- 3.
- 4.

**Minutes prepared by**

Mrinal Basumatary, Assistant Professor, Faculty Member