Tapesia Gardens, Kamarkuchi ,Sonapur – 782 402, Assam, INDIA

Minutes of Academic Council: 30 August 2025, Tapesia Campus, ADBU Agenda for Academic Council, 30th August 2025

AGENDA

Introductory Words: Fr. Jose Palely (Chairman)

A Moment of Prayer: Fr Joseph Nellanatt

AC:2025: 30 AUG:01: Presentation of the Minutes of the Meeting held on 8 February 2025

- a) Approval of the Minutes
- b) Matters arising from the Minutes

AC:2025: 30 AUG:02: Important Academic Matters

a) Introduction of new courses 2025-26

AC:2025: 30 AUG:03: Examinations related matters

- a) Overview of Spring Semester Examination Results
- b) Convocation 2025

AC:2025: 30 AUG:04: Approval of Deliberations of DBOS Meetings:

- a) Schools of Technology and Commerce & Management
- b) Schools of Life Science, Fundamental & Applied Sciences and Humanity & Social Sciences

AC:2025: 30 AUG:05: Presentation of Autumn Calendar, 2025

AC: 2025: 30 AUG:06: Update on Industry–Academia Linkage Policy and Internship and Apprenticeship Policy

AC:2025: 30 AUG:07: Policy Document on Establishment of Chief Vigilance Officer (CVO)

AC:2025: 30 AUG:08: Matters related to CDOE

- a. Status of UGC Deb Application of MBA and MCA
- **b.** Application of Masters of Public Administration, BBA and BCA in October 2025

AC: 2025: 30 AUG:09: Information sharing

- a. Status of ITEP & Preparation of Course Structure and Syllabus (BSc B.Ed, BA B. Ed History, Political Science, Geography)
 - a) Any important MOUs/ Collaborations

AC:2025: 30 AUG:10: Updates on:

- a) Progress on NBA Accreditation
- b) Departmental inputs for NAAC
- c) Research Achievements by RDC

AC:2025: 30 AUG:11: Any other business (with the prior permission of Chair)

Concluding Words: Fr. Jose Palely (Chairman)

PROCEEDINGS

The Academic Council was held on 30 August, 2025 at the Vice Chancellor's Chamber, Tapesia Campus. The meeting was chaired by Vice Chancellor, Fr (Dr) Jose Palely.

Members present

Fr Dr Jose Palely

Fr Joseph Nellanatt

Prof Zacharias George

Dr Prasanta Kumar Choudhury



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Prof James Chacko

Prof Manoranjan Kalita

Dr Hemen Bharali

Prof J N Vishwakarma

Director CDOE

Ms Juhi Baruah

Dr Riju Sharma

Dr Monmoyuri Baruah

Dr Bonnie Amonge Crerar

Dr Subhrangshu Dhar

Dr Chandita Baruah

Dr Alpana Choudhury

Dr Ramesh Sharma

Dr K J Antony

Dr Fokrul Alom Mazarbhuiya

Dr Nibedita Kapil

Dr Jane Shangpliang

Dr Vedant Borah

Dr Girija T. R.

Dr. Mriganka Gogoi

Dr Bobby Sharma

Dr Gypsy Nandi

Dr Buljit Buragohain

Dr Pushpanjalee Konwar

Dr Biju Mani Das

Dr Pankaj Kumar Kalita

Dr Abdur Rashid Ahmed

Dr Rajkumar Pegu

Dr Samit Chowdhury

Mr Manas Sarkar

Prof Raja Chakraborty

Mr Gautam Gogoi

Dr Vijay Prasad

Prof K. G. Bhattacharyya

Dr Asoke Das Sarma

Fossie Bloomy Ferryra Ch Marak

Members absent

Prof Manoranjan Kalita

Dr Alpana Choudhury

Dr Girija T. R.

S Sagar

Introductory Words

The meeting started at 2.45 pm with words of welcome by the Chairman, Vice Chancellor, Fr (Dr) Jose Palely. He welcomed all members to the Academic Council meeting.

A Moment of Prayer

Fr Joseph Nellanatt led the council in a moment of prayer.

AC:2025: 30 AUG:01:



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a) Approval of the Minutes of the Meeting held on 8 February 2025

The minutes of the Academic Council held on 8 February 2025, circulated earlier, was presented by Fr Zacharias George. The minutes were passed after Prof PG Bhattachaarya proposed that the minutes be passed and Dr Bikramjit Goswami seconded the motion.

b) Important matters arising from the Minutes

Fr Vice Chancellor Fr Jose Palely spoke of the implementation of the new courses like B.Sc Animation, Master of Library & Information Sciences, Certificate Courses in Tourism Management, Entrepreneurship & Family Business Management, Retail Management, Drone Technology, and Business Analytics.

AC:2025: 30 AUG:02: Important Academic Matters

a) Introduction of new courses 2025-26

Fr Zacharias George presented a summary of the new courses introduced for the Academic session 2025-26

(i) B.Sc Animation Programme

It is a four-year undergraduate degree designed to provide students with a comprehensive education in both the artistic and technological aspects of animation. The program blends foundational theory, hands-on practice, interdisciplinary learning, and advanced specialization in 2D and 3D animation. It integrates contemporary digital tools such as AI, UI/UX, and motion graphics with traditional principles of animation to meet industry standards.

The students will become proficient in audio, video, animation, web designing, and graphic designing, developing an overall skill set.

(ii) Master of Library & Information Science (MLISc)

MLISc Program is a two-year postgraduate degree designed to develop advanced knowledge, practical skills, and interdisciplinary expertise in library and information science. Emphasizing both traditional and emerging domains, the program integrates core Library Information Science concepts with digital technologies, artificial intelligence, and digital humanities.

(iii) Certificate Courses

Department of Management is offering 3 Certificate Programmes – each one consisting of 20 Credits for a duration of Six Months.

(a) Certificate Programme in Tourism Management

It will equip students with skills in customer service, operations management and global tourism trends.

(b) Certificate Programme in Entrepreneurship and Family Business Management

This Programme will equip aspiring entrepreneurs with skills in innovation, strategic decision-making, and financial acumen.

(c) Certificate Programme in Retail Management

This Programme will provide insights into retail operations, merchandising, supply chain management, and consumer behaviour.

(d) Certificate in Drone Technology

ADBU in launching Drone Lab and a Certificate Course in Drone Technology in collaboration with RCHobbytech Solutions Pvt Ltd. will provide a short-term training programme on drone technology that will include programming, operations and applications.



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(e) Bachelor of Commerce (Hons) in Business Analytics

Bachelor of Commerce (Hons) in Business Analytics will offer a fine balance of knowledge of Commerce and skills on Data Analytics.

This Program is skill-oriented, providing knowledge on all the aspects of commerce, economics, taxation, accounting, auditing, and mathematics & statistics while having an extended focus on data-driven decision-making and business analytics that prepares students for jobs in Finance, IT, etc.

(f) Integrated Teacher Education Programme (ITEP)

Integrated Teacher Education Programme (ITEP) for BSc-B.Ed & BA - B Ed will be introduced after getting the required permission from ERC, NCTE.

Virtual Inspection by NCTE was held on 8 August 2025

ITEP is expected to address the long-standing issues of quality and accessibility in teacher education. It combines theoretical and practical knowledge, equipping students with the requisite skills to become proficient teachers. The program emphasizes a multidisciplinary approach fostering expertise in pedagogy, subject knowledge and values-based education.

AC:2025: 30 AUG:03: Examinations related matters

- a) Overview of Spring Semester Examination Results Dr Prasanta Kr Chowdhury presented the overview of the Spring 2025 Examinations. The Spring examinations 2025 were held from 14th June to 27th June 2025 and the Examination results were published on 18 July 205.
- b) Convocation 2025

Dr Prasanta Kumar Chowdhury gave the following information regarding 14th Convocation of ADBU to be held on September 20, 2025, at the Tapesia Campus at 4:00 p.m.

This year, we will be awarding degrees to 631 undergraduate students, 774 postgraduate students, of whom 54 are DBU Global students. Additionally, 38 scholars will receive their Doctoral Degrees.

AC:2025: 30 AUG:04: Approval of Deliberations of DBOS Meetings:

a) Schools of Technology and Commerce & Management

The minutes and academic proposals of the DBOS Deliberations from all the departments of these schools were presented by Dr James Chacko and were approved. *(Appendix 1)*

b) Schools of Life Science, Fundamental & Applied Sciences, and Humanities & Social Sciences:

Prof. James Chacko presented the reports, which were reviewed and duly approved by the Council. (Appendix 2)

AC:2025: 30 AUG:05: Presentation of Autumn Calendar, 2025

Dr Zacharias George, Registrar highlighted the main events of the Academic Calendar, Autumn Semester 2025.

FDP on New NAAC Guidelines was organized from 14 - 18 July, 2025

The result of Spring Semester 2025 was declared on 18 July 2025

The Autumn Semester began on 21 July 2025 for 3rd 5th and 7th Semester Students.

Classes began for Semester 1 Students of BTECH, BBA, BCA, Integrated BBA-MBA, and Integrated BCA-MCA on $4^{\rm th}$ August 2025

Classes started for Semester 1 of all PG & UG Programmes (BA, BSC, B.COM, BPHARM and DPHARM) on $11~\mathrm{August}~2025$

All the Departments have already entered in the Academic Calendar the Departmental actives like Workshops, Seminars, Conferences, Class Tests etc.



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Department of Hospitality & Hotel Administration recently conducted an Inter Departmental Debate Competition on 20 August 2025 – Cultural Diversity is India's strength and not its weakness.

First Class Tests commenced on 28th August 2025 (3rd 5th & 7th Semester Students)

Academic Council Meeting is on 30 August 2025

14th Convocation will be held on 20 September 2025

Second Class Tests will commence on 25^{th} September for 3^{rd} 5^{th} and 7^{th} Semester Students and First Class Tests for 1^{st} Semester Students.

Mid Semester break will be from 29th September to 4th October, 2025

Ph D Course Work concluding Phase will be from 10 November to 15 November 2025.

Appreciation Day will be held on 27 November 2025

DBOS Meetings will be from 28th November to 12th December 2025

End Semester Exams will be from 29th November to 12th December, 2025

Declaration of 2025 Autumn Semester Results will be on 5th January 2026.

Spring Semester 2026 will commence on 6th January 2026.

AC: 2025: 30 AUG:06: Update on Industry-Academia Linkage Policy and Internship and Apprenticeship Policy

Dr. Bikramjit Goswami presented the policy on implementation of Internship and Apprenticeship Policy (*Appendix 3*)

AC:2025: 30 AUG:07: Policy Document on Establishment of Chief Vigilance Officer (CVO) Fr Vice Chancellor informed that Mr Kime Aya will be appointed as Chief Vigilance Officer

AC:2025: 30 AUG: 08: Matters related to Centre of Distance and Online Education

a. Status of UGC Deb Application of MBA and MCA

The Council was informed that the Centre for Distance and Online Education (CDOE), Assam Don Bosco University, has received official recognition and approval from the University Grants Commission – Distance Education Bureau (UGC-DEB) for offering the following Online Programmes:

Master of Business Administration (MBA) – 2 Years (Maximum Intake: 360 Learners) Master of Computer Applications (MCA) – 2 Years (Maximum Intake: 360 Learners)

The permission was granted by UGC-DEB vide Letter No. **F**. No. 1-21/2024(DEB-NER) dated 27th August 2025, effective from the academic year 2025–26 (session beginning July-August 2025) and valid up to January-February 2030.

The Council noted the approval with appreciation and commended the efforts of the CDOE team in successfully obtaining the UGC-DEB recognition for both programmes.

Application of Master of Arts (Public Administration), Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA) - October 2025

Resolved that the Centre for Distance and Online Education (CDOE), Assam Don Bosco University, shall initiate the process of applying to the University Grants Commission – Distance Education Bureau (UGC-DEB) in the next application cycle (October–November 2025) for the introduction of the following three Online Programmes under the



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provisions of the *UGC* (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments:

Sl.	Name of the Programme	Level	Duration
No.			
I	Bachelor of Business Administration (BBA)	Undergraduate	3 Years
II	Bachelor of Computer Applications (BCA)	Undergraduate	3 Years
III	Master of Arts (Public Administration)	Postgraduate	2 Years

c. Resolved the PPRs for the above programmes, as submitted by the Director, CDOE, be approved.

Resolved that the departments be instructed to ensure further development and production of the required E-Learning Materials as per the 4-Quadrant based approach prescribed by UGC, ensuring academic rigour, learner engagement and accessibility for these programmes.

d. E-Learning Material, Platform and Evaluation Framework for Online Courses as per UGC Norms:

Resolved that the E-Learning Materials for the above programmes, as prepared and reviewed, be approved.

e. E-Learning Material, Platform and Evaluation Framework for Online Courses as per UGC Norms:

Resolved that the E-Learning Materials for the above programmes, as prepared and reviewed, be approved.

Resolved that the Learning Platform of CDOE (https://online.dbuniversity.ac.in), developed and designed as per the requirements and specifications of the UGC Regulations (Annexure IX), be used to host and offer the aforesaid programmes and remain under the management of the Centre for Distance and Online Education.

f. Resolved that the **evaluation mechanism** for the proposed online programmes be designed to ensure that all the stated learning outcomes of the programmes are reflected in the evaluation protocol.

The evaluation shall include two types of assessments:

- a. Continuous Assessment
- b. Summative Assessment (End Semester Examination)
- b) The Continuous Assessment shall carry **30% weightage**, and the Summative Assessment shall carry **70% weightage**, with the pass criteria being the same as for the on-campus programmes.
- c) The evaluation will be carried out through varied assessment tools available on the Online Learning and Examination Platform, including **multiple choice questions**, **projects**, **reports**, **Assignments**, **presentations**, **and end-term examinations**.
- d) The Council placed on record its **appreciation** for the initiative of the **Centre for Distance and Online Education** in strengthening the University's online education ecosystem and **unanimously approved** the proposal for submission of the new programme applications to **UGC-DEB**.

AC: 2025: 30 AUG:09: Information sharing



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a) Status of ITEP & Preparation of Course Structure and Syllabus (BSc B.Ed, BA B.Ed – History, Political Science, Geography)

Fr Zacharias informed that soon NCTE will issue the Letter of Intent (LOI) prior to grant of recognition for ITEP, under clause 7(13) of NCTE Regulations 2014.

Before the grant of Formal Recognition, the Institution will submit the following documents:

List of Faculty (22 Nos) having required qualification as per NCTE Regulations 2014.

The institution will launch its own website with hyperlink to the NCTE Website uploading the required information/documents

The institution shall maintain the required Endowment and Reserve Fund converted in the joint operation in the name of the Institution and Regional Director of ERC, NCTE. Regarding course structure and syllabus for ITEP, we will implement the Syllabus given by NCTE.

b) Any important MOUs/ Collaborations

Fr. Joseph Nellanatt shared updated on recent MoUs. (Appendix 3)

AC:2025: 30 AUG:10: Updates on:

a) NBA Accreditation:

Prof. Manoranjan Kalita provided an update on the accreditation status

b) Departmental inputs for NAAC

Prof. K.G. Bhattacharyya shared a positive outlook on departmental preparedness for NAAC

c) Research Achievements by RDC

Prof. Vikramjit Kakati reported an increase in research publications and externally funded projects. (*Appendix 4*)

AC:2025: 30 AUG:11: Any other business (with the prior permission of Chair)

No other important discussions were held during the meeting.

Concluding Words: Fr. Jose Palely (Chairman)

The chairperson Fr Jose palely, concluded the meeting with words of appreciation and thanks to all the members of the Academic Council for their active participation and for their valued contribution in the planning and implementation of various University programmes and plans

RESOLUTIONS:

AC:2025: 30 AUG:01:

a) It was resolved to approve the Minutes of the Meeting held on 8 February 2025

AC:2025: 30 AUG:02: Important Academic Matters

a) Introduction of new courses 2025-26

It was resolved to approve the following Programmes:

- (i) B. Sc Animation Programme
- (ii) Master of Library & Information Science (MLISc)
- (iii) Certificate Courses
- (a) Certificate Programme in Tourism Management
- (b) Certificate Programme in Entrepreneurship and Family Business Management
- (c) Certificate Programme in Retail Management
- (d) Certificate in Drone Technology
- (e) Bachelor of Commerce (Hons) in Business Analytics
- (f) Integrated Teacher Education Programme (ITEP) One Unit of BA B.Ed (50 students) and One Unit of BSc B.Ed (50 students)



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AC:2025: 30 AUG:07: Policy Document on Establishment of Chief Vigilance Officer (CVO)

It was resolved to appoint Mr Kime Aya as Chief Vigilance Officer

AC:2025: 30 AUG: 08: Matters related to Centre of Distance and Online Education

b. Application of Master of Arts (Public Administration), Bachelor of Business Administration (BBA) and Bachelor of Computer Applications (BCA) – October 2025

It was resolved that the Centre for Distance and Online Education (CDOE), Assam Don Bosco University, shall initiate the process of applying to the University Grants Commission – Distance Education Bureau (UGC-DEB) in the next application cycle (October–November 2025) for the introduction of the following three Online Programmes under the provisions of the *UGC* (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 and its amendments:

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II	Bachelor of Computer Applications (BCA)	Undergraduate	3 Years
III	Master of Arts (Public Administration)	Postgraduate	2 Years

a. It was resolved the PPRs for the above programmes, as submitted by the Director, CDOE, be approved.

It was resolved that the departments be instructed to ensure further development and production of the required E-Learning Materials as per the 4-Quadrant based approach prescribed by UGC, ensuring academic rigour, learner engagement and accessibility for these programmes.

b. E-Learning Material, Platform and Evaluation Framework for Online Courses as per UGC Norms:

It was resolved that the E-Learning Materials for the above programmes, as prepared and reviewed, be approved.

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It was resolved that the Learning Platform of CDOE (https://online.dbuniversity.ac.in), developed and designed as per the requirements and specifications of the UGC Regulations (Annexure IX), be used to host and offer the aforesaid programmes and remain under the management of the Centre for Distance and Online Education.

It was Resolved that the **evaluation mechanism** for the proposed online programmes be designed to ensure that all the stated learning outcomes of the programmes are reflected in the evaluation protocol.

Dr. Zacharias George Registrar Registrar Assam Don Bosco University Tapesia Gardens,Sonapur Assam-782402, INDIA

Academic Council Meeting – 30th August, 2025 Attendance Sheet

SIno			Cianatura
1.	Name Prof. Jose Palely	Designation Chairperson, Vice Chancellor	Signature
-	(Ex Officio)	Champerson, vice chancellor	Spally
2.	Fr. Joseph Nellanatt	Pro Vice Chancellor &	
	(Ex Officio)	Director, School of	Am
	(Ex Officio)	Commerce and Management	1
3.	Prof. Zacharias George	Secretary, Registrar	1, 20
0.	(Ex Officio)	Secretary, Negistral	X -1 10 5-1
4.	Dr. Prasanta Kumar	Joint Controller of	3018/25-
	Choudhury (Ex Officio)	Examinations & Director,	(m)
	one danaly (2x official)	School of Life Sciences	2018/25
5.	Prof. James Chacko	Deputy Registrar & Director,	711
	- Tow sames shacks	School of Humanities and	Absent
		Social Sciences	
6.	Prof. Manoranjan Kalita (Ex	Director, School of	
	Officio)	Technology	Absent
7.	Dr. Hemen Bharali	Director, School of	0.4
	(Ex Officio)	Fundamental and Applied	la haray
		Sciences	101401
8.	Prof. JN Vishwakarma	Director - Research	15
	(Ex Officio)		1 Vous
9.	Dr Rajkumar Pegu	Director, School of Life	
		Sciences	X
10.	Dr Samit Chowdhury	Director CDOE	0.
	EX Officio		
11.	Ms. Juhi Baruah	Director - HR	jaci Bal.
024			
12.	Dr. Riju Sharma	Director - CDSI,	Dha
10			1 apre
13.	Dr. Monmoyuri Baruah	Director Interdisciplinary	la wind
1.4	D- D	Research & HoD, Physics	76
14.	Dr. Bonnie Amonge Crerar (Ex Officio)	HOD, Education	
15.	Dr. Bibharani Swargiary	LIOD Carial Ward	
	(Ex Officio)	HOD, Social Work	Bwarg 24 /8/25
	Dr. Chandita Baruah	HOD, Psychology and	1 1
	(Ex Officio)	Counselling	30/08/25
	Dr. Alpana Choudhury	HOD, Mass Communication	
	(Ex Officio)		Absent
18.	Dr Saurabh Chandra	HOD, Public Administration	awath
			Samar 30/08/25
19.	Dr. Ramesh Sharma	HOD, English	1000
	(Ex Officio)		19 30 8 4013
	Dr. KJ Antony	HOD, Philosophy &	Fr. Antony yol.
	(Ex Officio)	Comparative Religion	Ore distribution
	Dr. Fokrul Alom Mazarbhuiya	HOD, Mathematics	Of Hotolog
	(Ex Officio)		30/08/25
	Dr. Nibedita Kapil	HOD, Chemistry	Makes Faciloras
	(Ex Officio)		30 98 200
	Dr. Jane Shangpliang	HOD, Zoology	philosopology
	(Ex Officio)		orner ac oc ron.

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Slno	Name	Designation	Signature
24.	Dr. Vedant Borah (Ex Officio)	HOD, Bioscience (Bio-Sciences)	Vidantharah 308 25
25.	Dr. Girija T. R. (Ex Officio)	HOD, Civil Engineering	W.
26.	Dr. Mriganka Gogoi (Ex Officio)	HOD, Electronics and Communication Engineering	100098213125
27.	Dr. Bobby Sharma (Ex Officio)	HOD, Computer Science and Engineering	Boble
28.	Dr. Gypsy Nandi (Ex Officio)	HOD, Computer Applications	Cosonda
29.	Dr. Buljit Buragohain (Ex Officio)	HOD, Mechanical Engineering	Reharin
30.	Dr. Pushpanjalee Konwar (Ex Officio)	HOD, Electrical and Electronics Engineering	do march 26
31.	Dr. Biju Mani Das (Ex Officio)	HOD, Commerce	Osmo682
32.	Dr. Pankaj Kumar Kalita (Ex Officio)	HOD, North East India Studies	00 2d 8 2926
33.	Dr. Abdur Rashid Ahmed (Ex Officio)	HOD, Economics	Amrid 18
34.	DDr. Thounaojam Thorny Chanu (Ex Officio)	HOD, Botany	Movement Change To 108 Foot
35.	HoD Management (Ex Officio)	HOD, Management	A solo a
36.	Mr. Manas Sarkar (Ex Officio)	HOD, Hospitality and Hotel Administration	Harris Heliens.
37.	Dr. Raja Chakraborty (Ex Officio)	HOD, Pharmaceutical Sciences	(A) hh 20 102 225
38.	Mr. Gautam Gogoi	Librarian	Dom Soo
39.	Dr. Vijay Prasad	ERP In charge	N. To.
40.	Prof. K. G. Bhattacharyya	NAAC Coordinator	X ab 30108/25
41.	Dr. Asoke Das Sarma	Special Invitee from Industry	online
12.	Flossie Bloomy Ferryra Ch Marak	PhD Research Student Nominated by VC	3/2 h
13.	S Sagar	BCA 5 th Semester Student Nominated by VC	Absent

44. Bikramjit Goswani Director, IGAC 95. Prof Vilosomit Kalad

Boeman'