Minutes of IQAC meeting on 4th September 2015

A meeting of the IQAC of the University was held on 4th September, 2015 in the Office of the Vice Chancellor at Azara. The meeting was presided over by the Vice Chancellor and the following members were present:

Chairperson:Fr. Stephen Mavely, Vice Chancellor

Members:

1   Dr. Francis Fernandez (Controller of Examinations)
2   Fr. Lukose Cheruvalel, Member of Juvenile Justice Board
3   Dr. S. Nissi Paul (Assistant Registrar – Academic)
4   Dr. Sunandan Baruah (HOD, ECE)
5   Dr. Peter Paul Hauhnar (Administrative and Development Officer)
6   Prof. J. N. Vishwakarma (Director of Research)
7   Ms. Sabiha Alam Choudhury (Asst. Professor, School of Humanities and Social Sciences)
8   Dr. Nibedita Kapil (Asst. Professor, School of Applied Sciences)
9   Mr. John Borgoyary (North East Regional Head, UNDP)
10 Ms. Amarjeet Kaur (Parent of Tavleen Kaur)
11 Mr. Satyabrata Borgohain (Director, Finance & Accounts, NEEPCO, Shillong)
12 Prof. K. G. Bhattacharyya (Director, Academic Staff College, GU)
13 Fr. Joseph Nellanatt (Pro Vice-Chancellor)
14 Ms. Juhi Baruah (Director of Human Resources)
15 Dr. Monmoyuri Baruah (IQAC Coordinator)
16 Mr. Manoj Das, IT Administrator
17 Mrs. Pallavi Sharma, Laboratory Assistant, Civil Engineering

Members absent:

1.   Mr. Bikramjit Goswami (Asst Professor,EEE School of Technology)
2.   Mr. Chandan Dutta (Asst Professor, School of Commerce & Management)
3.   Ms. Subhra Mukherjee (Asst Professor, ECE School of Technology)

Special Invitees:

1.   Prof. Basil Koikara, Registrar, ADBU
2.   Mr. Bikash Kalita, Asst. Prof., DBIM

Fr. Stephen Mavely, the chairperson of IQAC welcomed all the members of the newly constituted IQAC. The Committee was re-constituted according to the new format published by NAAC.

The meeting started with the presentation of the minutes of the previous meeting of IQAC by the director of IQAC. It was approved as presented.

The Chairperson then asked the members of IQAC to start preparations for organizing a NAAC sponsored seminar or a workshop during the next semester, i.e., Spring 2016. IQAC members discussed and finalized that a seminar can be scheduled in April 2016. NAAC rules stipulate that an application for funding should be made six months prior to the event. Hence, IQAC decided to apply for seminar grant

within a short period. IQAC also discussed in detail about co-organizing the workshop with other university and finally decided to invite Cotton College State University to collaborate in organizing it.

The members discussed about the target participants in the seminar and decided to invite representatives from colleges and universities with potential for excellence to participate in the seminar. It was also discussed that representatives from the UGC, MHRD and AICTE would be invited as resource persons.

From among the themes suggested for the NAAC sponsored seminar, the theme of 'Academic Audit' was finally found to be most appropriate by the members. It was also decided that the seminar should focus on the scientific way of conducting academic audit. Several names were suggested as experts and resource persons. It was left to the Organizing Committee to finalize these names and organize the event.

The Committee then discussed about the new ERP being introduced in the University. Dr Basil, the Registrar, enlightened the members about the salient features of the new ERP that would be implemented. The members were assured that some additional modules would also be operational in the ERP as compared to the earlier ERP by the end of the year.

After that there was a discussion on the status of the mentoring system in the university. There was unanimity among the members about the usefulness of mentoring. Though many students tend to take it seriously only towards the end of their stay in the university, it was decided that the university would continue to implement the mentoring system, as it had proved its usefulness for the students beyond doubt. It was suggested by the members that, content of the official records maintained by the mentors about their mentees can be used to issue proficiency certificates, which will reflect the positive quality of the student.

The Committee, then, discussed about the possibility of adopting some online courses from DBU Global into the campus courses. Though no concrete decisions were taken, it was decided that this would be looked into seriously by all the Schools of the University with a view to making CBCS a greater reality.

The HR director pointed out that some of the departments draw up a Plan of Action for each semester and evaluate the implementation of the plan at the end of the semester. The committee noted the effectiveness of this practice and decided to make it mandatory for every department to draw up a Plan of Action before the beginning of each semester and review the implementation of the plan at the end of the semester and send a report of it to the HR Director. The reports would be considered by the IQAC for monitoring the quality of service of the departments and for giving feedback for enhancing quality.

The Committee then reviewed the implementation of the goals set by IQAC for the year 2014-15. Each goal was discussed in detail and reports were submitted from the various Schools of the University.

The Committee members felt strongly that further importance should be given to the performance of the students in Basic Sciences (in the engineering stream). It was decided to run a campaign at all levels (in the assembly, in the classrooms and labs) to emphasize on the importance of grasping the fundamentals of the subjects like Physics, Chemistry and Mathematics.

The Committee also discussed the importance of emphasizing with the faculty and students of getting to grips with good English – written and spoken. The Committee discussed about the desirability of introducing a course in Communicative English for the weaker students, and also about the need for seeing that all the members of faculty speak only in English among themselves. It was decided that the goals set for the year 2015-16 would include the agenda to make English the compulsory medium of communication for the whole university and its constituent units.

The Cell noted that the committees set up for auditing the Admission and Examination Processes had not yet submitted their report; the members were informed that the committees were drafting their reports and that the same would be presented to the IQAC in the next meeting. In the context of auditing the various processes in the university, it was decided that 'research climate in the university' would have to be taken for auditing, since the report of the NAAC peer team visit in the previous year had emphasized the need for improving the research climate of the university. IQAC deliberated on this issue and the Director of Research was entrusted with the task of motivating all the faculty in being involved in research pursuits. It was decided that the 'Research Processes' be taken as the next area for audit and a committee be constituted for this in the next meeting.

The meeting ended with the Chairperson thanking the members for the lengthy but fruitful discussion that took place in the meeting, and for participation of every member of the IQAC in the continuous effort to build a university of substance that offers its clientele the best of ambiance and opportunity.

Fr. Stephen Mavely   Dr. Monmoyuri Baruah
Chairperson, IQAC   *Coordinator, IQAC*