

## **IQAC Meeting**

Date: 24 June 2017  
Time : 2 PM  
Venue : Tapesia Campus

### **Agenda of the meeting:**

1. A Moment of Prayer and welcome by the Chairperson
2. Review of preparations for Reassessment by NAAC
3. Review of the AQAR of 2016-17
4. Quality parameters to focus on in 2017-18
5. Presentation of Reports
  - a. Report of the Task Force on Adoption of Online Credit Courses
  - b. Report of the Internal Audit on Research Climate in the University
6. Any other matter (with permission from the Chairperson)

### **Minutes**

The following members were present for the meeting:

Chairperson Fr. Stephen Mavelly, Vice Chancellor

Members:

- 1 Dr Francis Fernandez (Controller of Examinations)
- 2 Dr S Nissi Paul (Assistant Registrar – Academic)
- 3 Dr Sunandan Baruah (Director, Centre of Excellence in Nanotechnology)
- 4 Dr Peter Paul (Administrative and Development Officer)
- 5 Prof J N Vishwakarma (Director of Research, Director of School of Life Sciences)
- 6 Sabiha Alam Choudhury (Asst Professor – Stage I, School of Social Sciences)
- 7 Dr. Nibedita Kapil (Asst Professor – Stage I, School of Applied Sciences)
- 8 Mr Bikramjit Goswami (Asst Professor – Stage II, School of Technology)
- 9 Mr Chandan Dutta (Asst Professor – Stage I, School of Commerce & Management)
- 10 Ms Subhra Mukherjee (Asst Professor – Stage II)
- 11 Ms Rosie Kalita (Doctoral Student)
- 12 Mr John Borgoyary (North East Regional Head, UNDP)
- 13 Ms Amarjeet Kaur (Parent of Tavleen Kaur)
- 14 Mr Satyabrata Borgohain (Director, Finance & Accounts, NEEPCO, Shillong)
- 15 Prof K. G. Bhattacharyya (Director, Academic Staff College – GU – Retd)
- 16 Fr Joseph Nellanatt (Pro Vice-Chancellor)
- 17 Ms Juhi Baruah (Director of Human Resources)
- 18 Dr Monmoyuri Baruah (Director, School of Applied Sciences)
- 19 Mr. Manoj Das, IT Administrator
- 20 Mrs. Pallavi Sharma, Laboratory Assistant

The following members had expressed their inability to attend:

1. Fr Lukose Cheruvalel (Member of Board of Management)

2. Mr Manoj Jajodia (CEO, Onoma Industries & CEO, Jajodia Engineering)
3. Mr Rana Bharali (Chief Manager, HR, Oil India, Duliajan)

The meeting started with words of welcome by the Vice Chancellor, Fr. Stephen Mavelly. He introduced and welcomed Ms Rosie Kalita (Doctoral Student) as a new member of the IQAC. He then invited the members to reflect for a moment on how the Providence of God has been there at every step of the way in the development of the University. All important milestones in the life of the university have been marked by God's blessings. He invited the members to reflect with a sense of gratitude to God and one another as a song was played in the background "In His Time".

In his introductory remarks, the Chairperson reminded the members that the NAAC portal was open again for fresh applications for accreditation; and that we could now apply for a re-assessment of our NAAC accreditation status as decided earlier. He then intimated that Fr Joseph Nellanatt, the Pro Vice-Chancellor, and Ms Juhi Baruah, the HR Director, had been appointed to coordinate the preparations for the NAAC Peer Team Visit. Fr Joseph Nellanatt was requested to give an update on the preparations.

Fr Nellanatt and Ms. Juhi informed the members that NAAC was in the process of bringing out a new methodology for assessment and accreditation, and that as on date NAAC was not accepting any LOI for undergoing accreditation. The new procedure and methodology for assessment and accreditation was expected to be published in the month of July 2017. A new Proposed Quality Indicator Framework for assessment was available on the NAAC website. The salient features of this QIF was presented to the members.

Fr. Stephen also mentioned that the initiative to go for reassessment had been taken by the members of the Board of Management, the IQAC and the Academic Council through meetings, email circulation of intent and feedback. He informed the members that a workshop on the NAAC Accreditation Process would be organized for all the faculty and staff on 5 July 2017 so that everyone will be made more aware of the process of accreditation, especially of the new methodology that NAAC was going to put in place.

Prof. K.G. Bhattacharyya, who was also the Coordinator for NAAC Visit to Guwahati University pointed out that we should study and analyze the previous peer team report and make a report on the actions taken to address the weak points mentioned therein.

In this context, the Committee spent considerable time discussing the many efforts that had been made to create and maintain an atmosphere of research in the university – one of the weak points mentioned in the previous NAAC Report.

Fr. Stephen mentioned that all the information regarding the NAAC process and its significance to be disseminated to the students, parents and to the alumni and also all important information will be updated in university website so as to keep the ADBU fraternity well informed about all aspects of the university.

Mr. Satyabrata Borgohain, an external member of IQAC, suggested to have SWOT analysis of the University and to display all information regarding important meetings of IQAC for the benefit of the students and other stakeholders. It was decided in the discussion that followed that the minutes of the meetings of IQAC and the Action Plans for the various years should be displayed prominently on the IQAC section of the university website. In the same line of thinking, it was also decided to have a WhatsApp Group consisting of the IQAC Members for easy dissemination of information and suggestions.

The new member of IQAC, Ms. Rosie Kalita, suggested that going in for ISO certification could help improve the processes and procedures adopted by the university in its core areas of work.

Going ahead with the next item in the agenda, Dr. Monmoyuri Baruah, IQAC coordinator, presented the AQAR for 2016-17 in the revised format. The report was approved with minor corrections and suggestions. It was also decided to recast the previous AQAR (2015-16) in the revised format and upload both the AQARs on the university website at the earliest for the benefit of all the stakeholders.

This was followed by the presentation of the Reports of the two Task Forces. Prof. Basil Koikara presented the report of the Task Force on Adoption of Online Credit Courses. The list of suggested courses under the SWAYAM platform were examined and approved by the members of the Committee for implementation from the current academic year.

Dr. Dominic Meyieho presented the audit report on research climate in the university. He mentioned that the recommendation of the committee is that there should be a limit of the number of journals being published by the university and the present number of journals was ideal. However, after thorough discussion, IQAC finally came to the conclusion that there can be some more journals related to the Departments of Social Sciences and Arts in the university. Prof. J.N. Vishwakarma cautioned the members of IQAC about the validity of papers published by the research scholars of the university in our own journals, thereby fulfilling PhD requirements/criteria. As discussed earlier, it was decided that the internal papers submitted to the journals of the University will invariably be sent for review outside the university.

Mr. John Borgyary, a member of the IQAC and the Director of UNDP for North-East India, emphasized the importance of conscientising the students on Sustainable development goals. This was agreed to by the Members of the Committee. He also mentioned that steps need to be taken to increase the visibility of the university through social platforms – again, the suggestion was seconded by all Members of the Committee.

Ms. Juhi Baruah informed about the Centre of innovation being launched by the University with three members initially: Prof. Sunandan Baruah (Electronics Engineering & Nanotechnology), Asst Professor Bikramjit Kakati (Mechanical Engineering) and Asst Professor Abhisekh Sharma (Commerce and Management). The Centre is envisioned to concentrate on Research, innovation, incubation and

Extension. Attracting consultancy and project funds, and transference of sustainable and meaningful technology to rural areas would be its priority. In pursuance of this, the Committee was informed that we have signed an MOA with Bhabha Atomic Research Centre (BARC) and its Extension wing, AKRUTI, to concentrate on technology transfer to the villages where intense work has been going on for the last four years through the Department of Social Work and International Student Volunteer Exchange Programme.

One of the Committee Members appreciated the high quality of the Faculty and Staff Development programmes conducted by the University for their personal and professional growth over the last ten years, right from inception. The members were informed that the next Faculty Enrichment Programme is on 'Mind Mapping' and would be conducted by Manish Dutt, a person with a lot of experience and expertise in this field.

From the discussions and suggestions the following Action Plan was developed for the Academic Year 2017-18. The Coordinator was requested to give wide publicity to the same on the website and to coopt the services of all the Directors across campuses and the sub-committees of the IQAC in those campuses to implement the plans.

#### **IQAC Action Plan for 2017-18:**

- **Ensuring the Quality of Research:** all papers published in the journals of the university to be externally reviewed, and to undergo plagiarism test.
- **Enhancing Teaching and Learning processes:** all members of the faculty to be encouraged to do mind-mapping exercises with their students, and to publish some of the results on social media platforms of the university for wide dissemination of the usefulness of this practice.
- **Adopting a Mission Mode for Innovation:** the recently set up Centre for Innovation will kick start adoption and implementation of projects displaying innovation and creativity, undertake fabrication and popularisation of socially useful gadgets, and exploit the in-house expertise in nanotechnology.
- **Adoption of Online Courses in the University:** In pursuance of the report of the Task Force on adoption of Online Courses, the Directors of the various Schools will work out the modalities of adopting some of the online courses and the credits to be awarded. Initially, it was decided that the credits will be awarded in addition to the courses conducted on campus. This procedure will continue till certain apprehensions about the continuity of these courses from year to year by the institutions offering these courses, the modalities of examinations and their costing will be finalised.
- **Implementing a Digital Campus:** In tune with the policy directives of the government, all efforts are to be made in a timely and phased manner to convert the University campuses into digitally savvy campuses.
- **Ensuring the protection of eco-diversity and adopting an Action Plan for Green Campus:** With three different campuses, the university will strive to create three different models of eco-sensitivity and adoption of Green practices.

Fr. Stephen Mavelly, the Chairperson, concluded the meeting by thanking all the members of the IQAC for their involvement in and love for the University, for their valuable suggestions and the lively discussions. He thanked in a special manner the external members for making a special effort to be present for the meeting and for their very involved participation.

Fr Stephen Mavelly  
Chairperson

Dr Monmoyuri Baruah  
Coordinator