

**ASSAM DON BOSCO UNIVERSITY**

**Minutes of the IQAC Meeting**

**Held on 21st October 2017 at the Azara Campus of the University**

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**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. Dr Sabiha Alam Choudhury (Asst Professor – Stage II, School of Social Sciences)
7. Dr. Nibedita Kapil (Asst Professor – Stage II, 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 Rosie Kalita (Doctoral Student)
11. Mr Satyabrata Borgohain (Director, Finance & Accounts, NEEPCO, Shillong)
12. Prof K. G. Bhattacharyya (Former Director, Academic Staff College – GU – Retd)
13. Fr Joseph Nellanatt (Pro Vice-Chancellor)
14. Ms Juhi Baruah (Director of Human Resources)
15. Mr. Manoj Das, IT Administrator
16. Ms. Pallavi Sharma, Laboratory Assistant
17. Dr Monmoyuri Baruah (Director, School of Fundamental and Applied Sciences)

**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 IQAC Meeting)
4. Ms Amarjeet Kaur (Parent)
5. Ms Subhra Mukherjee (Asst Professor – Stage II)
6. Mr John Borgoyary (North East Regional Head, UNDP)

**Special Invitees:**

1. Prof. Basil Koikara, Registrar
2. Fr.(Dr.) Biju Michael, New Registrar
3. Mr. Vijay Prasad, Asst. Prof., School of Technology

Chairperson, Rev. Fr. Stephen Mavelly, initiated the meeting with moments of prayer. Fr. Biju was introduced as the new Registrar of the university; and also the sabbatical leave of Sir Basil was announced.

The minutes of the previous meeting was formally approved by all members of the cell.

Fr. Mavelly then appreciated the efforts put in by the NAAC Core Committee for the completion of the SSR.

The Chairperson, then, requested the members to provide information on the action taken till then on the goals set for the academic year 2017 – 18. The following reports were submitted in response by the various Schools of the University.

#### **Action taken till date on the Plan of Action for the academic year 2017 – 18**

- 1. Ensuring the quality of Research:** Prof. J. N. Vishwakarma mentioned that 90% of the journals are paid journals in India; and, so, one has to be careful in choosing a journal for publishing one's research articles. It was also put forward that it should be ensured that the articles are sent to standard journals wherein the manuscripts are checked and reviewed systematically. The members expressed the need to set up a Committee in the university who can check the quality of the research articles as well as the standard of the selected journals, before sending them for publication. It was also mentioned that the PhD. Supervisors should take the responsibility to ensure that the content of the manuscripts of their research scholars and the journals they are published in are of standard quality. In this regard it was proposed that there should be a set of guidelines for the same, which should be made available to the research supervisors and the research scholars of the university.

It was also reported that the software for Plagiarism Test was available now and Prof. Sunandan Baruah has been given the responsibility to work on the method which will be used by the students and the faculty members to access the software which is placed in the library. Prof. Baruah informed the members that if the test percentage is around 18% -20% it is well accepted for publication. It was decided to issue guidelines on the usage of the software and certification for publication of papers in journals and for submission of thesis to the university.

- 2. Enhancing Teaching and Learning processes:** Ms. Juhi Baruah reported that the most recent faculty development program was deliberately organized on the theme of 'mind-mapping as means for creative thinking. The workshop was conducted successfully; and that, subsequently, different departments were using mind-mapping exercises along with the students in a very effective way to stimulate creativity and lateral thinking.
- 3. Adopting a Mission mode for innovation:** Prof. Sunandan Baruah, Director of the Center of Excellence in Nanotechnology, presented a list of innovations and products designed and created at the Center which include food quality sensors for detecting spoilage in fruits, vegetables, fish, etc., water purifiers using solar energy and twelve other such products. He further informed the members that the Center is planning to develop an android app for use with the fish quality sensor. Prof. Baruah mentioned that the research at the Center is directed towards community service and social relevance. He informed that the University is planning to install water purifiers developed at the CoEN in villages adjoining the campus as a part of its extension services as well as to bring synergy between research departments, social work department and the anganwadi workers in the villages. These developments were very much appreciated by the members as they were in consonance with the vision of the University and its thrust areas for extension activities.
- 4. Adoption of Online Courses in the University:** Prof. Basil Koikara informed the members about the various problems faced by the students to pursue the courses under the SWAYAM platform - such as, the host institution lacking proper schemes, date for the examinations were not available and also students were not able to get the course material from these institutions that

hosted the courses. As such, it would not be wise to make the courses mandatory for the programmes. As a few of these courses were made compulsory for the M.Tech programmes, it was proposed that those subjects could be treated as Extra Electives and could be credited and listed in the transcripts of the concerned students as and when the University is able to obtain the grades for the said courses from the Host Institutions. However, they may not be considered for the computation of SGPA and CGPA. These proposals were accepted by the members.

5. **Implementing a Digital Campus:** In view of the national initiatives to make all possible transactions digitally, the University has made a determined effort to create provisions for such payments in the University. Mr. Vijay Prasad informed the members that it is possible to pay digitally all fees, canteen expenses, hostel payments, salary payments etc all digitally through net-banking, PAYTM, PAYU, Swipe Machines etc. The University Offices have also been instructed not to accept any cash payments.
6. **The University has undertaken various initiatives for setting up an Eco-Friendly campus:** Mr. Bikramjit Goswami briefed the members on the initiatives taken by the University, in collaboration with a number of agencies, Boards and Departments of the government to create a green campus, an eco-friendly ambiance and measures for the protection of flora and fauna within the campus and its surroundings:
  - a. **Agroforestry and conservation of biodiversity:** In its endeavor for conservation of healthy Eco-systems, the University has embarked on a plantation drive spread over 190 acres of its campus at Tapesia. The variegated cropping of tea, coconut, rubber, cocoa, cashew-nut, agar, cocoa, ginger and turmeric have been established as livelihood projects within the scope of demonstration farms and seed gardens to demonstrate and promote scientific research in crop development and inter-cropping.
  - b. **Grid connected roof top solar photo voltaic power projects:** The University has embarked upon roof-top solar installations at its Azara and Tapesia campuses with an installed capacity of 320 Kilowatts. An MOU has also been signed with North-East Electric Power Corporation (NEEPCO) to set up a solar farm in the campus to generate 2 Megawatts of electricity for domestic consumption and to feed the surplus to the national grid.
  - c. **Water conservation and supply management:** The University has invested enormous resources to ensure sustainable water management and use.
    - It has created a major reservoir, spread over 10 acres, with an average depth of 30 feet, by tapping a small stream passing through the campus and the many natural springs in the adjoining creeks.
    - It has created five minor reservoirs, each of an acre or more in area and 15 to 20 feet in depth, by the creation of bandhs around existing permanent springs.
    - While the reservoirs help in water harvesting, storm water management and replenishment of the ground water table, the university has also invested in five deep-bore wells to supply drinking water through a network of three water tanks with a capacity to store 7,00,000 litres at a time.
    - The master plan of the campus provides for three more check dams to ensure that the water resources in the campus are well controlled, managed and utilized.

After these discussions on the major objectives set by IQAC for the academic year 2017-18, some more activities having a bearing on quality concerns were reported by the representatives from the different Schools of the University. Some significant developments and initiatives are given below:

- Dr Sabiha Alam Choudhury reported about the visit of a Fulbright scholar from 24th July to 8th August, 2017 to the university, Dr. Alice Butterfield who is an accomplished academician and is editor to a number of journals, Professor at the University of Illinois at Chicago; Jane Addams College of Social Work. She also spoke about the visit of Prof. Dr. Ursula Fasselt from the Frankfurt University of Applied Sciences, and that both of them expressed their willingness to further collaborate and come back to the university.
- She also updated everyone about the visit of Prof. Roberto Ravera, who is the President of Ravera Charity and Research Foundation, and Director of Ravera Children Rehabilitation Centre in Italy, who visited the university from the 7th of October to 11th October. He conducted sessions for the students of the School of Humanities and Social Sciences on topics, such as, environmental adverse conditions, traumatized children, neurobehavioral and social-emotional development of children and adolescents, World Mental Health Day as well as about new perspectives in the world of Developmental Counselling and Psychotherapy.
- Mr. Bikramjit spoke about the necessity of collecting information, in view of documentation and publication, regarding the activities organized by the different schools such as- workshops, conferences, seminars, talks, orientation programmes etc., with detailed information regarding the number of participants, names of resource persons, target group, reports, photographs, sponsorship details, budget etc. It was decided to set in motion a system for getting this done on a routine basis.

#### **New Courses of Study planned for 2018-19:**

Taking up the next agenda Fr. Francis Fernandez informed the members about the new Courses of Study being planned for the academic year 2018-2019. The presentation was followed by a lively discussion on the pros and cons of every new Course of Study being planned for the next Academic Year.

1. Diploma in Radiotherapy
2. Diploma in Radiology
3. PG Diploma in Physician Assistant
4. PG Diploma in Hospital Records Management
  - \*in collaboration with the following Hospitals
    - North-East Cancer Hospital & Research Institute, Guwahati
    - Nazareth Hospital, Shillong
    - Madras Medical Mission Hospital
5. Diploma in Montessori/Pre-Primary Teachers' Training
6. BA (Honours in Economics)
7. BSC (Honours in Physics, Chemistry, Maths)
8. BA-BED (Integrated Bachelor's Course in Education... if cleared by NCTE)
9. MA/MSc in Geography at the Azara Campus
10. MA/MSC in Maths
11. MCOM

#### **Developments in Infrastructure and Campus Development:**

Fr. Mavelly then updated the members on a number of developments since the last meeting of the IQAC:

1. The status of construction of the new Academic Block, by Nov. 2017 the new Academic Block with the capacity of 2000 plus students

2. Two more Men's Hostels would come up shortly
3. Several play grounds (Football pitch, 3 Basketball courts and a Volleyball Court) are ready for use
4. A new Food Court, named 'Don Bosco Cafe' would be operational by the end of the month.
5. The Rector Major of Don Bosco Society will visit the Campus on 10<sup>th</sup> November, and that he would inaugurate a Bust of Don Bosco at the campus and hold an interactive session with the Faculty and Students of the University

At the general discussion that followed, the following matters were touched upon:

1. Ms. Rosie Kalita pointed out that it would be very beneficial if peer group counselling services were encouraged in the university for the benefit of the students.
2. A lively discussion followed the announcement that a few Capacity Building Workshops were on the anvil. The members felt that more such workshops should be encouraged.
3. Prof. Vishwakarma mentioned that the faculty members of the departments should attend Refresher Courses as per the mandate of the UGC. As the duration of such courses are generally for a one month period, it was suggested that the summer vacation would be an ideal time for the same.
4. Ms. Juhi Baruah brought to the notice of the members an innovative measure taken by the University to encourage and maintain a research climate in the University: the establishment of a fund, named "Professional Development Allowance", to help faculty members to take up research projects, bring out publications and to attend conferences and workshops. Under this scheme, it is proposed to make a sum of INR One Lakh available to every confirmed faculty member once he/she fulfill certain criteria. This move was very much appreciated by the members as it has a direct bearing on quality building.
5. Members discussed the need to expedite the formation of NCC and NSS Units in the university.
6. Fr Joseph Nellanatt briefly touched upon the preparations going on the School of Technology for NBA accreditation of some of the engineering departments as a measure to get external verification of our constant attempts to ensure quality in teaching and learning in the School of Technology.
7. Fr. Mavely informed that Prof. Ettore Majorana, National Institute for Nuclear Physics (INFN), Roma, Italy had offered to come and teach in the department of Physics for two years from the academic session 2018-19.
8. Dr. Nissi Paul updated the members with information that SSSR was almost completed with only a few more details to be finalized.
9. Ms. Juhi Baruah shared the social commitment activities of the University in improving the educational standards of village children, namely "Swastyayan", has been recognized as a benchmark in a survey across 120 higher education institutions from all continents against the "Sustainable Development Goal" of "Reduced Inequalities" by the International Association of Universities (IAU, Paris). She, further, touched upon 'the Sustainable Development Plan' that has been planned and initiated by the University in support of the "Sustainable Development Goal" on "Climate Action".

The external members of the IQAC expressed their admiration and support for the enormous amount of works and initiatives that the University and its faculty have been involved in and are promoting. They pointed out the need for an effective mechanism to get this rich academic, social and research activities of the universities adequately displayed on the University's own website and through the various social media platforms.

At the end of a prolonged session, the Chairperson concluded the meeting by thanking all the members for their presence, availability, involvement, and active participation in the meeting.

Fr Stephen Mavelly  
Chairperson, IQAC

Dr. Monmoyuri Baruah  
Coordinator, IQAC