

IQAC meeting, 3rd Feb. 2018
Venue: Vice Chancellor's Office, Tapesia Campus

Agenda:

1. Moments of Prayer and Introductory Words – Fr. Stephen Mavelly (Chairperson)
2. Confirmation of the minutes of the previous meeting – Dr. Monmoyuri Baruah
3. Vision and Mission Statement of IQAC – Dr. Nissi S Paul
4. An update on Implementing a Digital Campus – Vijay Prasad
5. An update on Adopting a Mission mode for innovation – Bikramjit Goswami
6. Discussion Points
 - a. Adoption of methods to collect, analyze and implement feedback from the stakeholders – Fr. Joseph Nellanatt
 - b. Designing a competency model for University Faculty members – Ms. Juhi Baruah
7. Any other matter (with permission from the Chair)

Minutes of the meeting

At the outset, the chairperson Fr. Stephen Mavelly welcomed all the members to the meeting and asked the coordinator to start the meeting as per the agenda. The coordinator informed that the following members had expressed their inability to attend the meeting:

1. Fr. Lukose Cheruvalel (Member of Board of Management)
2. Ms. Amarjeet Kaur (Parent)
3. Ms. Subhra Mukherjee (Asst Professor, School of Technology)
4. Ms. Rosie Kalita (Doctoral Student)

The following members were present for the meeting:

Chairperson: Fr. Stephen Mavelly (Vice Chancellor)

Members:

1. Fr.(Dr.) Biju Michael (Registrar)
2. Dr. Francis Fernandez (Controller of Examinations)
3. Dr. S Nissi Paul (Assistant Registrar – Academic)
4. Dr. Sunandan Baruah (Director, Centre of Excellence in Nanotechnology)
5. Dr. Peter Paul Huhnar (Administrative and Development Officer)
6. Prof. J N Vishwakarma (Director of Research, Director of School of Life Sciences)
7. Dr. Sabiha Alam Choudhury (Asst Professor, School of Social Sciences)
8. Dr. Nibedita Kapil (Asst Professor, School of Applied Sciences)

9. Mr. Bikramjit Goswami (Asst Professor, School of Technology)
10. Mr. Chandan Dutta (Asst Professor, School of Commerce & Management)
11. Mr. Vijay Prasad (Asst. Prof., School of Technology)
12. Dr. Samrat Dey (Asst Professor, School of Applied Sciences)
13. Mr. Manoj Jajodia (CEO, Onoma Industries & CEO, Jajodia Engineering)
14. Mr. Rana Bharali (Chief Manager, HR, Oil India, Duliajan)
15. Mr. John Borgoyary (North East Regional Head, UNDP)
16. Prof. K. G. Bhattacharyya (Former Director, Academic Staff College – GU – Retd)
17. Fr. Joseph Nellanatt (Pro Vice-Chancellor)
18. Ms. Juhi Baruah (Director of Human Resources)
19. Mr. Manoj Das (IT Administrator)
20. Ms. Pallavi Sharma (Laboratory Assistant)
21. Dr. Monmoyuri Baruah (Director, School of Fundamental and Applied Sciences)
22. Mr. Satyabrata Borgohain (Director, Finance & Accounts, NEEPCO, Shillong)

Proceeding ahead with the meeting, the coordinator of NAAC, Fr. Joseph Nellanatt informed the members that the process of data validation and verification has already been initiated by NAAC and their visit is expected to be around March 2018. Fr. Nellanatt and Fr. Mavelly appreciated the rigorous amount of work and untiring efforts put in by the university members in accomplishing the tasks as per the responsibilities assigned to them.

Going ahead with the agenda of the meeting, coordinator read out the minutes of the previous meeting and the same was approved unanimously.

The first agenda of the meeting was to review the vision and mission statements of IQAC which are aligned with university's vision and mission statements.

Dr. Nissi Paul, member of IQAC was asked to present them for reviewing and inviting recommendations for further modifications. There were a number of valuable suggestions put forward by the members. After discussion, the members present suggested the vision and mission statements should be precise and clear and so it was proposed that it could be reframed as per the suggestions in the meeting and the same could be circulated among the members by mail and finalized after approval.

Going to the next agenda, Fr. Mavelly informed the members that the university is in contact with a number of skill development sectors and MOUs will be signed with them shortly. This would lead to setting up the facilities required to start up a smart village in the Tapesia campus neighborhood that could become the model for smart villages.

Mr. Vijay Prasad updated the members on the implementation of digital campus. He informed the members of IQAC about the Google App developed in our university for accessing the library and other online resources. He also gave an update about the activities in the university being managed online by our ERP, such as the collection of fees from the students, managing leaves of the staff members, salary slip generation etc. He further mentioned that the notices in the university are now taken care of by the

ERP system. The collection of registration fees for workshops, seminars, conferences etc. are being done by online interface created using PayUMoney.

Mr. Bikramjit Goswami presented an update on 'Adoption of Mission mode for innovation and research in the University'. He mentioned about a number of innovative products being developed in the University and also gave a pictorial presentation on some of these.

Fr. Mavelly briefed the members about the initiative of the Centre of Excellence in Nanotechnology as a part of our social commitment. As a part of this initiative, a product for water purification in the villages was developed, which works totally on solar energy. It can be used to purify water on site, and was mainly targeted for use during floods. It was mentioned that the water purification system will be distributed to the 12 nearby villages very soon.

Fr. Joseph informed the members that the Mechanical workshop of the School of Technology at Azara has received ISO certification recently.

There were discussions regarding the funding agencies for the various innovative ventures of academic institutes. Fr. Mavelly informed about the Atal Innovation Center which offers funds to universities. Mr. John Borgoyary mentioned about SITA, which is a 100 crore innovation fund and it looks for innovative ideas which can make a difference in the community. There were also suggestions about NEDFI as an integral funding agency.

Moving to the next agenda on Feedback from the stakeholders— students, parents, alumni and employers, Fr. Nellanat mentioned about the importance of the feedback system for the smooth functioning of the university. He mentioned that a 360 degree feedback is already in place in the university, where proper confidentiality is maintained. The feedback is collected, analysed and shared with the faculty members by the HR department on one-to-one basis. Besides, on the basis of this feedback, the University management plans for various faculty enrichment programmes. There are also other modes of feedback in place, such as the HODs of each department giving an appraisal of the faculty members of their departments. Apart from a thorough feedback system, the students are also placed under faculty mentors to undergo a process of systematic mentoring. On the basis of the mentoring reports, students get their proficiency certificates as they graduate from the university. Moreover it was also put forward by him, that the syllabi of all the courses in all the departments are updated every semester by the internal faculty members in consultation with external subject experts. Feedback from the alumni is also collected from time to time.

It was also put forward by the members that industry-academia interface is an integral part of every university and more efforts need to be taken to enhance this aspect. Fr. Mavelly expressed that this sector had been comparatively slow in developing, but now it is evolving and steps are being taken in this direction. He also mentioned that a number of classes catering to this dimension have been arranged for the university students to give them a proper exposure.

Ms. Juhi Baruah, gave a presentation on the future plan of the university for faculty development, i.e., to follow the competency model. The objectives of this model are to link faculty competencies with

learning outcomes of the students, to guide faculty in professional and personal development and to identify a mechanism for a sustainable quality culture of teaching-learning in the university.

The external member of IQAC Prof. K.G. Bhattacharyya mentioned that the IQAC should also discuss at length about the weak points of the University and find ways to strengthen the same.

Fr. Joseph Nellanatt requested the members to go through the recent SSR submitted to NAAC, which is available at the website of the University. He also mentioned that a presentation on the SSR has been prepared, which will be shared with the members of IQAC for their information and knowledge.

Chairperson Fr. Mavelly thanked all the members for their valuable inputs and specially thanked the external members for their keen interest on quality aspects of the university.

*Fr. (Dr.) Stephen Mavelly
Chairman, IQAC
Assam Don Bosco University*

*Dr. Monmoyuri Baruah
Coordinator, IQAC
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