

**MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**ASSAM DON BOSCO UNIVERSITY**  
**Azara Campus, Airport Road, Guwahati, Assam- 781017**  
**21 October 2019**

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The first meeting of the autumn 2019 was held in the office of the VC at the Azara campus of the university, on 21 October, 2019 at 3:00 pm.

**Agenda:**

1. A moment of prayer and words of introduction by the Chairman (Fr Stephen Mavelly)
2. Presentation of minutes of the previous meeting (Bikramjit Goswami)
3. Presentation of quarterly reports by various Schools of the University (Members of IQAC)
4. Presentation of AQARs by various Schools of the University (Members of IQAC)
5. A brief report on the workshop PCTR-2019 (Bikramjit Goswami)
6. Action taken report on the objectives set for the year 2018-19 (Bikramjit Goswami)
7. Setting of objectives for the year 2019-20 (Members of IQAC)
8. Any other matter (with the permission of the Chair)

**Members Present:**

1. Fr. (Dr.) Stephen Mavelly
2. Fr. Joseph Nellanatt
3. Fr. (Dr.) Biju Michael
4. Prof. K. G. Bhattacharyya
5. Dr. S. Nissi Paul
6. Dr. Peter Paul Huhnar
7. Prof. J N Vishwakarma
8. Ms. Juhi Baruah
9. Mr. Chandan Dutta
10. Mr. Bikramjit Goswami
11. Dr. Sabiha Alam Choudhury
12. Dr. Nibedita Kapil
13. Ms. Subra Mukherjee
14. Mr. Vijay Prasad
15. Mr. Manoj Das
16. Ms. Pallavi Sharma

**Members Absent:**

1. Dr. Satyabrata Borgohain
2. Mr. Rana Bharali
3. Mr. Manoj Jajodia
4. Mr. John Borgoyary
5. Ms. Amarjeet Kaur
6. Fr. Lukose Charuvalel
7. Ms. Rosie Kalita
8. Dr. Sunandan Baruah
9. Dr. Monmoyuri Baruah

## Minutes of the Meeting:

*The meeting began with a prayer led by Fr. Stephen Mavelly, invoking God's blessings on the activities of the IQAC.*

*The review of the minutes of the previous meeting (held on 27 May 2019) led to the following conclusions.*

- a) Formats for reporting of the events by the departments will be finalized by discussion with the Registrar.
- b) The schools will be directed to start regular training programmes for internal students for NET/GATE.

One representative member from *each school presented the quarterly reports* of their respective schools. The following decisions were taken while analyzing the presentations of these reports.

- a) Student admission statistics to be included in the presentations by the schools during the first quarter meeting of the autumn semesters.
- b) IQAC to recommend the journals for inclusion in CARE list of UGC.
- c) A report on the student performance in NET/GATE to be included in the presentations.

*The representative members from the schools presented the data for AQAR 2018-19* compiled from their end. The AQAR 2018-19 for the university is scheduled to be uploaded in NAAC portal during the first week of December 2019.

A brief intimation was given by the Director HR regarding the implementation of the new *Academic Performance Index (API)* format in the University as per the revised recommendations by UGC from 2018-19.

A presentation on the workshop organised by IQAC on '*Pedagogy for 21<sup>st</sup> Century Teaching and Research*' during 12-13 June 2019 revealed the effectiveness of the workshop. A decision is taken to organise a follow-up workshop on the topic of Teaching Pedagogy.

Action taken report on the goals set for the previous year presented the various activities done by IQAC while meeting the goals. Some of the pending and follow-up activities are decided to be undertaken through the goals set for 2019-20.

The *goals set* by IQAC for the year 2019-20 are:

- a) To conduct an Energy Audit of the University buildings with the help of the Bureau of Energy Efficiency (BEE).
- b) To hold an IQAC initiated national level workshop on 'Teaching Pedagogy and Action Research' in Spring Semester 2020.
- c) To promote vigorously the activities of the 'Institution Innovation Council (IIC)' and 'Engineering Consultancy Cell' of the University to advance the performance of the University in Criteria-3 of NAAC accreditation framework.
- d) To plan and implement a Waste Disposal System in the University ensuring especially the segregation of biodegradable and non-degradable single-use plastic waste.
- e) To organize a one day workshop for the University Faculty on 'Consultancy' to promote the involvement of all faculty members in consultancy activities.

- f) To prepare a standard reporting format for the events organised by the departments, cells and centres of the University.

The meeting ended at 5.30 pm with formal appreciation by the Chairman, especially to the external members for attending the meeting and for giving their valuable suggestions for fostering a quality culture in the university.

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

Dr. Bikramjit Goswami  
Coordinator, IQAC  
Assam Don Bosco University