

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the IQAC Meeting of 27th May 2019

The 2nd IQAC of spring '19 was held in the office of the VC at the Tapesia campus of the university, on 27th May 2019 at 2.00 pm.

Members Present

1. Fr. (Dr.) Stephen Mavelly
2. Fr. Joseph Nellanatt
3. Fr. (Dr.) Biju Michael
4. Fr. (Dr.) Francis Fernandez
5. Prof. K. G. Bhattacharyya
6. Dr. Satyabrata Borgohain
7. Mr. John Borgoyary
8. Mr. Rana Bharali
9. Dr. S. Nissi Paul
10. Dr. Sunandan Baruah
11. Ms. Juhi Baruah
12. Dr. Peter Paul Hauhnar
13. Prof. J N Vishwakarma
14. Dr. Monmoyuri Baruah
15. Dr. Sabiha Alam Choudhury
16. Mr. Chandan Dutta
17. Dr. Nibedita Kapil
18. Mr. Bikramjit Goswami
19. Mr. Vijay Prasad
20. Mr. Manoj Das
21. Ms. Pallavi Sharma

Members Absent

1. Fr. Lukose Charuvalel
2. Mr. Manoj Jajodia
3. Ms. Amarjeet Kaur
4. Ms. Rosie Kalita
5. Ms. Subra Mukherjee

The Agenda for the meeting

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. Preparation for the IQAC workshop in academic collaboration with NAAC (Bikramjit Goswami)
5. An update on the Process of revising Course Outcomes (COs) in the University (Fr. Biju Michael)
6. An update on the audit of 'Research Climate in the University' (Prof. J.N. Vishwakarma)
7. Any other matter (with the permission of the Chair)

The meeting began with a prayer led by Fr. Stephen, invoking God's blessings on the activities of the IQAC. The Chairman started the meeting exhorting all about the objective of IQAC, namely, to be able to maintain an overall climate in the University where all can grow.

The review of the minutes of the previous meeting (held on 2nd February 2019) led to the following conclusions.

- a) IQAC will send more frequent reminder mails to all the departmental heads regarding the approval of the proposal for allowing one faculty member from each department every semester to attend UGC sponsored faculty development programs.
- b) Collection of wastes into plastic and non-plastic types is being done using separate bins in the Azara campus and the same will be extended to Tapesia campus as well. The project is currently undertaken by the Mechanical Engineering department of the School of Technology.
- c) Deposition of nano-technology based self-cleaning layers for rooftop solar panels have been successfully tested in the nanotechnology laboratory at Azara and the same will now be implemented on the rooftop solar panels installed at Azara and Tapesia campuses.
- d) Energy Audit process has been started by the department of EEE at Azara campus. The whole process of the Audit will be completed with the objective of energy conservation, within a few months.

The following are the pending activities to be expedited by IQAC, as they emerged from the discussion of the previous meeting's minutes.

- a) For collecting information regarding the extension activities done by the schools, a format will be created and circulated by IQAC to the directors of the different schools of the University.
- b) A format for writing reports on the events held in the University will be created by IQAC with the help of the department of Mass Communication and will be circulated among the University departments.

One representative member from **each school presented the quarterly reports** of their respective schools. The reports were handed over to the Committee for the compilation of the AQAR for the year. The following decisions were taken while analyzing the presentations of these reports.

- a) Instead of the whole quarterly report, only the results of the analysis will be presented during the IQAC meetings. A template of the expected presentation slides will be prepared by the coordinator and shared with the members. The objective of bringing in this change is to focus on outcome reporting during the quarterly presentations, rather than activity reporting.
- b) In the quarterly report presented by the schools the impact factors and citation indexes of the publications are to be mentioned.
- c) The reporting of the number of NET/GATE qualified candidates are to be done with respect to the number of candidates appeared. An analysis of improvement made in comparison to previous years is also to be shown.

After this, information regarding the **national level workshop to be organized by IQAC** on 12th and 13th June 2019 at Azara campus was shared. The following are the salient points shared concerning the workshop.

- a) Application for financial assistance submitted to NAAC was not approved.

- b) Application for academic collaboration sent to NAAC is under process.
- c) About 60 participants are expected to attend the workshop. Among them about 20-25 are expected to be external participants.
- d) The schedule and the resource persons for the workshop are finalized.
- e) Registration process is going on.
- f) Internal IQAC members are actively taking part in organizing the workshop.

A brief intimation was given by the Registrar on the experiment being done by the Department of Education in planning, executing and evaluating the process of revising Course Outcomes (COs) in their department. He also gave an update on the training that was given to all faculty in the different campuses on the implementation of this mode of revising the syllabi.

The committee for **audit of Research Climate of the University**, led by the Director-Research, was asked to discuss with the members and prepare the tools required for the job of auditing of research activities of the entire University.

The meeting ended at 5.00 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. He also mentioned that the IQAC continues to be the catalyst for uplifting the quality culture in the University and all its quality initiatives.

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

Bikramjit Goswami
Coordinator, IQAC
Assam Don Bosco University