

## MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Assam Don Bosco University

Tapesia Gardens, Assam – 782 402

2 February 2019

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### Agenda

1. A moment of prayer and words of introduction by the Chairman (Fr Stephen Mavelly)
2. Presentation of the minutes of the last meeting (Bikramjit Goswami)
3. Presentation of quarterly reports by various Schools of the University (Representative members from the schools)
4. Discussion on the Report from the 'NAAC Performance Assessment Committee' (Fr Joseph Nellanatt)
5. Report from the Committee for 'Online Feedback System' for the University (Fr Biju Michael)
6. Organization of NAAC sponsored workshop (Committee, Brochure, Funding- Subra Mukherjee)
7. Formation of a Committee to audit the 'Research Climate in the University' (Prof. J.N. Vishwakarma)
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. Fr. (Dr.) Francis Fernandez
5. Mr. Satyabrata Borgohain
6. Mr. Manoj Jajodia
7. Dr. S. Nissi Paul
8. Dr. Sunandan Baruah
9. Ms. Juhi Baruah
10. Dr. Peter Paul Hauhnar
11. Prof. J N Vishwakarma
12. Dr. Monmoyuri Baruah
13. Dr. Sabiha Alam Choudhury
14. Mr. Chandan Dutta
15. Dr. Nibedita Kapil
16. Mr. Bikramjit Goswami
17. Ms. Subra Mukherjee
18. Mr. Vijay Prasad
19. Mr. Manoj Das

### Members Absent

1. Fr. Lukose Charuvalel
2. Prof. K. G. Bhattacharyya
3. Mr. John Borgoyary
4. Mr. Rana Bharali
5. Ms. Amarjeet Kaur
6. Ms. Rosie Kalita
7. Ms. Pallavi Sharma

## Minutes of the Meeting

The meeting began with a prayer to invoke God's blessings in the activities of the University. With a positive note and appeal towards putting continuous effort for contributing to and correcting the activities of the University, with the objective of overall quality enhancement, the chairperson delivered his introductory address.

While applying for Accreditations and Rankings, the difficulties faced by the University were discussed. It was informed by few of the members of IQAC, who were also involved in some of such exercises, that the biggest challenge is in collecting proper data with exact quantitative values. It was decided in the meeting that the members of IQAC will inform in their respective schools and departments regarding the necessity of keeping specific information regarding the activities done at school and department levels.

Fr. Mavely mentioned about the successful submission of AQAR for the year 2017-18 and also mentioned that third party verification was not possible due to problems in timely data collection which led to delay in uploading the AQAR. However it is decided that the next time before uploading the AQAR will be sent for evaluation of a third party for better review.

The minutes of the previous meeting were then presented. Following decisions were taken based on the topics discussed during the presentation of the minutes and while reviewing the goals which were set for the academic year.

- a) In the minutes of the meetings of IQAC the decisions taken will be mentioned specifically.
- b) A reminder from IQAC will be issued to all the department heads regarding the approval of the proposal for allowing one faculty member from each department every semester to attend UGC sponsored faculty development programs.
- c) IQAC will prepare the signages for awareness regarding segregation of bio-degradable and non-degradable waste collection in separate bins.
- d) Some of the rooftop solar panels installed in the campuses will be coated with a self-cleaning layer by using Nanotechnology based cleaning compound, on a pilot basis.
- e) Energy Audit of Azara campus will be taken up by the department of Electrical and Electronics Engineering, under the mentorship of Strathmore University, Kenya. Strathmore University is a partner University under the same cluster of Sustainable Development Goal (SDG)- 7, as formed by International Association of Universities (IAU)

One representative member from each school presented the quarterly report of their respective schools. Following decisions were taken while analyzing the presentations of the reports.

- a) A proforma will be designed by IQAC for collecting information regarding the extension activities of the University and will be circulated among the faculty and staff members for reporting.
- b) The format for writing reports on the events held in the University will be re-circulated among the University faculty and staff members.
- c) Quarterly reports from the next quarter onwards will be prepared and submitted using the same format as sent from Registrar's office for monthly information collection from the departments.

NAAC performance assessment committee presented their report and it was observed that the major boost required for improving performance in NAAC accreditation process of the University is in criteria 3. The research and innovation are the key areas for improvement as observed. Also it was

decided that the departments of the University will be asked to keep records and documentation of the activities ready for presentation whenever needed for improving scores in Criteria 5 as well as 6.

Also it was suggested that the reports and files related to events need to be prepared keeping in mind the template of Atal Ranking of Institutions on Innovation Achievements (ARIIA) and other such ranking frameworks. Specific Proforma will be prepared for data collection regarding ARIIA.

The following decisions were taken to improve the performance of the University in Research and Innovation.

- a) Six monthly report submission, presentation and fee payment will be made compulsory for research scholars under the PhD programme of the University, to improve their performance and decrease the number of drop-outs.
- b) There will be an effort to make a judicious mixture of full-time and part-time scholars to improve the research climate of the University.
- c) Research guides to be given the responsibility of following up with their scholars on a regular basis and collect progress reports every six months. Presence of available department faculty members to be made compulsory during the progress presentations of the research scholars under the department.
- d) Specific research related works (ongoing/new), publications, etc. will be categorized and aligned with the 2030 UN agenda for Sustainable Development Goals and the information regarding the same will be put in the University website.

Presentation of the online feedback system implementation committee included a presentation of the sample format for collecting feedback from the parents of the students. There was suggestion for making the feedback form online as early as possible.

The list of committee members and resource persons for the proposed NAAC sponsored workshop were presented. The theme for the workshop had been finalized as 'Pedagogy for 21<sup>st</sup> Century Teaching and Research'. The dates for the workshop had also been fixed as 12<sup>th</sup> and 13<sup>th</sup> of June, 2019. The workshop committee was given approval by the Chairperson of IQAC and other members to go ahead with the publicity for the same.

The Director-Research was asked to form a committee for conducting an internal audit of the 'Research Climate in the University', by taking members from all different schools of the University.

At the end it was agreed by all the members that the IQAC will continue to work actively as a think tank of the University, involving itself as a monitoring body for all quality enhancement and control related issues of the University.

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

Bikramjit Goswami  
Coordinator, IQAC  
Assam Don Bosco University