

ASSAM DON BOSCO UNIVERSITY
Minutes of the IQAC Meeting
Held on 19 October 2020 online using Google-Meet

The following members were present in the meeting:

Chairperson Fr Stephen Mavelly (Vice Chancellor)

Members

1. Fr Joseph Nellanatt (Pro Vice-Chancellor)
2. Fr Johny Jose (Registrar)
3. Prof K.G. Bhattacharyya (Faculty member)
4. Mr John Borgoyary (North East Regional Head, UNDP)
5. Dr Satyabrata Borgohain (Former Director, Finance & Accounts, NEEPCO, Shillong)
6. Mr Rana Bharali (Chief Manager, HR, Oil India, Duliajan)
7. Mr Manoj Jajodia (CEO, Onoma Industries & CEO, Jajodia Engineering)
8. Ms Amarjeet Bedi (Parent)
9. Dr Peter Paul Huhnar (Estate officer)
10. Dr Monmoyuri Baruah (Director, SFAS)
11. Dr S Nissi Paul (Deputy Registrar)
12. Ms Juhi Baruah (Director, HR)
13. Ms Rosie Kalita (Doctoral Student)
14. Dr Bikramjit Goswami (Coordinator, IQAC)
15. Dr Subra Mukherjee (Alumni)
16. Mr Chandan Dutta (Faculty member)
17. Dr Sabiha Alam Choudhury (Faculty member)
18. Dr Vedant Vikrom Borah (Faculty member)
19. Mr Vijay Prasad (Faculty member)
20. Mr Manoj Das (IT Administrator)

Members absent

1. Prof J. N. Vishwakarma (Director, Research & SLS)
2. Dr Nibedita Kapil (Faculty member)
3. Ms Pallavi Sharma (Laboratory Assistant)
4. Fr Lukose Charuvallel (Member of Board of Management)
5. Dr Samrat Dey (Faculty member)

Minutes of the meeting

The first fully online meeting of IQAC began with a prayer and welcome address by the Chairperson. He spoke on the increasing role of IQAC in the activities of the University. He also intimated the external members of the IQAC about the preparations for the second cycle of NAAC accreditation that is going to take place within a few months from now. He briefly introduced the agenda for the day, and asked the Coordinator to begin the deliberations with the presentation of the minutes of the previous meeting.

The following points emerged out of the presentation of the minutes of the previous meeting:

1. Energy Audit to be done in the University campuses urgently, with the involvement of the personnel from the respective campuses. IQAC to take a lead in the process.
2. Some of the pending activities, which are on hold due to the COVID-19 related restrictions, will have to be done expeditiously once the University re-opens fully.

The minutes were then passed by the members. This was followed by the presentation of quarterly reports from the various Schools of the University.

The points emerging out of the presentation of quarterly reports by the school coordinators were:

1. Short-term Webinars attended by the faculty and students are not to be included for NAAC reporting. Only the long-term ones, organised in the manner of Workshops are to be considered for the purpose.
2. Moodle will be used across the University for Teaching-Learning-Evaluation processes from the next semester onwards. It will be introduced phase-wise in some of the courses from the current semester itself.
3. In the quarterly report presentations, the Funded Research Project details are to be included school-wise.
4. The publications reported in the quarterly reports of the Schools need to specify the UGC and SCOPUS indexed ones.
5. The quarterly reports prepared by the schools to include all the points of Criterion 3 of NAAC SSR from this time onwards.

After school-wise reports, the IQAC Coordinator presented a report on the National Level Webinar organised by IQAC on 10 August 2020. Followed by that, an update on the AQAR for 2019-20 was presented by the Coordinator with a timeline for completing the same within the time frame set by NAAC.

After the presentation, the discussion focused on proposing and finalising the Objectives and Goals to be set for 2020-21. The following were shortlisted by the members of the IQAC

1. To complete the preparation of the SSR for the second cycle of NAAC accreditation. This preparation had been handicapped by the successive lockdowns in the wake of the onset of the pandemic.
2. To perform quick audits of the following:
 - (a) Online Teaching-Learning-Evaluating Processes in the University during the pandemic period.
 - (b) Energy Usage and Conservation in all the three campuses of the University.
3. To prepare additional SOPs for introduction of blended learning in a systematic way.
4. Introduction of additional Value-Added Courses by analysing their suitability.
5. To facilitate the process of Green Audit in all the campuses of the University.

Following were the recommended actions by IQAC targeting the goals:

1. Involvement of the IQAC members in the second cycle of NAAC accreditation process and to complete the SSR within a month.
2. A committee will be formed by IQAC with the representatives from all the schools and the departments to do the audit of the Online Teaching-Learning-Evaluation Processes of the University.
3. A team will be formed by involvement of IQAC and the department of EEE for doing the Energy Audit of the University.

4. SOPs will be prepared for introduction of blended learning in the University, in coordination with the different departments of the University.
5. All the IQAC members are to be involved in suggesting additional value-added courses for the UG and PG courses of the University.

At the end of the meeting the various task groups were asked to work in teams and start all the activities with immediate effect.

Fr Stephen Mavelly
Chairperson, IQAC

Dr Bikramjit Goswami
Coordinator, IQAC