ASSAM DON BOSCO UNIVERSITY
Minutes of the IQAC Meeting
19 February 2022
Tapesia Campus

Members present:

Chairperson Fr. Stephen Mavely (Vice Chancellor)

Members
1. Fr Joseph Nellanatt (Pro Vice-Chancellor)
2. Fr. Johny Jose (Registrar)
3. Prof. K.G. Bhattacharyya (NAAC Coordinator)
4. Fr. Abraham Kanattu (University Estate Manager)
5. Dr. S Nissi Paul (Deputy Registrar)
6. Ms Juhi Baruah (Director, HR)
7. Dr. Prasanta Kumar Choudhury (Director, School of Life Sciences)
8. Ms. Sajeeda Sultana Begum (Parent of a Student)
9. Mr. Vijay Prasad (In-Charge, IT Cell)
10. Dr. Biju Mani Das (Head, Department of Commerce)
11. Dr. Jane Shangpliang (Assistant Professor, Department of Zoology)
12. Ms. Pushpanjalee Konwar (Assistant Professor, Department of EEE)
13. Mr. Parag Bhattacharyya (Assistant Professor, Department of Physics)
14. Mr. Rupam Kumar Das (Assistant Professor, Department of Mass Communication)
15. Mr. Bikash Agarwal (Administrative Officer, Azara Campus)
16. Mr. Manoj Das (IT Administrator)
17. Dr. Bikramjit Goswami (Coordinator, IQAC)
18. Fr. Narendra Lakra (Doctoral Student)

Members absent:
1. Mr John Borgoyary (North East Regional Head, UNDP)
2. Mr Manoj Jajodia (CEO, Onoma Industries & CEO, Jajodia Engineering)
3. Mr. Rana Bharali (Chief Manager, HR, Oil India Limited, Duliajan)
4. Dr. Subra Mukherjee (Alumna)
5. Mr. Chandan Dutta (Assistant Professor, Department of Management)

Minutes of the meeting

The first meeting of IQAC of ADBU for the calendar year 2022 began with welcoming of the new members of the re-constituted cell by the Chairman. Then the proceedings of the meeting began after a short prayer by Dr. Jane Shangpliang. The meeting started with some recommendations by the chairman regarding studying the requirements for NIRF and ARIIA for better reporting of the data from the university.

Based on the presentation of the minutes of the previous meeting held on 20 August 2021, along with the goals for the current academic year, and discussions thereof, following decisions were taken-

1. Quantitative Direct Attainment of the Course Outcomes (CO), Programme Outcomes (PO) and Programme Specific Outcomes (PSO) will be done in all the schools of the university from the next

semester onwards; for which IQAC will coordinate the training sessions for the faculty members school-wise.

2. Details of the CO-wise marks obtained by each student in the end semester examinations will be collected from the online examination portal. The same will then be used for CO-PO-PSO attainment calculations.

3. IQAC will collect the documentation of the activities carried out by the various centres and cells in the University every six months.

4. Data collection from the departments to be enhanced by introducing more fields on the Moodle platform. AQAR templates to be used to set-up the data collection system through Moodle in full form.

5. In acquiring data, it will be seen that there is no duplication and the faculty will not feel it like a burden. For this purpose, the IT team along with the Registrar's office will look into the data collection mechanism. The data from the Departments, the faculty and all others are to be in the format of the NAAC-AQAR such that the same can be directly incorporated in the next SSR when the time comes. The IQAC will issue detailed guidelines in this regard.

6. Two persons from each department are to be made in-charges for uploading the data from each Department and its Faculty. The names of these persons are to be recommended by the HoDs to IQAC.

Recommendations based on the specific agenda points discussed in the meeting were-

1. The IQAC will carry out a Quality Audit of the research activities in the university, particularly with respect to (i) promotion of research among the faculty and students, (ii) submission of projects by the faculty for external funding, (iii) publication of research papers in standard journals and (iv) increasing the visibility of the research work being done at the ADBU by improving the Citation Indices of the individual faculty members. This Audit will cover each of the Departments and will be carried out initially by forming an internal core group of active researchers. The Audit will also look into the number of active research students working in each department. A few external experts can be associated with the whole process in the second phase.

2. Training & Placement Cell will be closely mentored for establishing contacts with the industry, in coordination with the Consultancy Cell and Entrepreneurship Development Cell. The primary purpose of the T&P cell will be to improve the placement of the students from all the programmes of the university.

3. Research paper publications by the faculty and students are to be improved by setting a target of at least two papers per year to be published in indexed journals of SCOPUS, Web of Science or UGC CARE list by each faculty. Master level students and PhD research scholars to be compulsorily mentored by the guides and faculty members for publishing papers in the journals and conferences. Due emphasis is to be given in selecting the student research projects such that the findings of these projects can be published in the form of research papers in internal and external publications with the student researcher(s) as one of the authors.

4. Student and faculty achievements are to be publicized regularly through the university website. The reporting should be in the form of news items, to be ready for publication on the website.

Coordinator, IQAC