ASSAM DON BOSCO UNIVERSITY
Minutes of the IQAC Meeting
20 August 2022
Online using Google Meet

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. Mr Manoj Jajodia (CEO, Onoma Industries & CEO, Jajodia Engineering)
6. Mr. Rana Bharali (Chief Manager, HR, Oil India Limited, Duliajan)
7. Dr. S Nissi Paul (Deputy Registrar)
8. Ms. Sajeeda Sultana Begum (Parent of a Student)
9. Dr. Subra Mukherjee (Alumna)
10. Mr. Vijay Prasad (In-Charge, IT Cell)
11. Dr. Jane Shangpliang (Assistant Professor, Department of Zoology)
12. Mr. Chandan Dutta (Assistant Professor, Department of Management)
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)

Special Invitee
1. Fr. Jose Palely (Pro Vice-Chancellor)

Members absent:
1. Mr John Borgoyary (North East Regional Head, UNDP)
2. Ms Juhi Baruah (Director, HR)
3. Dr. Prasanta Kumar Choudhury (Director, School of Life Sciences)
4. Dr. Biju Mani Das (Head, Department of Commerce)
5. Ms. Pushpanjalee Konwar (Assistant Professor, Department of EEE)

Minutes of the meeting

The meeting started with welcoming of the members by the Chairperson, followed by a prayerful moment of silence observed by all. The chairperson also introduced the new Pro Vice-Chancellor for Tapesia Campus, Fr. Jose Palely to all the external members of IQAC. Then the coordinator was asked to present the minutes of the previous meeting. Following recommendations emerged out of the minutes of the previous meeting which was held on 19 February 2022.

1. A research audit committee was formed with recommendations from the Registrar, IQAC Coordinator and NAAC Criterion 3 secretary, Dr. Uzzal Sharma. The committee was then approved

by the Vice-Chancellor with immediate effect. As suggested by the other members, the librarians of the university will also be included in the data collection process by the audit committee.

2. The Placement Records of the departments to be updated through the active involvement of the departmental alumni coordinator. The placement office will be asked to include the departmental alumni coordinators in that exercise.

3. Faculty publication and research achievements are to be linked with career progression, through the Academic Research Score (ARS) evaluation process. The recommended number of publications are-
   (a) Two publications per faculty per year, in SCOPUS, Web of Science or UGC-CARE journals.
   (b) Two publications in SCOPUS, Web of Science or UGC-CARE journals by the Ph.D. Research Scholars, before submission of their thesis.
   (c) Publications by UG and PG students in either peer reviewed journals or conference proceedings. Marks to be awarded to the students for publishing papers out of their Project works.

Other recommendations and decisions taken during the presentations by the schools and while reviewing the goals of 2021-22 are-

1. The journals of the university are to be strengthened, for better indexing, by including eminent editorial board members of global repute in them.
2. School-wise training to be organized by IQAC on attainment calculations of Programme Outcome, Programme Specific Outcome and Course Outcome.
3. Departments would be monitored for timely submission of event reports on Moodle. Two of the Mass Communication department personnel will be engaged in the process of follow-up.
4. IQAC to prepare and circulate a list of journals, subject-wise, which can be referred to for publication of the papers by the faculty members and students.

Finally, the goals set for the year 2022-23 are:

1. IQAC to coordinate the following quality audits in the university-
   (a) Audit of the Research Climate in the university
   (b) Energy Audit of all the three campuses of the university
   (c) Audit of the Watershed Management in the university
2. IQAC to ensure complete implementation of Outcomes Based Education in the university, with measurement of attainments of Programme Outcome, Programme Specific Outcome and Course Outcomes.
3. IQAC to monitor implementation of Mentoring System in more systematic manner in the university, by introducing specific formats for record keeping as well as follow-up.
4. IQAC to coordinate the timely submission of the AQAR for 2021-22, with all supporting documents.
5. IQAC to monitor and follow-up the timely submission of departmental activities on moodle, with relevant reports and supporting documents.

Coordinator, IQAC