

ASSAM DON BOSCO UNIVERSITY

Minutes of the IQAC Meeting

05 June 2023

Office of the Vice Chancellor, Tapesia Campus

Members present:

Chairperson Fr. Stephen Mavelly (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. Mr. Vijay Prasad (In-Charge, IT Cell)
7. Ms. Juhi Baruah (Director, HR)
8. Ms. Pushpanjalee Konwar (Assistant Professor, Department of EEE)
9. Dr. Jane Shangpliang (Assistant Professor, Department of Zoology)
10. Dr. Debajyoti Dutta (Assistant Professor, Department of Physics)
11. Mr. Rupam Kumar Das (Assistant Professor, Department of Mass Communication)
12. Mr. Bikash Agarwal (Administrative Officer, Azara Campus)
13. Mr. Manoj Das (IT Administrator)
14. Dr. Bikramjit Goswami (Coordinator, IQAC)

Special Invitee

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

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)
4. Dr. Prasanta Kumar Choudhury (Director, School of Life Sciences)
5. Dr. Biju Mani Das (Head, Department of Commerce)
6. Ms. Sajeeda Sultana Begum (Parent of a Student)
7. Dr. Subra Mukherjee (Alumna)
8. Fr. Narendra Lakra (Doctoral Student)
9. Mr. Chandan Dutta (Assistant Professor, Department of Management)

Minutes of the meeting

The meeting started with a welcome address by the Chairperson, followed by a short moment of prayer. Then the coordinator IQAC was asked to start the proceedings of the meeting as per the agenda.

Following recommendations emerged out of the minutes of the previous meeting which was held on 20 August 2022.

1. Green and environmental Audit of the university is to be conducted by engaging an authorized agency certified by the Ministry of Environment, Forests and Climate Change, Govt. of India to be conducted once in five years.
2. Mentoring reports to be reviewed department-wise every semester. Some exemplary cases are to be highlighted for reporting to various assessment agencies.
3. Marks are to be assigned to publications done by the students in the master's level dissertation work. Advancing of the dissertation work to the semester preceding the end-semester is to be explored in order to facilitate publication of the results while the students are still in the campus.
4. UG and PG students are to be encouraged to publish papers in conferences, in their final year, related to their project/dissertation work and also to participate in poster/oral presentation in conferences, workshops, etc.

Other recommendations and decisions taken during the presentations by the schools are:

1. Regular uploading of the Departmental activities on Moodle are to be monitored by the IQAC members from each of the schools every month and any discrepancy or needs for addition will be reported to the directors with copies to the IQAC Coordinator.
2. The reporting and presentation formats from the schools will be based on the latest AQAR format.
3. The school representatives of IQAC are to collect the departmental reports for the IQAC meetings in AQAR format, along with complete documentary evidences as per NAAC requirement with particular reference to the publications (which are to be reported calendar year-wise).

Finally, the goals set for IQAC for the year 2023-24 are:

1. IQAC to coordinate the Green Audit of the campuses of the university.
2. IQAC to coordinate the collection of statistics and preparation of departmental case studies on successful mentoring processes being followed in the university.
3. The number of publications per faculty per year is targeted to be as per the NAAC benchmark. IQAC to follow up the progress made by the departments every 3 months in this regard.
4. IQAC to coordinate the ISO certification processes for the library, examination system and performance-based appraisal system of the university. ISO certification of the University as a whole is also to be explored.
5. A permanent office of the IQAC will be established either in Azara or Tapesia Campus.

Coordinator, IQAC