

**Minutes of the first meeting of the IQAC held on 8th July, 2011
At the chamber of Hon'ble Vice Chancellor of Assam Don Bosco
University**

Members Present:

1. Chairperson - Fr. Stephen Mavelly, Vice Chancellor, ADBU

Members -

- a) Dr. Monmoyuri Baruah, Director IQAC
- b) Prof. Jai Narain Vishwakarma, Director, Research, ADBU
- c) Dr. Peter Hauhnar, Development Officer, ADBU
- d) Mr. Bikramjit Goswami, Asst. Prof., Dept. of EEE, DBCET
- e) Mr. Kashinath Hazarika, Former Chairman, NEDFI

1. The Chairman welcomed all the members of the newly constituted body of IQAC to the meeting.
2. Initiating the agenda items for discussion the Chairman requested the members to identify the areas to be covered by IQAC in ADBU to develop a mechanism to build and to ensure a quality culture in the University. The IQAC will be responsible for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the University, as mentioned by the Chairman.
3. The following matters were discussed and some decisions were taken in the first meeting of the IQAC.
 - (a) The matters related to starting of new courses in Civil Engineering (B Tech), MSW and M Tech as well the Doctoral Programme were discussed. The cell stressed on the issues of starting the programmes in full form in time.
 - (b) The cell discussed about different development programmes to be continued for the faculty members of ADBU in regular basis.
 - (c) The cell discussed about increasing the number of collaborative works/research projects of the University with various institutions and universities across the country and the globe. IQAC advised the University to encourage the faculty members to submit research projects to different funding agencies.
 - (d) The cell discussed about suggesting the library department for exploring the possibility of access to the libraries of the premier higher educational institutes by the students and faculty members.

- (e) The placement activities for the students completing their degrees in the next batch are to be reinforced and IQAC will monitor the progress of the activities of the Training and Placement Cell, as decided in the meeting. The student training and development programmes are to be continued to be organized by the university as discussed by IQAC.
- (f) The cell stressed on encouraging more students of the university to appear and qualify the NET/SLATE/GATE examinations.
- (g) The IQAC cell noted that while ERP for the university has been implemented from March 2011, all the modules of the software has not been put to use. Since incorporating existing data into the system takes time, the IQAC proposes the following priority with target dates.
 - i. Course management- 15th July
 - ii. Attendance management- 31st July
 - iii. Placement management- 20th October
 - iv. Examination management - 15th November
 - v. Learning management system- 10th December

Necessary training may be given to all stakeholders to use these modules.

- (h) To enhance the research activities in the University more numbers of conferences and workshops should be organized, targeting also conferences of international level. The cell also decided to monitor the successful management of the national level conference on 'Computational Intelligence and Signal Processing (CISP 2012)' to be held on 2-3 March 2012, which will be technically sponsored by IEEE.
 - (i) New approaches are advised to be taken up by the university for getting more support from the parents/guardians of the students for overall development of their wards.
4. A Grievance Redressal Cell is advised to be re-constituted by the University, to include the redressal mechanism for grievances related to the faculty, staff and the students.
 5. It was decided that the IQAC will meet quarterly for review of the activities.

The meeting ended with thanks to and from the Chair.

Name

Name

Signature of Director, IQAC

Signature of Chairperson, IQAC