

Minutes of IQAC meeting on 10th October 2014

A meeting of the IQAC of the University was held on 10th October 2014 in the Office of the Vice Chancellor. The meeting was presided over by the Vice Chancellor, and the following members were present:

Members of the University IQAC:

1. Fr. Stephen Mavelly, Vice Chancellor, ADBU
2. Prof. Jai Narain Vishwakarma, Director, Research, ADBU
3. Dr. Peter Paul Huhnar, Development Officer, ADBU
4. Mr. Bikramjit Goswami, Asst. Prof, Dept. of EEE, DBCET
5. Mr. Chandan Dutta, Asst. Prof., MBA Dept., DBIM
6. Mrs. Rachael Kabi, Asst. Prof. School of Humanities and Social Sciences
7. Dr. Monmoyuri Baruah, Director, IQAC

Special Invitees:

1. Fr. Joseph Nellanatt, Pro-Vice Chancellor, ADBU
2. Prof. Basil Koikara, Registrar, ADBU
3. Fr. Paul Pudussery, School of Humanities and Social Science
4. Dr. Sunandan Baruah, HOD, Dept. of ECE

Chairman of IQAC Fr. (Dr.) Stephen Mavelly greeted everyone and started the meeting by asking the director, Dr. Monmoyuri Baruah to read the minutes of the previous meeting that was held on 2nd June 2014. While mentioning the agenda of the meeting the chairman informed the members that this meeting is called to discuss about the preparation for NAAC peer team visit. The following points were discussed during the meeting:

- (1) The chairman of IQAC Fr. (Dr.) Stephen Mavelly informed the members that there will a presentation about IQAC during the meeting with NAAC peer team. He also discussed about the various points to be included in the presentation.
- (2) The Director of IQAC Dr. Monmoyuri Baruah mentioned about the structure of the presentation and the contents would include-
 - (a) Formation of IQAC as per UGC guidelines
 - (b) Presence of IQAC of all the schools under ADBU
 - (c) Members of the IQACs of the university as well as the schools
 - (d) Record of the meetings of the IQAC
 - (e) Year-wise Goals set
 - (f) Key decisions taken by IQAC every year
 - (g) Functioning of the IQAC
 - (h) Academic contribution of IQAC
 - (i) Involvement of IQAC in infrastructure development and planning
 - (j) Contribution to research environment
 - (k) IQAC's involvement in strategic planning
 - (l) Importance given by IQAC in extension activities of the university

The members of the IQAC agreed to the points and advised to mention the best practices of the university in the presentation.

- (3) Dr. Basil Koikara, Registrar of the university, who is a special invitee for the meeting, mentioned about the impact of the external members of the IQAC on the functioning and activities of the cell.
- (4) Fr. Mavelly mentioned that Mr. K.N. Hazarika, who is an external member of the IQAC

now, has contributed the most by placing his various quality enhancement proposals and also by suggestions for improvement in quality of various endeavours of the university.

- (5) Fr. Mavely suggested that the external members Prof. H.L. Duwarah, Prof. Durlav Hazarika and Mr. Binod Bawri may be invited to be present during the meeting with NAAC team.
- (6) The IQAC discussed about the convocations of the university which are taking place regularly. The IQAC is going to monitor this aspect in future also, so that the degrees can be conferred to the students of the university in time in future also.
- (7) Dr. Peter Paul Hauhnar also pointed out that the results of the university examinations have always been published in time. This is a very important quality issue and need to be continued to be looked upon by IQAC.
- (8) The IQAC is of the opinion that before setting up of the IQAC officially, the coordination committee of the university was looking after the issues related to quality assurance and enhancement. So, university is always concern about the quality in all aspects from the beginning.
- (9) The IQAC has to keep encouraging and monitoring of the involvement of the students in organising various events in the university. This practice has helped in maintaining the standard of the events at a high level.
- (10) Prof. Basil urged the IQAC to find out how to implement the academic audit for the university.
- (11) Fr. Mavely mentioned that there is a process of academic audit in place in the university, but it needs to be more formalised and implemented throughout more effectively. Moreover, for all the processes and activities in the university, there are Standard Operational Procedure (SOP)s and Process Mapping in place.
- (12) The members of the cell also discussed about continuing the Faculty Enrichment Programme (FEP)s and Student Development Programme (SDP)s in all the schools of the university.
- (13) Fr. Joseph suggested the IQAC director to prepare a presentation and a hand-out for the NAAC peer team visit.

The chairman of IQAC, Fr. Mavely concluded the meeting by suggesting that the presentation should reflect the quality measures which are in place to ensure the quality in all aspects in the university.

Name
Signature of Director, IQAC

Name
Signature of Chairperson, IQAC