

**Minutes of the second meeting of the IQAC held on 24<sup>th</sup> October, 2011**  
**At the chamber of Hon'ble Vice Chancellor of Assam Don Bosco University**

Members Present:

1. Chairperson - Fr. Stephen Mavelly, Vice Chancellor, ADBU
  
2. Members -
  - a) Prof. Jai Narain Vishwakarma, Director, Research, ADBU
  - b) Dr. Peter Huhnar, Development Officer, ADBU
  - c) Mr. Bikramjit Goswami, Asst. Prof., Dept. of EEE, DBCET
  - d) Mr. Kashinath Hazarika, Former Chairman, NEDFI
  - e) Dr. Monmoyuri Baruah, Director IQAC

1. The Chairperson welcomed all the members of the IQAC to the meeting and requested the Director to discuss about the minutes of the last meeting of the cell.
2. The Minutes were then discussed and approved by all the members of the IQAC.
3. The Chairperson then started the discussion by initiating the agenda of reviewing the activities of the IQAC and the quality enhancement initiatives taken up by the University during the last quarter since the first meeting of IQAC.
4. The following matters were reviewed with respect to the targets set in the first meeting of IQAC.
  - (a) As per the discussion in the previous meeting of the IQACI, the courses as mentioned below started well in time as per the dates mentioned.
    - (i) On 26th July 2011 the course in Civil Engineering (B Tech) was started.
    - (ii) On 23rd August 2011 two new post-graduate programmes: Social Work (MSW) and Technology (M Tech) were started.
    - (iii) 22 doctoral students started research in 8 disciplines (Ph D) on 23rd August 2011.
  - (b) The following faculty development programmes have already been conducted.

Date	Venue	Theme	No. of participants
23-24 July 2011	SILOAM	Residential workshop on The Heart of Teaching	41
30 July 2011	DBCET	One day workshop on Education, Teaching & Learning	All faculty

The cell advised to continue with its effort to train the faculty members regularly.

- (c) The following proposal for research activities has already been submitted

Dr. J. N. Vishwakarma Professor Department of Chemical Sciences	Design, Synthesis and biological hybrids	DBT- Twinning Program	33,99,937/- applied(Rvsd) 17.09.2011
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The IQAC stressed on submission of more such proposals by other departments and institutions of the university also.

- (d) The access to IIT Guwahati library has been facilitated by the discussion held between the University Library Department with IIT. The procees of collaboration is going on. The IQAC advised for initiating such collaboration with other institutes of the region.
- (e) The following placement activities have taken place in the last quarter.
- (i) The Training and placement cell, in the perspective of providing a platform to the students, organized a recruitment drive at Don Bosco Institute of Management by Lowe Lintas on the 29<sup>th</sup> and 30<sup>th</sup> of September, 2011 for final year students of both DBCET and DBIM.
- (ii) The Indian Army was invited for recruitment of our Engineering Degree students for grant of Permanent Commission in the Army in all Arms/Services. In this regard a team of Army Officers conducted interviews in DBCET for selecting the potential candidates on the 2<sup>nd</sup> and 3<sup>rd</sup> of September.

The IQAC advised the university to review the activities of the T&P cell more frequently and to try to invite more organizations for campus recruitment.

- (f) Course management and attendance management modules of the ERP have been implemented in time. The placement management module is partially implemented. The IQAC advised the university regarding the follow-up of dates set for implementation of the other modules of ERP.
- (g) A workshop will be conducted from 5<sup>th</sup> November to 4<sup>th</sup> December 2011, as an initiative towards promotion of Free and Open Source Software (FOSS) on 'Software development techniques in Open Source platform'. Also, a good number of papers are received for the CISP 2012.
- (h) An interaction of parents with teachers is decided to be organized on 4<sup>th</sup> November. 2011 to discuss about different issues of the students.
- (i) A Grievance Redressal Cell is re-constituted as advised, to include the redressal mechanism for grievances related to the faculty, staff and the students.
- (j) Discussion of IQAC also included the topic of combined visit of AICTE and UGC from 31<sup>st</sup> October to 3<sup>rd</sup> November.

The meeting ended with thanks to and from the Chair.

*Name*

*Name*

*Signature of Director, IQAC*

*Signature of Chairperson, IQAC*