

### Minutes of the meeting of IQAC of ADBU held on 16th January 2013

A meeting of the IQAC of the University was held on 16th January 2013 in the Office of the Vice Chancellor. The meeting was presided over by the Vice Chancellor, and the following members were 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

The meeting started with confirmation of the minutes of the previous meeting.

The goals that were set for the year 2011-2012 were reviewed and the following were the observations of the members:

- a) ERP for the University is still to include the course management, placement management and learning management systems, as were proposed to be included during the session.
- b) There is a need to encourage more students to appear and qualify in the NET/SLATE/GATE examinations.

All other goals set for the session were met satisfactorily.

The members then took up the items on the agenda for discussion and arrived at the following conclusions:

- a) It was decided that the IQAC related reports would be obtained from the constituent units of the university on quarterly basis through email. The same would be reviewed during the quarterly meetings of the university IQAC. The Secretary was requested to take necessary action immediately.
- b) It was decided to introduce tutorial classes on a regular basis to enhance the performance of the B. Tech students.
- c) Mr K. N. Hazarika was given the responsibility to find the possibility to sign MOUs with various state Government authorities for officially sending sponsored students for pursuing various courses under the University.
- d) It was observed that the training activities targeting placement of the students should be augmented with programmes and content to facilitate development of professional attitude among them.
- e) The Vice Chancellor brought up the following matters to the attention of the Committee to oversee:
  - a. The setting up centres of excellence of IBM and Siemens at the Azara Campus , as both these organizations were keen for an association with Don Bosco University.

- b. Preparation of and the implementation of SOPs for all programmes and activities in the University.
- c. Speedy implementation of performance appraisal system of the faculty and staff, including Academic Performance Index (API) as per UGC guidelines from the current academic session.
  
- f) The members appreciated the action taken to subscribe to various academic journals including the e-journals of Elsevier provided by Science Direct to cater to the need of the students, academicians and the researchers of the university; and hoped that it would bring about a qualitative change in the attitude towards serious study and research.

For the year 2012-2013, the following goals were set:

- a) To obtain approvals for existing M. Tech courses of the University from AICTE.
- b) To make the mentoring system more effective by regular monitoring.
- c) To introduce the special tutorial classes for the weaker students and to judge the impact by continuous monitoring.
- d) To make the Campus security more organized by bringing it under the direct supervision of the administration.
- e) CCTV cameras to be installed in all the academic areas of the University.
- f) Student ambassador concept needs to be further worked upon.
- g) The members suggested that the following new Department / Course of Studies could be started in the University:
  - a. A Department of Education with a Masters Programme in Educational Leadership
  - b. B Tech in Mechanical Engineering under the Department of Engineering
  - c. Integrated B Tech - M. Tech and the integrated B. Tech - MBA

It was also suggested that a member from DBISS should be included in the University IQAC as decided by all the members. Mrs Rachael Kabi's (Asst. Prof.), name was proposed by the members, and the Secretary was requested to intimate the decision to her.

*Name*

*Name*

*Signature of Director, IQAC*

*Signature of Chairperson, IQAC*