

## **Minutes of IQAC meeting on 11th of April 2014**

A meeting of the IQAC of the University was held on 11th April 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. Fr. Lukose Cheruvalel, Director, Snehalaya Shelter
7. Mr. Kashinath Hazarika, Former Chairman, NEDFI
8. Mrs. Rachael Kabi, Asst. Prof. School of Humanities and social Sciences
9. 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 5th of December 2013. Dr. Baruah read the minutes of previous meeting. Some of the observations on the minutes of the previous meeting and the discussions related to assurance of the quality for the university are enlisted in the following:

1. Fr. Mavelly stated that another meeting would be required for assessing the preparedness of the university for NAAC visit, as the present meeting would be too early to do that.
2. He also asked about the status of the tutorial classes in the different constituent units of the university, apart from the classes that take place as per the routine. To this Mr. Bikramjit Goswami of DBCET informed the cell that some of the departments of DBCET are taking regular tutorial classes for the students. However, more emphasis should be given to help the weaker students so that they come up to the level of the brighter ones. Mr. Chandan Dutta from DBIM also informed that the number of classes in their institution has been increased for incorporating the tutorial classes and that step has been found to be useful in improving the quality of teaching. Mrs. Rachael Kabi from DBISS informed that they do not have tutorial classes for their institution, but they arrange for special classes and short term courses for their students with external resource persons.
3. Dr. Peter Paul Huhnar, Development Officer of the university said that the training of the security personnel of the university as proposed in the previous meeting has not started officially yet. However, some changes in the security system have been incorporated by introducing eight security personnel doing their duty on rotational basis.
4. While discussing about the new courses to be offered during the next academic year starting from July 2014, Fr. Mavelly mentioned about the courses on Masters in Convergent Media and Technologies.
5. Fr. Mavelly mentioned about the second journal on North East Studies which would be printed very soon. DBISS member informed about the journal of developmental studies, which is being prepared. Co-ordinator of IQAC of DBCET Dr. Sunandan Baruah informed the members that the Journal on Engineering and Technology is already online.
6. Fr. Mavelly mentioned that the student ambassadors are the key factors for attracting the new students to the university.

7. Mr. Chandan Dutta said that the concept of marketing the technical products is materializing, as discussed during the last meeting. Dr. Sunandan Baruah expressed his concern over the difficulties the students face while converting their projects into useful products. Mr. K.N. Hazarika, member of IQAC, suggested that the technical committee of Entrepreneurship Development and Incubation Cell (EDIC) of DBCET can help in converting the projects into products. Mr. Dutta also mentioned that the marketing strategies developed by the students of DBIM can be shared with DBCET for better coordination in the whole process. Mr. Hazarika proposed that there should be a connection among DBCET, DBIM and EDIC of DBCET.
8. Fr. Mavelly mentioned that the process mapping has been implemented for many processes of the university already and it would be applied to all the processes eventually.
9. Dr. Peter informed that the fire and emergency consultancies have been deployed by the university. Medical emergency process has been in place along with the telemedicine facility. Fr. Mavelly suggested for a training programme on fire and medical emergencies for the staff of the university.
10. For NAAC visit it is informed that there will be two spheres of best practices that would be prepared: HR management & mentoring.
11. Fr. Mavelly asked DBISS member to arrange for more visits for the students to Mother Teresa's house and to take up more encouraging initiatives for the evening classes.
12. Fr. Lucose from Snehalaya expressed his views on the poor state of management committees of some government schools and proposed that the university can advise them to manage their schools well, through the social commitment programmes of the university.
13. Fr. Stephen informed that as another outreach initiative, the university is working in a project with IIT Roorkee named 'Improving livelihood for people living near the wetlands', funded by European Union.
14. Fr. Joseph Nellanatt, Pro VC of the university said that the Social Commitment should find a place in the best practices of the university.
15. Dr. M. Baruah read the points which defines the activities of the IQAC, as mentioned in the NAAC format.
16. Fr. Stephen Mavelly mentioned about the academic audit, which the university has considered as a part of its quality assurance initiative. Fr. Paul Puduserry who is the incharge of the audit process mentioned about the points on which the auditing would be done as- physical facilities, classrooms, assignments, student involvement in teaching, time allocation, teacher attitude etc.
17. Dr. Basil Koikara, Registrar of the university said that the three activities taken up by the university in the process for quality assurance and quality control are - performance audit, syllabi review and academic audit.
18. DBISS member mentioned that the checklists and formalization of the documents help in standardisation.
19. Fr. Stephen suggested for training on teaching pedagogy for the faculty members of the university.
20. Prof. Basil Koikara told the DBISS member that the Swastayan teachers (i.e., DBISS students) require more training to teach the school students from the locality.
21. Fr. Stephen ended the meeting by saying that the IQAC members have to go through the self- study formats of the university prepared for NAAC visit. He mentioned that the review of the same would be done in the next meeting. He suggested that before the end of the current academic year, the IQAC should have another meeting towards the end of May.

*Signature of Director, IQAC*

*Signature of Chairperson, IQAC*