

IQAC meeting, 26th October 2018
Venue: Vice Chancellor's Office, Tapesia Campus

Agenda:

1. Moments of Prayer and Introductory Words: Fr. (Dr.) Stephen Mavelly, Chairperson
2. Confirmation of the minutes of the previous meeting: Bikramjit Goswami
3. Review of the performance in NAAC reassessment process: Fr. Joseph Nellanatt
4. Review of the AQAR for 2018-19: Presentation by Bikramjit Goswami
5. Brief presentation of quarterly report of the Schools: Representative members from each school
6. Setting Goals for the academic year 2018-19
7. Planning for a NAAC sponsored workshop in Spring 2019
8. Any other matter (with permission from the Chair)
9. Concluding words – Fr. (Dr.) Stephen Mavelly, Chairperson

Members Present:

Chairperson: Fr. (Dr.) Stephen Mavelly (Vice Chancellor)

Members:

1. Fr. Joseph Nellanatt (Pro Vice-Chancellor)
2. Fr. (Dr.) Biju Michael (Registrar)
3. Fr. (Dr.) Francis Fernandez (Controller of Examinations)
4. Dr. S. Nissi Paul (Deputy Registrar – Academic)
5. Dr. Sunandan Baruah (Director, Centre of Excellence in Nanotechnology)
6. Dr. Peter Paul Hauhnar (Administrative and Development Officer)
7. Prof. J N Vishwakarma (Director of Research, Director of School of Life Sciences)
8. Dr. Monmoyuri Baruah (Director, School of Fundamental and Applied Sciences)
9. Dr. Sabiha Alam Choudhury (Asst Professor, School of Social Sciences)
10. Mr. Chandan Dutta (Asst Professor, School of Commerce & Management)
11. Mr. Bikramjit Goswami (Asst Professor, School of Technology)
12. Ms. Subhra Mukherjee (Asst Professor, School of Technology)
13. Mr. Vijay Prasad (In Charge, IT Cell)
14. Ms. Pallavi Sharma (Laboratory Assistant)
15. Prof. K. G. Bhattacharyya (Former Director, Academic Staff College – GU – Retd)
16. Mr. Satyabrata Borgohain (Director, Finance & Accounts, NEEPCO, Shillong)
17. Mr. Rana Bharali (Chief Manager, HR, Oil India Ltd, Duliajan)

Members Absent:

1. Mr. Manoj Jajodia (CEO, Onoma Industries & CEO, Jajodia Engineering)
2. Mr. John Borgoyary (North East Regional Head, UNDP)
3. Ms. Amarjeet Kaur (Parent)
4. Fr. Lukose Charuvalal (Member of Board of Management)
5. Ms. Rosie Kalita (Doctoral Student)
6. Mr. Manoj Das (IT Administrator)
7. Dr. Nibedita Kapil (Asst Professor, School of Applied Sciences)
8. Ms. Juhi Baruah (Director of Human Resources)

Minutes of the Meeting:

The meeting began with a prayer and the introductory words by Fr. Stephen Mavelly, the Vice Chancellor of ADBU and the Chairperson of IQAC. He welcomed all, especially the external members

and expressed two predominant concerns about the University, one being the development of quality of the University as the prime agenda of IQAC and the other being development with sustainability of the various programmes/courses of the University. He also expressed his concerns regarding the NAAC grade secured by the University in the last reassessment process.

Followed by this, the minutes of the meetings of the previous meetings held on 3rd February and 9th May, 2018 were read out by the coordinator and were passed by the members present. Following were some of the points which emerged out of the minutes and were discussed by the members.

Mr. Satyabrata Borgohain asked about the details of the PMKVY-TI scheme undertaken by the University, such as the placement scenario of the certified individuals and suggested that the programmes should be chosen based on the basis of the requirement of the job market. He also said that ADBU as a University has a major role to play in providing skill based training to the youth of the region.

Fr. Biju Michael opined that while such outreach and skill development programmes are important but the main focus of the University should be on the goals of the University, mainly focussing in the field of higher education. To this Prof. K. G. Bhattacharya also commented that the primary focus of the University should be on higher education and research, while a small part of the energy and effort can only be given on additional skill development training programmes.

Against another point from the MoM, Mr. Borgohain mentioned that the feedback is of prime importance in any educational institution for development and betterment. The viability of parents-teacher interaction meets and the other existing methods of obtaining feedback from all the stakeholders were discussed at length in the meeting. Fr. Mavelly said that the present parents' feedback system during the parent-teacher meets lack numbers. Apart from the meets, additional system of parents' feedback has to be adopted. Prof. Sunandan Baruah proposed that IQAC can take an initiative to introduce an online feedback system for parents, alumni, employers, etc. The other members of IQAC also agreed to the same. Fr. Mavelly then suggested and that a smaller committee of IQAC be formed to prepare formats for online feedback system for the stakeholders. IQAC then decided on forming the committee and start preparing the feedback formats.

Concluding the discussions emerging out of the previous minutes, Fr. Mavelly urged the members of IQAC to study the NAAC-SSR reports of top universities, in order to get ideas regarding their ways of presenting the data in SSR. Also he requested the members of IQAC to recognize the weak areas of the University and discuss about the same freely in IQAC meetings, so that proper remedial measures can be taken for quality enhancement.

Moving onto the next agenda point, Fr. Nellanat presented a review of the NAAC score secured by the University recently, particularly focusing on the areas where the university scored low. Prof. K.G Bhattacharya also mentioned the University needs to focus on strengthening the weak areas mentioned in criteria 3, 5 and 6 of the NAAC SSR.

Fr. Mavelly also suggested that a smaller group of IQAC members can meet together and analyse the areas where the university scored low during last NAAC reassessment process. He also asked the IQAC members, who are involved in reassessment processes of the University, to adopt better strategies for proper presentation of the available data. Finally it was decided that a smaller group of

IQAC members will be formed to study and analyse the performance of the University in the previous NAAC reassessment process.

Fr. Nellanatt informed the members IQAC that the benchmark set by NAAC for scoring in different sub-criteria are not clearly mentioned by NAAC. He also mentioned that the SSR evaluation method of NAAC is the same for all Universities, irrespective of whether the University is young or old. Dr. Peter and Fr. Biju gave their opinion that in a computerised evaluation system there would be no way of having different considerations for a young and an older University; hence there is no scope for adjustment in that regard.

Fr. Mavelly as well as Fr. Biju mentioned that the AQARs of the University are of prime importance for IQAC. They urged the members to prepare the AQAR accurately after proper validation of data.

Mr. Bikramjit Goswami then presented the completed part of the AQAR of 2018-2019 to the members for review. Some suggestions given by the members with regard to the presented AQAR are as mentioned below:

- The points mentioned in the AQAR should be more generalized and open ended as suggested by many of the members.
- Mr. Rana Bharali mentioned that outcomes mentioned against the actions in the Part-A of the AQAR should be mapped properly with the action taken. Prof. K.G Bhattacharya also added to this saying that outcomes and achievements of IQAC mentioned in the AQAR needs to be reformulated and presented in a more specific and precise manner.
- Prof. Bhattacharya further suggested that for different activities reported in the AQAR, the number of participants and beneficiaries should be mentioned specifically, wherever possible.
- There was also a suggestion that the AQAR could be given to a third party for evaluation and assessment before finalizing and uploading in the University website.
- The student satisfaction survey is to be conducted internally by the university and the link of the survey results to be provided in the AQAR, every year.
- For reporting the students' achievements in the AQAR, the awards won by them in Hackathon, Ideathon, etc., during the period, can be mentioned.

Fr. Mavelly also emphasized that proper documentation and presentation of data is a very crucial task in preparation of AQAR. He then asked the coordinator to discuss with the HODs and involve the faculty members of the departments of EEE and ECE of the School of Technology in collection of relevant data for the AQAR and complete preparation of the same by the end of November 2018.

Further Fr. Biju, mentioned that a framework for creation of a central database containing all crucial information regarding publication, research, achievement, events, activities, etc., is in progress and will be in effect from the coming month. For this single point data hub, all the heads of departments would be requested to submit and update all necessary information monthly to this central data hub by the 5th of every month.

Fr. Biju also mentioned that besides the regular Faculty Development Programme (FDP)s conducted internally by the University, the faculty members of ADBU should also be motivated to attend UGC sponsored refresher course/FDP/Orientation programmes. To this, Prof. J. N. Vishwakarma suggested that from each department at least one faculty member per semester could be given the

opportunity to attend such programmes. After further discussions it was decided that the departments will be directed to encourage participation of one faculty member per semester only, to attend such long duration programmes.

Followed by this, brief quarterly reports were presented by the following representatives from respective schools of the University.

- Ms. Subra Mukherjee presented the report of the School of Technology
- Dr. Sabiha Alam Choudhury presented the report of the School of Humanities and Social Sciences
- Mr. Chandan Dutta presented the report of the School of Commerce and Management
- Dr. Monmoyuri Baruah presented the report of the School of Fundamental and Applied Sciences
- Prof. J. N. Vishwakarma presented the report of the School of Life Sciences

Some of the important points emerging out of the presentation of quarterly reports are as the following.

- In the report of the School of Technology the number of student volunteers involved in Swastyayan- the social commitment programme, is to be mentioned.
- In the report of the School of Humanities and Social Sciences the number of students involved in the various activities has to be mentioned.
- The School of Commerce and Management had a transition from the trimester system to the semester system during the last quarter for their MBA course.
- Supporting documents for all the activities, as mentioned during the report presentation, to be collected by the IQAC coordinator and documented.

Followed by this Fr. Mavelly initiated the discussion regarding the goals to be set for the current academic year for IQAC and it was decided that the following goals will be adopted by IQAC for the current academic year.

- Finalizing the course outcome/ programme outcome for each and every programme/ course offered by the University.
- In preparing the course outcomes, the school IQAC units would follow up the process and finalize the CO/PO.
- The IQAC will perform the API score check with regard to any recruitment/promotion process.
- Cleanliness drives to be undertaken in all the schools of the University.
- Energy Audit to be done in order to reduce power consumption and avoid wastage of energy. Energy saving can be done by creating consciousness among the faculty members.
- Actionable Plans for segregation of plastic and biodegradable wastes to be taken up, so that the separated plastic could be collected and sent to CIPET for recycling.
- Faculty members to be given opportunity to undergo UGC sponsored refresher course/orientation course and also encouraged to undergo MOOCS FDPs.
- Goals to be set, specific to improve the performance in criteria 3, i.e., the research climate of the University.

After brief discussions on each of these goals, they were finalised for the current academic year.

Followed by the goal setting, discussions were made for planning for a NAAC sponsored workshop by IQAC. It was decided by the members that the workshop could focus on topics such as Research related issues, Patent, Publishing process, etc.

Speaking with regard to strengthening the research climate of the university, Prof. K.G Bhattacharya suggested that the university could start its own fellowship programme, wherein at least one or two meritorious candidates from each department could be given University sponsored scholarships for undergoing full time PhD in the University. This would be in addition to the Professional Development Allowance Fund (PDAF) already in place. It was then decided that the concept of starting some research scholarships by the University will be presented to the concerned University Bodies for a decision.

Dr. Monmoyuri Baruah mentioned that the IQAC units of all the Schools of the University are to be constituted/re-constituted and the coordinator should issue a notification regarding this immediately.

For improving the research climate of the University, Prof. J.N. Vishwakarma suggested that a group of 2-3 faculties together could apply with their projects to funding agencies, rather than individual ones. This would further strengthen the research climate. Prof. Vishwakarma also mentioned his willingness to be involved in the planning for the workshop on Research, with the coordinator of IQAC. Fr. Mavelly asked the IQAC coordinator to complete the planning and apply for the workshop to NAAC by the end of November.

The meeting ended with Fr. Mavelly thanking all the members and specially the external members for attending the meeting and giving their valuable suggestions during the discussions.

Fr. (Dr.) Stephen Mavelly
Chairman, IQAC
Assam Don Bosco University

Bikramjit Goswami
Coordinator, IQAC
Assam Don Bosco University