

MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)
ASSAM DON BOSCO UNIVERSITY
Tapesia Gardens, Kamarkuchi Village, Sonapur, Assam- 782402
21 February 2020

Members Present:

1. Fr. (Dr.) Stephen Mavelly
2. Fr. Joseph Nellanatt
3. Fr. (Dr.) Biju Michael
4. Prof. K. G. Bhattacharyya
5. Mr. John Borgoyary
6. Mr. Rana Bharali
7. Dr. S. Nissi Paul
8. Dr. Peter Paul Huhnar
9. Prof. J N Vishwakarma
10. Ms. Juhi Baruah
11. Dr. Monmoyuri Baruah
12. Mr. Chandan Dutta
13. Mr. Bikramjit Goswami
14. Dr. Sabiha Alam Choudhury
15. Dr. Nibedita Kapil
16. Ms. Subra Mukherjee
17. Mr. Vijay Prasad
18. Mr. Manoj Das
19. Ms. Pallavi Sharma

Members Absent:

1. Dr. Satyabrata Borgohain
2. Mr. Manoj Jajodia
3. Ms. Amarjeet Kaur
4. Fr. Lukose Charuvalel
5. Ms. Rosie Kalita

Special Invitees:

1. Dr. Samrat Dey
2. Dr. Dominic Meyieho
3. Mr. Shahnawaz Hussein
4. Dr. Probin Phanjom
5. Dr. Sagar Sharma
6. Dr. Vedant Vikrom Borah

Agenda

1. A moment of prayer and words of introduction by the Chairman (Fr Stephen Mavelly)
2. Presentation of quarterly reports by various Schools of the University (Members of IQAC)
3. Action taken report on the goals set in the last meeting (Coordinator, IQAC)

4. Preparation for next NAAC accreditation process: criteria-wise updates (Core Committee members for NAAC-SSR preparation)

5. Any other matter (with the permission of the Chair)

Minutes of the Meeting:

1. The meeting began with a prayer led by Fr. Stephen Mavelly, invoking God's blessings on the activities of the IQAC. Due to the concern regarding the continuation of distance education programs under DBU-Global, for which it was made mandatory to score 3.26 in NAAC A&A, IQAC decided to contribute towards the urgent SSR preparation process for second cycle of accreditation.
2. During the school-wise presentation of quarterly report the School of Life Sciences mentioned that they organize cleaning drives every week regularly in the school, wherein the students of some of the departments clean the laboratories by themselves, in order to keep the working environment clean and healthy. The IQAC took a decision to encourage all other schools also to follow the same.
3. The members of IQAC, particularly the Vice Chancellor and Prof. K.G. Bhattacharyya asked the Coordinator to start the preparations for the upcoming IQAC workshop on Teaching Pedagogy.
4. Consultancies taken up by different departments to be geared up as discussed in the meeting. Dr. Nibedita Kapil mentioned about a sensitization workshop on Consultancy to be held in April, 2020.
5. The reports shared with IQAC will have to be supported by geo-referenced photographs from the next time, as decided collectively.
6. Mr. John Borgoyary mentioned that during the presentation of the report, instead of simply mentioning the activity list, their corresponding outcomes also needs to be mentioned as a follow up action.
7. A separate heading on "Research, Consultancy and Innovation" to be included in the quarterly reports every time. The Research activities related to UG, PG and PHD scholars of the department are to be mentioned in the quarterly reports of the schools. Ongoing projects also should be mentioned in those reports. Ongoing PHD scholars' details for each department to be collected quarterly for the purpose.
8. The Energy Audit of the campuses to be done through the IQAC, involving the department of EEE.
9. The website updating and work on alumni activities to be done on urgent basis.
10. The update about the university to be shared with the students and staff in the morning assembly regularly involving the IQAC members from the schools.
11. The meeting ended with a positive note about the possibility of achieving much higher grade (A+) in the next cycle of NAAC assessment and accreditation process.

Fr Stephen Mavelly
Chairperson, IQAC

Dr. Bikramjit Goswami
Coordinator, IQAC