

**Minutes of the internal Quality Assurance Cell meeting held on 27<sup>th</sup> January 2012, Time:  
2:00 p.m, Venue: Vice Chancellor's Chamber**

Members Present:

- |                |   |  |
|----------------|---|--|
| 1. Chairperson | - | Fr. Stephen Mavelly, Vice Chancellor, ADBU                 |
| 2. Members     | - |  |
|                |   | a) Prof. Jai Narain Vishwakarma, Director, Research, ADBU  |
|                |   | b) Dr. Peter Hauhnar, 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                     |

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

After discussion and subsequent decisions taken during the meeting it was proposed that the different constituent units of ADBU will form their individual IQACs and will submit regular reports to the University IQAC. For the quarterly meetings of the constituent units IQACs are representative from the University IQAC will be present as decided.

While discussing the matters related to student welfare and discipline, it was pointed out that the constituent units' entry exit system need to be more systematically formulated. In this connection the chairperson asked Dr Monmoyuri Baruah to issue notices regarding the entry exit system and prohibition of use of mobile phones inside the University academic areas.

The next point discussed was related to student drop out in the previous semester due to less attendance during the class days. The chairperson suggested that the mentors can play an important role in the academic as well as other sides of a student. So, more emphasis should be given to the mentoring system in order to solve the problem of student drop out due to less attendance. It was also mentioned that the student should be informed about the attendance requirements repeatedly if required for making up of deficient attendance percentage.

For getting quality students for different academic programs of the University the cell discussed about the possibility of approaching the state Government authorities of the nearby states to get sponsored candidates.

After the discussion of the above mentioned points the meeting ended with the expression of thanks and gratitude by the Chairperson to all the members.

*Name*

*Name*

*Signature of Director, IQAC*

*Signature of Chairperson, IQAC*