

Minutes of the Internal Quality Assurance Cell meeting held on 8th June 2012, Time: 2:00 p.m, Venue: Vice Chancellor's Chamber

A meeting of the IQAC of the University was held on 8th June 2012 in the Office of the Vice Chancellor. The meeting was presided over by the Vice Chancellor, and the following members were present:

1. Fr. Stephen Mavelly, Vice Chancellor, ADBU
2. Prof. Jai Narain Vishwakarma, Director, Research, ADBU
3. Dr. Peter Paul Hauhnar, Development Officer, ADBU
4. Mr. Bikramjit Goswami, Asst. Prof, Dept. of EEE, DBCET
5. Mr. Chandan Dutta, Asst. Prof., MBA Dept., DBIM
6. Mr. Kashinath Hazarika, Former Chairman, NEDFI
7. Dr. Monmoyuri Baruah, Director, IQAC

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

At the beginning of the meeting, Dr. Monmoyuri Baruah read out the minutes of the previous meeting held on 27th January, 2012. The meeting confirmed the minutes. While confirming the minutes, Fr. Stephen Mavelly, chairman of IQAC mentioned that the internal quality assurance cells for the individual units would be formed very soon. Fr. Mavelly also mentioned about some of the amendments being proposed in the evaluation system from the coming semester (Autumn 2012). The changes proposed include the setting up of question papers by externals and the involvement of more external examiners in the lab evaluation.

Further, Fr. Mavelly emphasized upon the mentoring of the students of DBCET and accordingly it was decided to give more importance to the 1st and the 3rd semester students in the mentoring system of DBCET. Fr. Mavelly also mentioned that Fr. Joe Arimpoore would be coming on the 24th and 25th August 2012 for a special session focused on the training to the mentors on the mentoring system.

Fr. Mavelly also suggested that Not Pass (N.P.) or Pass (P) grade should be assigned to the students regarding their response to the mentoring system. Mr. K. N. Hazarika expressed his opinion that 10 marks could be allotted to the students. Fr. Stephen Mavelly suggested that a presentation on the mentoring system could be given during the inaugural session of the new academic year 2012-2013 which would be of help for both the students and the staff. Fr. Mavelly was of the view that the formation of a group which would work out a plan to have a successful mentoring system would be helpful.

Dr. Monmoyuri Baruah said that to form the IQAC for the different constituent units, a letter along with the guidelines of UGC and a copy of the IQAC report of ADBU would be given so that the IQAC of the different units would also work in the same line as ADBU is working.

Mr. Bikramjit Goswami started the next agenda point and asked the members, whether IQAC of the respective constituent units would be able to co-organize conferences. All the members present in the meeting agreed upon the fact that the IQAC of the constituent units can co-organize conferences. So, for the coming national conference NABSET-2013, to be held on 1st and 2nd March 2013, IQAC of DBCET will

co-organize with the Dept. of Basic Sciences. Regarding the finance of the Conference Prof. Vishwakarma suggested that we should be able to collect the financial help from the different agencies; Mr. K.N. Hazarika suggested to apply to TIFR for financial help, since the conference would be on the Basic Sciences, which is their area of interest.

Fr. Stephen Mavelly pointed out that the IQAC of the units should concentrate more on the following up of the Standard Operational Procedure (SOP)s of the various organising committees of the conferences and to ensure that the organizing committees stick to the SOPs as far as possible.

The next agenda was on getting quality students for admission into ADBU. Dr. Peter Paul Huhnar pointed out that it is more important to get 'quality' students, rather than simply filling up the seats. He also mentioned that the communication skills of the students of DBCET are not up to the mark. They are also not confident in expressing themselves in English. Most of the students who are good in communication are actually from good schooling background. Also it was agreed upon by the members of the cell that the students should get more and more chances to address the morning assembly. At the end of the discussion on this particular agenda point, all the members agreed that placement plays an important role to get quality students in the college.

In order to get Govt. sponsored students, Mr. K.N. Hazarika said that he would try to obtain information regarding the collaborations required to be made with the different State Governments of the North East. Fr. Stephen Mavelly informed that there are possibilities of getting sponsored candidates from the Govt. of Meghalaya and also from Bhutan Govt. Dr. Peter Paul Huhnar suggested that instead of selling forms through the Axis bank centres, forms could also be sold through the Christian institutes, as it was observed that more forms were sold through these institutes.

Starting the next agenda Mr. Bikramjit Goswami of DBCET gave a brief report on the placement activities that took place at DBCET in the current academic year. His main stress was on the reformation of some of the policies of the Training and Placement Cell of DBCET in particular and ADBU as a whole, including the following points-

- (a) Student involvement in the Placement activities should be more as compared to the current scenario. This would improve the involvement of the students as well as help in running the activities of the cell more smoothly.
- (b) The personal visits made to the probable recruiters should be increased. As that is the most effective way of attracting the companies and the organizations.

The IQAC members agreed upon the fact that the Training and Placement Officer alone cannot manage all the activities of that cell and hence the involvement of the students will definitely improve upon the performance of the cell. So, special permission would be granted to the students who would get involved in the T&P activities, as decided by the IQAC members.

The meeting was concluded by the Chairman with words of appreciation to all members of the Cell for their active and involved discussion and for their willingness to help bring about qualitative changes in all spheres of activity of the University and its constituent units.

Name

Signature of Director, IQAC

Name

Signature of Chairperson, IQAC