

Minutes of the meeting of IQAC of ABDU held on 5th Dec 2013

A meeting of the IQAC of the university was held on 5th Dec 2013 in the office of the Vice Chancellor. The meeting was presided over by the Vice Chancellor, and the following members were present:

1. Chairperson Fr. Stephen Mavelly, Vice Chancellor, ABDU
2. Members
 - a) Fr. Lukose Cheruvalel, Director, Snehalaya Shelter
 - b) Prof. J. N. Vishwakarma, Director, Research, ABDU
 - c) Dr. Peter Huhnar, Development Officer, ABDU
 - d) Mr. Bikramjit Goswami, Asst. Prof., Dept. of EEE, DBCET
 - e) Mr. Kashinath Hazarika, Former Chairman, NEDFI
 - f) Mrs. Rachael Kabi, Asst. Prof. School of Humanities and social Sciences
 - g) Dr. Monmoyuri Baruah, Director IQAC

Special Invitee:

Dr. Sunandan Baruah, H.O.D, ECE. ABDU

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

Goals set for the previous semester was read out by Director IQAC. Some of the observations were discussed –

1. The tutorial classes which have already been going on in DBCT and DBIM require more emphasis.
2. Training for security personal by external agencies are being planned for by the HR and development officer. Certificate will be given after the training.
3. The Vice Chancellor suggested to use official email ID for all the official correspondence.
4. New course on media studies will start from the next academic year.
5. One journal of North East Studies is already published by the university and the another on Engineering and Technology will be published during next year. One more journal on Applied Science is planned for. A e-journals being planned by DBISS.
6. Mentors will keep records of participation of their mentees in different activities for awarding them with the certificates while graduating out.

7. Students ambassador concept is becoming more popular and the students volunteers are regularly participating in different activities including the library.
8. Integrated child and Development program is in the planning stage by DBISS.
9. Social commitment related activities are to be more emphasized by the constituent units.

The constituent units DBIM, DBCT and DBISS presented the report on their IQAC related activities during the last six months.

New areas discussed to enhance the quality in the university;

1. Collaboration of DBCT and DBIM for integrating the product development and creating business plan for marketing the products.
2. The HR department has prepared job description for each profile.
3. University has started preparing more details S.O.P for different activities and the audit processes.
4. Decision has been made to have process mapping which will help in obtaining ISO certification for the university.
5. DBISS has been asked to inform their Internal Quality Assurance Cell.
6. The next meeting will be called for self assessment of the university before NAAC visit.

Name

Signature of Director, IQAC

Name

Signature of Chairperson, IQAC