

Minutes of IQAC meeting of on 2th June 2014

A meeting of the IQAC of the university was held on 2th June 2014 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, ADBU

2. Members
 - a) Fr. Lukose Cheruvalel, Director, Snehalaya Shelter
 - b) Dr. Peter Huhnar, Development Officer, ADBU
 - c) Mr. Chandan Dutta, Asst. Prof., School of Commerce and management, ADBU
 - d) Mrs. Rachael Kabi, Asst. Prof. School of Humanities and social Sciences, ADBU
 - e) Dr. Monmoyuri Baruah, Director IQAC

Special Invitees-

1. Prof. Basil Koikara, Registrar, ADBU
2. Prof. Manoranjan Kalita, Director School of Technology, ADBU
3. Dr. Sunandan Baruah, HOD, ECE, ADBU
4. Dr. Y. Jayanta Singh, HOD, CSE, ADBU
5. Mrs. Juhi Baruah, HR, Director, ADBU

Chairman of IQAC Fr. (Dr.) Stephen Mavelly greeted everyone and started the meeting by asking the Director, Dr. Monmoyuri Baruah to read the minutes of the previous meeting that was held on 11th of April 2014. Some of the observations on the minutes of the previous meeting and the discussions related to assurance of the quality for the university are enlisted in the following:

1. Principal of DBCET, Prof. Manoranjan Kalita mentioned that the training and placement officer Mr. Shahnawaz Hussain had gone to Delhi to deliver presentation to MSME on the project of the students which are having potential to become a good product and to initiate the process to sign MOU with MSME, so that financial supports can be obtained for implementation of the projects.
2. Mr. Chandan Dutta from DBIM gave information that the processes for converting projects in to product will be there in place soon and Mr. K. N. Hazarika has already started to look for seed funding for the potential projects.
3. During the discussions, a decision has taken to put awareness instructions regarding fire and medical emergency in the notice boards of the university. Awareness exercises and mock drills regarding the fire and medical emergency conditions are also planned for in near future.

4. The consultancy cell of the university has just been established, with a goal of providing the supports and guidance to the practitioners and industry by the expertise of the university. It is also expected to cater to the much felt need to bridge the gap between industry and academia.
5. The social activities of the university are going on well, including the evening classes (SWASTAYAN) for the high school students of the nearby locality.
6. A discussion regarding how to initiate academic audit took place, where the criteria of auditing were identified. The areas to undergo audit were identified as- teaching-learning, syllabi and evaluation. An auditor would be deputed for the process. Questionnaire will be prepared for the same and the IQAC will review that and recommend for implementation.
7. Dr. Basil Koikara, the registrar of the university mentioned about mentoring system of the university, which has provided to be an effective way of catering to the academic and extra-academic needs of the students of the university.
8. Mr. Chandan Dutta read the report of the IQAC of DBIM stressing on the best practices of the university being implemented in DBIM campus. He also mentioned that the morning assembly being addressed by the faculty, management and students on various days has been effective in boosting the confidence of the students in speaking in public.
9. Mrs. Juhi Baruah mentioned the need of bench marking of the best practices in the university. She urged the IQAC to look into the best practices of other top universities and institutions of the country to set the bench mark of the best practices adopted by our university.
10. The goals set by the constituent units must be aligned with the goals set by the university and should be monitored by the university IQAC.
11. A detailed IQAC report for the university has to be prepared and uploaded online by combining the report of DBISS, DBCET, and DBIM as decided during the meeting.
12. There was also a discussion regarding innovative teaching methods adopted by DBISS. In DBISS teaching of certain course are handled in workshop mode so that the teaching/learning and evaluation take place simultaneously. This contributes to greater absorption of concepts and ideas by the students. Departments such as Education, Child Right and Psychology conduct these workshops on a regular basis wherein certain modules and courses are handled through that mode.

AQAR of the Schools were presented and the following goals were set for the academic session 2014-2015:

1. To intensify the impact of the mentoring system.
2. To plan for international conference for the following departments-Education, Religion and Culture, Physics and Electronics.
3. To sign up MOU with the national boards of coconut, cashew nuts, coffee & Spices and to set up demonstration farms and extension centre to make better use of the land at the university disposal to do extensionwork in the villages.
4. To launch online journal on development practice.

5. To further fine tune orientation and student development program to focus more on the following points: self understanding and acceptance, goal setting, cooperative learning harmonious living in a multicultural practice.
6. To focus staff development programme on personal and professional growth through self reflection.
7. To encourage national and international volunteerism.
8. To further perfect & extend to school and college audit system undertaken by the department of Education.
9. To make a series of study into possibility of allowing regular students to opt for some online courses for the limited number of credits.

The meeting was concluded by Fr. Stephen Mavelly by thanking all the members for their active participation.

Name

Signature of Director, IQAC

Name

Signature of Chairperson, IQAC