Minutes of IQAC meeting on 2nd April 2015

A meeting of the IQAC of the University was held on 2nd April 2015 in the office of the Vice-Chancellor.

Members present:

Chairperson:

Fr. Stephen Mavely, Vice Chancellor, ADBU

Members:
1. Prof. Jai Narain Vishwakarma, Director, Research, ADBU
2. Dr. Peter Paul Hauhnar, Development Officer, ADBU
3. Mr. Bikramjit Goswami, Asst. Prof, Dept. of EEE, DBCET
4. Mr. Kashinath Hazarika, Former Chairman, NEDFI
5. Dr. Monmoyuri Baruah, Director, IQAC

Special Invitees:

1. Prof. ManoranjanKalita, Director, SOT, ADBU
2. Prof. Basil Koikara, Registrar, ADBU

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

Taking a cue from the minutes, the Director of the School of Technology who is a special invitee, Prof. ManoranjanKalita raised the question as how to make the academic audit more formal. Chairman of IQAC Fr. (Dr.) Stephen Mavely mentioned that the format for auditing would be prepared very soon. External member of IQAC, Mr. K. N. Hazarika suggested for peer auditing, inter-school wise, within the university. Also he advised the university to go through the ISO process once, so that the quality parameters are set. Another special invitee, registrar of ADBU, Prof. Basil S. Koikara said that IQAC can have an audit of certain processes in ADBU, taking one each year. He gave examples of such processes as, syllabus formation, admission procedure, examination system etc. Fr. Mavely mentioned that the process chosen for auditing for a particular year may be according to the goal set for the year.

Fr. Mavely then proposed that IQAC should conduct a seminar on the areas of Quality Assurance which NAAC can fund. Also he mentioned since the university is already NAAC accredited, the university will have to send reports annually, which they would audit during their next visit. Dr. Baruah asked about the theme of the seminar that would be organised on IQAC. Fr. Mavely suggested that the theme should be on quality issues and quality enhancement in educational institutions. He also mentioned that the university should involve other universities also in the conference to make it more collaborative.

Fr. Mavely enquired about the Student Development Programme (SDP), whether they are being effective or not. Mr. BikramjitGoswami, member of IQAC replied that the students highly appreciated the SDPs that took place this year and they have given a good feedback about the same.

Regarding quality admissions Fr. Mavely mentioned that the placement this year was good and should attract good students therefore. Dr. Peter Paul Hauhnar, member of IQAC, said that the publicity of the placement is being done through flexes. He also mentioned that the placement of the MBA students of the university is very impressive. Prof. Kalita asked whether the placement of the students from the school of technology can be published separately. He also expressed his concern that the changes and updates do not appear immediately in our website. Prof. Koikara mentioned that the website is a custom-made one and a very small part of it is only editable. He also informed that the university is looking for a better ERP system, through which all the required information will be shared in future.

After that Dr. Baruah read the goals which were set for the academic year 2014-15. Prof. Kalita informed that the mentoring system is improving, as the students are taking more interest in meeting their mentors this current semester. Mr. BikramjitGoswami, member of IQAC commented that the formal timing for mentoring meetings, fixed as per routine has improved the mentoring meetings, as both the mentors and the mentees are free during those timings. Fr. Mavely asked whether the mentoring files can be kept in the university website for the parents to see. Prof. Kalita replied that the school of technology is sending letters to the parents of the students who perform badly or very well. So, the parents are well informed about their wards' performance at the university. Mr. Goswami informed that after the system has been formalised at the school of technology, the attendance of the students is improving. Mr. Hazarika suggested that this system should be formalised for the whole university, for the mentoring to be effective for all.

The new member of IQAC, Ms. Machun Kamei asked if there is any mechanism by which the self motivated/self responsible learning can be improved among the students. Prof. Kalita replied that our morning assembly system is helping in that regard by providing motivational messages every day. Dr. Hauhnar said that the mentoring system can help in that regard by giving examples of the past successful students. Fr. Mavely suggested that one way of improving that may be by providing materials for self learning. Prof. Vishwakarma mentioned that the university can present the achievers to everyone through displays, which may motivate the students to be like them. Mr. Goswami mentioned about the orientation programme that is organised by the department of EEE of the School of Technology, for the second year B.Tech. and first year M.Tech. students, where the whole department welcomes the students and try to motivate them. In that programme, usually the practice is to present about the facilities available in the department and to appraise the students about the various opportunities, scopes and directions available after B.Tech. This programme is seen to motivate the students at the very beginning of their academic journey in that particular branch. Fr. Mavely and Prof.Kalita were of the opinion that the orientation programmes can be implemented department-wise, across the university.

Fr. Mavely then mentioned that the goal for the new academic year can be based on lifelong learning. Prof. Koikara was of the opinion that the goals of the IQAC should take goals that are not normally done by university, but should be included as goal to achieve some quality improvement objective. IQAC should be like a proactive watchdog.

The IQAC discussed in detail about which process should be targeted for the coming academic year. Finally, Admission and Examination are selected as the processes to be monitored by IQAC for

their quality improvement. The IQAC also recommended for audit of the processes related to both admission and examination. For that the following members are recommended to be in the audit committee.

Committee	Names	Recommended by
Admission audit committee	Ms. Jhimli Das, Mr. RupamSarma, Mr. Jacob Ishwary, Ms. Machun Kamei, Mr. BikashKalita	Prof. ManoranjanKalita, Fr. Stephen Mavely, Prof. Basil S. Koikara
Examination audit committee	Ms. S. Nissi Paul, Prof.ManoranjanKalita, Mr. Baldwin Sumer	Fr. Stephen Mavely, Prof. Basil S. Koikara

Then, Fr. Mavely introduced about the Choice Based Credit System (CBCS) and discussed about its advantages. Prof. Koikara mentioned that ADBU is already following the Grade and the Credit systems. But the course restructuring has to be implemented phase-wise in order to incorporate the CBCS completely in the university.

Finally, Fr. Mavely thanked all the members for being present in the meeting and mentioned that Ms. Machun Kamei will be the new member of the IQAC representing the school of Humanities and Social Sciences, replacing Ms. Rachael Kabi, as per recommendation by the Registrar and approval by the Vice Chancellor of the university.

Name

Signature of Co-ordinator, IQAC

Name

Signature of Chairperson, IQAC