



Assam down town University

Established under The Assam Act No. VIII/ 2010, Gazette No. LGL. 9/2010/11

Action Taken Report of 2nd IQAC MOM dated 01/06/2017

MINUTES OF IQAC MEETING	
Discussion:	Action Taken
Approval of Academic Calendar for even semester	Academic calendar for the even semester is being followed.
Approval of Sports and Cultural activity calendar for the academic year	Sports and Cultural activity calendar is being followed and monitored.
Resolution of action taken of previous year Academic and Administrative audits (AAA)	<ul style="list-style-type: none">• Implementations of observations on resolutions of Academic and Administrative Audit 2017-18 is complete
Participation in FDP's, conferences, seminars, workshops etc.	<ul style="list-style-type: none">• Increase in participation of FDP's, conferences, workshops etc compared to previous academic year

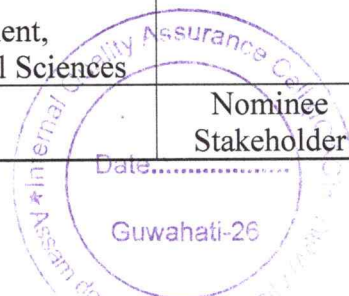




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COMMITTEE NAME	DATE	TIME AND VENUE		
3 rd IQAC Meeting	01-06-2018	Council Room, AdtU		
MEETING NO.:03				
The following members attended the meeting				
Sl No	Name of Person	Designation	Position	Signature
1.	Prof. (Dr.) Amarjyoti Chaudhury	Vice Chancellor	Chairperson	
2.	Prof. Bandana Dutta	Dean of Studies	Member from Management	
3.	Mr. Anjan Thakur	Director, IQAC	Coordinator	
4.	Prof. (Dr.) Deben Chandra Baruah	Advisor IQAC	Member	
5.	Mr. Ashim Barman	Additional Registrar	Administrative Member	
6.	Mr. Bichitra Bikash	Deputy Registrar Academic		
7.	Dr. Someswar Gogoi	Controller of Examination		
8.	Prof. (Dr.) B. K Dey	Dean, Faculty of Pharmaceutical Science	Senior Faculty Members/ Academic Heads	
9.	Prof. Manashi Sengupta	Dean, Faculty of Nursing		
10.	Prof. (Dr.) L.P. Saikia	Dean, Faculty of Engineering		
11.	Prof. (Dr.) Seema Sarma	Dean, Faculty of Commerce, Management, Humanities and Social Sciences		
12.	Dr. P. C. Sarma	Chairperson, Faculty of Paramedical Sciences		
13.	Dr. Rajeev Sarma	Dean, Faculty of Science		
14.	Prof. (Dr.) Seema Sarma	Dean (i/c), Faculty of Commerce, Management, Humanities and Social Sciences		
15.	Mrs. Manika Bora	Deputy Manager, HR	Nominee Stakeholder	





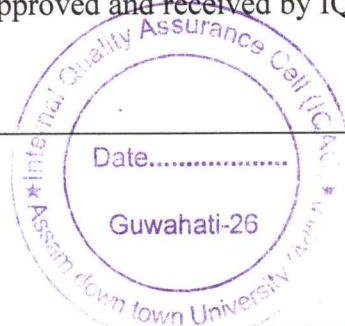
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16.	Prof. (Dr.) Mohan Chandra Kalita	Founder Head Department of Bioengineering & Technology Gauhati University Institute of Science & Technology (GUIST), Gauhati University	Nominee from Local Society	
17.	Dr. Sneha Patowary	Physiotherapist, AIIMS, Jammu	Nominee from Alumni	
18.	Mr. Manjit Mistra	AdtU/ 2017-21/BPharm/027	Nominee from Students	
19.	Mr. Nilotpal Borah	Managing Director, Tech Variable	Nominee from Employer	
20.	Mr. Dipankar Dutta	Founder, CEC (The Oldest and Largest Educational Establishment in NE India.)	Nominee Industrialist	

MINUTES OF IQAC MEETING

ITEMS:	DISCUSSIONS:
Review of previous meeting	<ul style="list-style-type: none">General review of the previous meeting dated 01/06/2017 was done and any gaps/shortfalls were identified and strategized accordingly. Action taken report of previous meeting is attached as Annexure A
Approval of Academic Calendar for the odd semester	<ul style="list-style-type: none">Academic Calendar for the odd semester has been approved by the Academic Council and received by IQAC. Refer to Annexure I
Approval of Sports and Cultural activity calendar for the academic year	<ul style="list-style-type: none">Approval of Sports and Cultural activity calendar for the academic year has been approved and received by IQAC. Refer to Annexure II

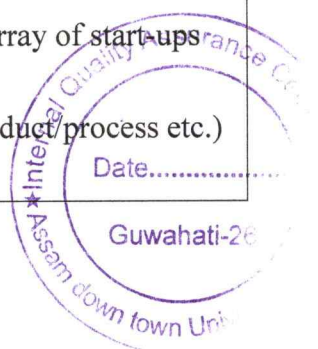




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Action taken of previous year Academic and Administrative audits (AAA)	<ul style="list-style-type: none">Academic and Administrative Audit for the year 2018-19 is planned
Constitution of Grievance Redressal, Anti-Ragging & Internal Complaints Committee (ICC)	<ul style="list-style-type: none">Formation of a Grievance Redressal committee is strategized to streamline the redressal of grievance of stakeholders.Anti-Ragging committee is planned to be constituted to curb the menace of ragging.Formation of a Internal Complaints Committee (ICC) is recommended a mandated by UGC.
Placement drives for the upcoming semester	<ul style="list-style-type: none">Placement activities for the upcoming semester are being organized and conducted as intended.
Application of NIRF	<ul style="list-style-type: none">Preparing and strategizing to participate in NIRF Rankings 2018
Participation in FDP's, conferences, seminars, workshops etc.	<ul style="list-style-type: none">Members of the committee are requested to increase their efforts in increasing the participation of faculties in attending seminars, conferences, workshops etc and ensure an increasing trend year on year.
Initiatives in Research	<ul style="list-style-type: none">Members need to proactively invest in efforts to double the funding from various sanctioned projects offered by prominent govt establishmentsIncrease the efforts in incubating diverse array of start-ups inside the campusIncrease the number of patents (design/product/process etc.) granted/awarded or commercialized (ToT)





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Extension & Outreach	<ul style="list-style-type: none">• In its efforts to serve the community, the University needs to increase the number of outreach/extension activities and increase student participation in such activities
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