



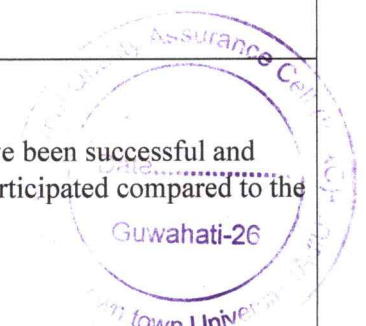
Assam down town University

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

Action Taken Report of 4th IQAC Meeting dated 01/01/2019

MINUTES OF IQAC MEETING

Discussion:	Action Taken
Approval of Academic Calendar for even semester	<ul style="list-style-type: none">Academic calendar for the even semester is being followed.
Approval of Sports and Cultural activity calendar for the academic year	<ul style="list-style-type: none">Sports and Cultural activity calendar are being followed and monitored.
Resolution of action taken of previous year Academic and Administrative audits (AAA)	<ul style="list-style-type: none">Implementation of resolutions on observations of Academic and Administrative audit 2018-19 is complete.
Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc	<ul style="list-style-type: none">Grievance on various agenda illustrated in circular bearing Memo No: AdtU/R/2019/299A and resolution taken on MOM dated 8th May 2019 and circular bearing Memo No: AdtU/R/2019/299B and resolution taken on 16th May 2019.Preventive action on Anti-Ragging such as awareness campaigns conducted as illustrated in MOM dated 12th January 2019
Placement drive for the upcoming semester	<ul style="list-style-type: none">Placement drives and campaigns have been successful and increasing number of companies have participated compared to the previous year.

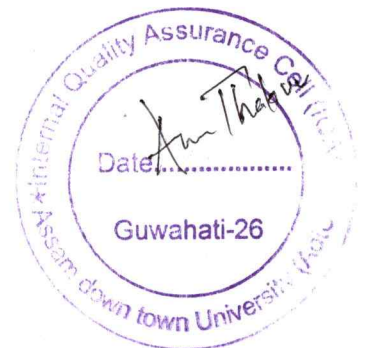




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Application for NIRF	<ul style="list-style-type: none">• Submission of Data for NIRF ranking 2018 is complete and strategizing to participate in NIRF rankings 2019
Participation in FDP's, conferences, seminars, workshops etc.	<ul style="list-style-type: none">• Increase in participation of FDP's, conferences, workshops etc compared to previous academic year
Initiatives in Research	<ul style="list-style-type: none">• Consistent efforts helped more than double the funding from sanctioned projects through govt bodies compared to previous year• Diverse array of startups has been incubated and is steadily increasing• Increased patent awarded/granted compared to previous year
Extension & Outreach	<ul style="list-style-type: none">• Increase participation and number of extension activities conducted compared to previous year





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COMMITTEE NAME	DATE	TIME AND VENUE		
5 th IQAC Meeting	01-06-2019	Council Room, AdtU		
MEETING NO.:5				
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		Date: Nominee Stakeholder





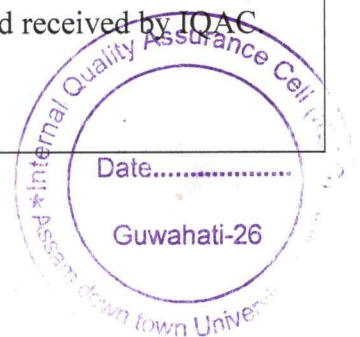
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16.	Prof. (Dr.) Mohan Chandra Kalita	Founder Head Department of Bioengineering & Technology Gauhati University Institute of Science & Technology (GUIST), Gauhati University	Nominee from Local Society	
17.	Dr. Sneha Patowary	Physiotherapist, AIIMS, 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 01/01/2019 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 2019-20 is being planned
Constitution of Grievance Redressal, Anti-Ragging & Internal Complaints Committee (ICC)	<ul style="list-style-type: none">Grievance to be handled as per SOPPreventive action such as awareness campaigns on anti-ragging is being plannedICC activities are being planned
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 2019
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)

Date.....

Guwahati-26



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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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