



# Assam down town University

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

## Action Taken Report of 5<sup>th</sup> IQAC meeting dated 01/06/2019

MINUTES OF IQAC MEETING	
AGENDA:	ACTION TAKEN:
Approval of Academic Calendar for odd semester	<ul style="list-style-type: none"><li>Academic calendar for the odd semester is being followed and monitored.</li></ul>
Approval of Sports and Cultural activity calendar for the academic year	<ul style="list-style-type: none"><li>Sports and Cultural activity calendar is being followed and monitored.</li></ul>
Resolution of action taken of previous year Academic and Administrative audits (AAA)	<ul style="list-style-type: none"><li>Implementation of resolutions on observations of Academic and Administrative audit 2019-20 is complete</li></ul>
Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc	<ul style="list-style-type: none"><li>Grievance on the agenda illustrated in circular bearing Memo No: AdtU/R/2019/458 A resolution taken on MOM dated 16<sup>th</sup> September 2019</li><li>Preventive action on Anti-Ragging such as awareness campaigns, affidavit signed by first year students conducted as illustrated in MOM dated 25<sup>th</sup> August 2019</li><li>Orientation of Sexual Harassment Policies as illustrated in MOM dated 12/08/2019</li></ul>





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





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COMMITTEE NAME	DATE	TIME AND VENUE		
6 <sup>th</sup> IQAC Meeting	01/01/2020	Council Room, AdtU		
<b>MEETING NO.:06</b>				
<b>The following members attended the meeting:</b>				
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"><li>General review of the previous meeting dated 01/06/2019 was done and any gaps/shortfalls were identified and strategized accordingly. Action taken report of previous meeting is attached as Annexure A</li></ul>
Approval of Academic Calendar for the even semester	<ul style="list-style-type: none"><li>Academic Calendar for the even semester has been approved by the Academic Council and received by IQAC. Refer to Annexure I</li></ul>
Approval of Sports and Cultural activity calendar for the academic year	<ul style="list-style-type: none"><li>Sports and Cultural activity calendar for upcoming academic year is being planned.</li></ul>

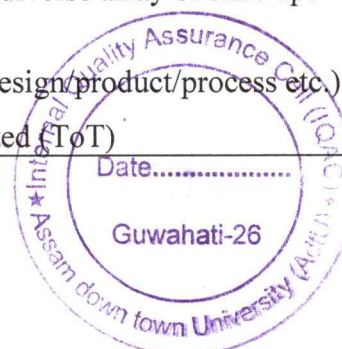




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Resolution of action taken of previous year Academic and Administrative audits (AAA)	<ul style="list-style-type: none"><li>Academic and Administrative Audit for the year 2019-20 is being planned.</li></ul>
Resolution of grievances from previous year ICC, Grievance Redressal, Anti-Ragging etc	<ul style="list-style-type: none"><li>Grievance to be handled as per SOP</li><li>Preventive action such as awareness campaigns on anti-ragging is being planned</li><li>ICC activities are being planned</li></ul>
Placement drive for the upcoming semester	<ul style="list-style-type: none"><li>Placement activities for the upcoming semester is being planned</li></ul>
Application of NIRF	<ul style="list-style-type: none"><li>Submission of NIRF Rankings 2019 is ongoing</li></ul>
Participation in FDP's, conferences, seminars, workshops etc.	<ul style="list-style-type: none"><li>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.</li></ul>
Initiatives in Research	<ul style="list-style-type: none"><li>Members need to proactively invest in efforts to double the funding from various sanctioned projects offered by prominent govt establishments</li><li>Increase the efforts in incubating diverse array of start-ups inside the campus</li><li>Increase the number of patents (design/product/process etc.) granted/awarded or commercialized (TToT)</li></ul>





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Extension & Outreach	<ul style="list-style-type: none"><li>• 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</li></ul>
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