

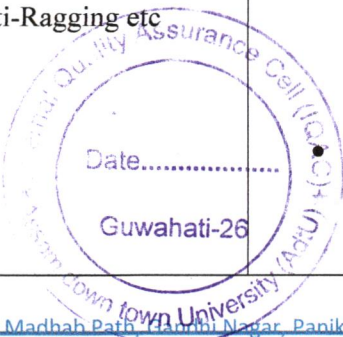


Assam down town University

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Action Taken Report of 7th IQAC meeting dated 2nd September 2020

MINUTES OF IQAC MEETING	
Discussion:	Action Taken
Discussion on challenges and issues faced during online class scheduling	<ul style="list-style-type: none">• Class scheduling to be improved for online sessions if need be
Major Challenges identified	<ul style="list-style-type: none">• Class timings to be scheduled with proper communication channels• Faculty to be trained on using online teaching tools more efficiently.
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 2020-21 is complete.
Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc	<ul style="list-style-type: none">• Grievance issue resolved via circular with memo no. AdtU/R/2020/458A, resolution on MOM dated 16th September 2019• AdtU/R/2020/22A, resolution on MOM dated 24th Jan 2020• Anti Ragging agenda on previous issue, affidavit signed by first year students, implementation of Anti-Ragging guidelines via circular with memo no. AdtU/R/2019/484A, resolution on MOM dated 25/08/2019, awareness campaign conducted as illustrated on circular with memo no. AdtU/R/2020/02A, resolution on MOM dated 12/05/2020, resolution on circular dated 20th August 2020• ICC agenda on orientation of sexual harassment policies and campus safety measures illustrated by circular with memo no. AdtU/R/2019/122A, resolution on MOM dated 12th August 2019

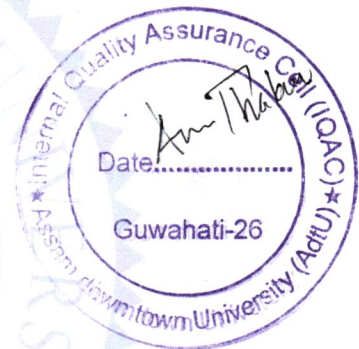
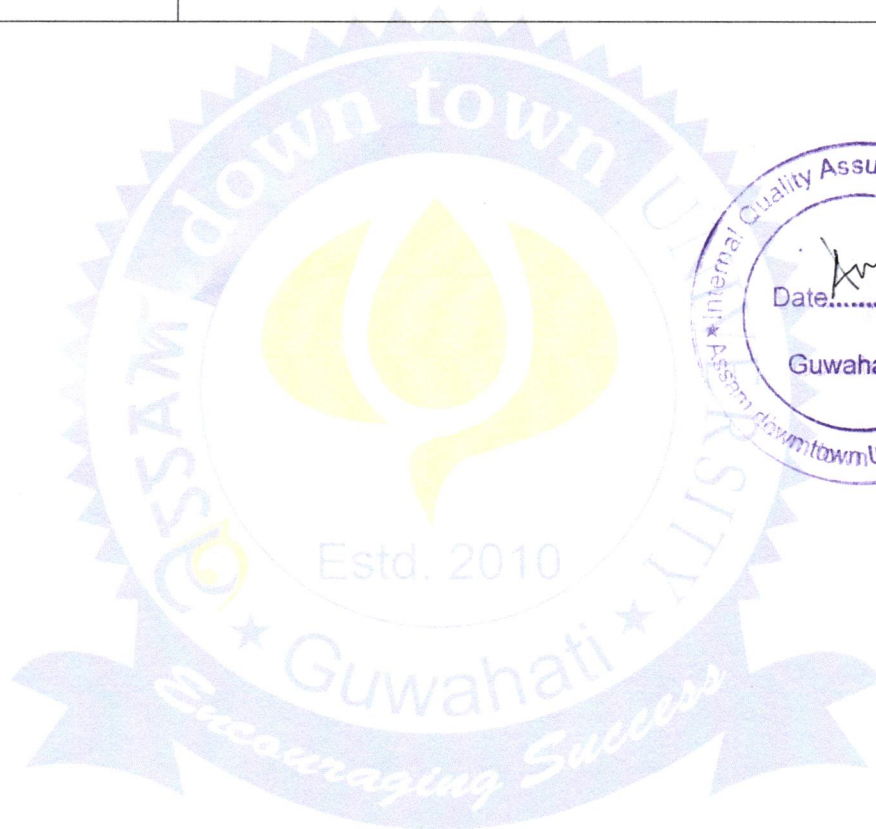




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Application for NIRF	<ul style="list-style-type: none">• Submission of Data for NIRF ranking 2020 is ongoing.
Extension & Outreach	<ul style="list-style-type: none">• University appreciates the relentless efforts of its staff to cater to the needs of the desperate during the pandemic period

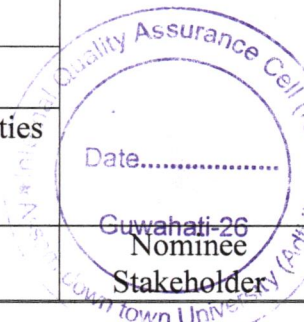




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COMMITTEE NAME	DATE	TIME AND VENUE		
8 th IQAC	01-01-2021	Council Room, AdtU		
MEETING NO.:8				
The following members attended the meeting:				
Sl No	Name of Person	Designation	Position	Signature
1	Prof. (Dr.) Narayan Chandra Talukdar	Vice Chancellor	Chairperson	
3	Prof. Bandana Dutta	Dean of Studies	Member from Management	
2	Mr. Anjan Thakur	Director, IQAC	Coordinator	
4	Ms. Deepali Borthakur	Academic Officer, IQAC	Member	
5	Prof. (Dr.) Deben Chandra Baruah	Advisor, IQAC	Member	
6	Mr. Ashim Barman	Additional Registrar	Administrative Member	
7	Mr. Nitul Jyoti Das	Deputy Registrar Academic		
8	Dr. Someswar Goswami	Controller of Examination		
9	Prof. (Dr.) B. K Dey	Dean, Faculty of Pharmaceutical Science	Senior Faculty Members/ Academic Heads	
10	Prof. Manashi Sengupta	Dean, Faculty of Nursing		
11	Prof. (Dr.) Sunandan Baruah	Dean, Faculty of Engineering		
12	Prof. (Dr.) Seema Sarma	Dean, Faculty of Commerce and Management		
13	Prof. (Dr.) Abhijit Dutta	Dean, Faculty of Paramedical Sciences		
14	Dr. Rajeev Sarma	Dean, Faculty of Science		
15	Prof. (Dr.) Seema Sarma	Dean (i/c), Faculty of Humanities and Social Sciences		
16	Mrs. Manika Bora	Deputy Manager, HR		





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17	Prof. (Dr.) Mohan Chandra Kalita	Founder Head Department of Bioengineering & Technology Gauhati University Institute of Science & Technology (GUIST), Gauhati University	Nominee from Local Society	
18	Dr. Bapi Ray Sarkar	HoD, Department of Pharmaceutical Sciences, University of North Bengal	Nominee from Alumni	
19	Mr. Biprojit Paul	AdtU/2017-21/BParm/049	Nominee from Students	
20	Mr. Nilotpal Borah	Managing Director, Tech Variable	Nominee from Employer	
21	Mr. Dipankar Dutta	Founder, CEC (The Oldest and Largest Educational Establishment in NE India.)	Nominee Industrialist	

MINUTES OF IQAC MEETING

ITEMS:	DISCUSSIONS:
Addressing the new members	<ul style="list-style-type: none">Welcome message to all the new members
Review of previous meeting	<ul style="list-style-type: none">General review of the previous meeting dated 02/09/20 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 even semester	<ul style="list-style-type: none">Academic Calendar for the even 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">Sports and Cultural activity calendar for upcoming academic year is being planned.

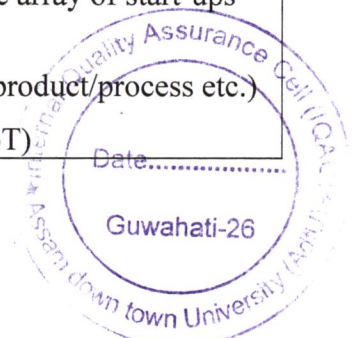




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Action taken of previous year Academic and Administrative audits (AAA)	<ul style="list-style-type: none">Academic and Administrative Audit for the year 2021-22 is being planned
Constitution of Grievance Redressal, Anti-Ragging & Internal Complaints 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 2021
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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