



Assam down town University

Internal Quality Assurance Cell (IQAC)

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted Via the ASSAM ACT. NO. VIII OF 2010, Gazette No. LGL9/2010/11)

Date:29.12.2022

CIRCULAR

This is to inform all concerned that the 12th Internal Quality Assurance Cell (IQAC) Committee Meeting will be held on 02.01.2023 (Monday) at 10:30 am in Council Room, AdtU. The members of IQAC are requested to attend the meeting. The tentative agenda is as follows-

S. N.	Items of Agenda
1.	Welcome address from the Coordinator, IQAC
2.	Addressing the new members, if any
3.	Review of previous meeting
4.	Discussion will be on: <ul style="list-style-type: none">• Implementation of NEP• Approval of Academic Calendar for the academic year 2023-24• Planning of Sports and Cultural activity calendar for the academic year 2023-24• Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc.• Placement Drive for the upcoming semester• Preparation for NIRF 2022-23 submission• Participation in FDP's, conferences, seminars, workshops etc.• Initiatives in Research Work.• Extension & Outreach Activities for the academic year 2023-24.• Preparation for ISO Audit• Preparation for submission of AISHE 2022-23
5.	Quality Initiative by IQAC
6.	Statutory Regulatory Authorities (SRAs)
7.	Strategic Plan for 2023-24
8.	Any other matter with the permission of the Chair

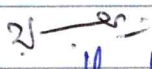





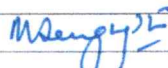
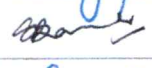




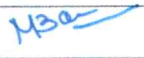


Dy. Director IQAC

MINUTES OF THE 12th IQAC MEETING

Assam down town University

The 12th IQAC meeting for the year 2023-24 was held on 2nd January 2023 under the Chairmanship of Vice-Chancellor of Assam down town University at Council Room, AdtU. The main objective of the meeting was to assess the current quality assurance processes and to discuss strategies for continuous improvement in teaching and learning processes, student performance, and academic resources. The following members were present in the meeting:

MEMBERS PRESENT:

S.N.	Name	Designation	Position	Signature
1.	Prof. (Dr.) Narayan Chandra Talukdar	Vice Chancellor	Chairperson	
2.	Prof. (Dr.) Pranveer Singh	Pro-Vice Chancellor	Co-Chairperson	
3.	Prof. Bandana Dutta	Dean of Studies	Member	
4.	Ms. Deepali Borthakur	Assistant Director, IQAC	Member	
5.	Prof. (Dr.) Deben Chandra Baruah	Advisor, IQAC	Member	
6.	Mr. Ashim Barman	Additional Registrar, Admin	Member	
7.	Mr. Nitul Jyoti Das	Deputy Registrar Academic	Member	
8.	Dr. Joydeep Goswami	Controller of Examination	Member	
9.	Prof. (Dr.) B. K Dey	Dean, Faculty of Pharmaceutical Science	Member	
10.	Prof. Manashi Sengupta	Dean, Faculty of Nursing	Member	
11.	Prof. (Dr.) Sunandan Baruah	Dean, Faculty of Engineering	Member	
12.	Prof. (Dr.) Seema Sharma	Dean, Faculty of Commerce and Management	Member	
13.	Prof. (Dr.) Abhijit Dutta	Dean, Faculty of Paramedical Sciences	Member	
14.	Dr. L. N. Kakati	Dean, Faculty of Science	Member	
15.	Dr. Prateeti Barman	Dean (i/c), Faculty of Humanities and Social Sciences	Member	
16.	Mrs. Manika Bora	Manager, HR	Member	
17.	Prof. (Dr.) Mohan Chandra Kalita	Founder Head Department of Bioengineering & Technology Gauhati University Institute of Science & Technology (GUIST), Gauhati University	Member	
18.	Dr. Bapi Ray Sarkar	HoD, Department of Pharmaceutical Sciences, University of North Bengal	Member	Attended Online
19.	Mr. Gaurav Krishna Roy	B.Pharm 3rd semester	Member	
20.	Mr. Nilotpal Borah,	Managing Director, Tech Variable	Member	
21.	Mr. Dipankar Dutta	Founder, CEC (The Oldest and Largest Educational Establishment in NE India.)	Member	
22.	Dr Ananta Choudhury	Deputy Director, IQAC	Coordinator	

A. WELCOME AND OPENING REMARKS

The meeting was called to order at 10:30 am. The Vice Chancellor, welcomed the members and acknowledged their presence. Dr. Ananta Choudhury, Deputy Director, IQAC, briefed the minutes of the previous meeting.

B. REVIEW OF ACTION POINTS OF LAST IQAC MEETING

Sl	Lats Meeting Action Points	Action Initiated	Status
1.	Approval of Academic Calendar for 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 1.	Completed
2.	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 2.	Completed
3.	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 2022-23 is complete. Refer Annexure: 3.	Completed
4.	Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc.	<ul style="list-style-type: none">Grievance redressal committee agenda illustrated in Meeting dtd.15/06/2022 have been resolved as per SOP. Refer Annexure: 4.Anti-Ragging Committee is reconstituted. A meeting held on 17/08/2022 vide Memo No: AdtU/R/2022/406A dtd.10/08/2022. Refer Annexure: 5.ICC agenda as illustrated in circular bearing memo no AdtU/R/2022/391A, resolution on MOM dated 05/08/2022. Refer Annexure: 6.	Completed
5.	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.	Completed
6.	Application for NIRF	<ul style="list-style-type: none">Submission of data for the NIRF ranking 2022 completed.	Completed
7.	Participation in FDP's, conferences, seminars, workshops etc. 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	<ul style="list-style-type: none">Increase in participation of FDP's, conferences, workshops etc. compared to previous academic year. Refer Annexure: 7.	Completed

8.	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. Refer Annexure: 8. • Diverse array of startups has been incubated and is steadily increasing. Refer Annexure: 9. • Increased patent awarded/granted compared to previous year. Refer Annexure: 10. 	Completed
9.	Extension & Outreach	<ul style="list-style-type: none"> • Increase participation and number of extension activities conducted compared to previous year. Refer Annexure: 11. 	Completed

C. VARIOUS DISCUSSION POINTS

Implementation of NEP	<ul style="list-style-type: none"> • Considering the NEP 2020, course structure of all the offered programmes of AdtU will be reformed. Deans, of all the Faculty of Studies, are requested to prepare a draft syllabus and present in front of Competent Authority.
Approval of Academic Calendar for the academic year 2023-24	<ul style="list-style-type: none"> • Academic calendar for the Academic Year 2023-24 has been approved by the Academic Council and received by IQAC.
Planning of Sports and Cultural activity calendar for the academic year	<ul style="list-style-type: none"> • Sports and Cultural activity calendar for the upcoming academic year is being planned.
Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc	<ul style="list-style-type: none"> • Grievance to be handled as per SOP. • Preventive action on Anti-Ragging such as awareness campaigns is being planned. • ICC activities are being planned.
Placement drive for the upcoming semester	<ul style="list-style-type: none"> • Placement activities for the upcoming semester is being planned.
Preparation for NIRF 2022-23 submission	<ul style="list-style-type: none"> • Preparing for the submission of NIRF 2022-23.
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 Work	<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. establishments. • Increase the efforts in incubating diverse array of start-ups inside the campus. • Increase the number of patents (design/product/process etc.) granted/awarded or commercialized (ToT).
Extension & Outreach Activities	<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.
Preparation for ISO Audit	<ul style="list-style-type: none"> • Working on the requirement for ISO Audit.
Preparation for submission of AISHE 2022-23	<ul style="list-style-type: none"> • Working on the requirement of AISHE data submission for the year 2022-23.

D. QUALITY INITIATIVES:

The following workshops/seminar & FDP has been conducted by IQAC in the year 2022-23 in co-ordination with the concerned department:

S. N.	Date	Name of quality initiative by IQAC	Number of participants
1.	11/8/2022 to 12 /8/2022	2 days Faculty Training Program by HR in collaboration with IQAC	129
2.	20/8/2022	7th Management Review Meeting on Implementation of ISO 9001:2015 QMS	12
3.	20/9/2022	8th Management Review Meeting on Implementation of ISO 9001:2015 QMS	12
4.	26/10/2022 to 31/10/2022	One week FDP Curriculum Development and Mapping	34
5.	29/10/2022	FDP on Designing of OBE Based CO, PO, PEO & PSO	52
6.	3/11/2022	FDP on Curriculum and Registration Process	71
7.	10/11/2022 to 12/11/2022	Three Days Student Development Program on Arduino Based Prototyping	60
8.	10/12/2022	Workshop on Intellectual Property Rights for Students	48
9.	24/12/2022	Quality Management System Surveillance Audit	290

Dy. Directorate, IQAC elaborate the various Quality Initiative Planned for the year 2023-24 and placed for the committee approval:

S.N.	Name of activity	IQAC Committee Approval
1.	Mastering The Art of Public Speaking	Approved
2.	Invited Lecture on Importance and Activity of National Service Scheme.	Approved
3.	ERP Training Programme for Faculty Members	Approved
4.	Faculty Development Program on CO-PO Mapping and Attainment Calculations Based on CO-PO Mapping	Approved
5.	Training Program on "Innovation in Teaching Pedagogy"	Approved
6.	Two Days Training Program on Pharma Entrepreneurship	Approved
7.	Webinar on 'Intellectual Property Rights Fundamentals' Expert Talk-1, under Intellectual Lecture Series on "Fostering the Young Minds: Innovation, IPR and Start-up.	Approved
8.	One Day Development Personality Program on "The Art of Concentration in the Age of Distraction"	Approved

E. STATUS OF STATUTORY REGULATORY AUTHORITIES (SRAs)

Sl	Name of SRA	Status
1.	UGC	Valid
2.	AICTE	Valid
3.	INC	Valid
4.	PCI	Valid
5.	ISO	Valid

F. Strategic Plan for 2023-24

Dy. Director, IQAC shared the various strategic plan which are scheduled for the year 2023:

Enhancing Online Learning Platforms & Resources	
1.	Full fledged presence of Institutional LMS
2.	Coursera – For Specific Programmes (Humanities/Management)
3.	Other platforms like-Zoom, Cisco Webex, AWS Educate, Yandex, YouTube etc. to follow the seamless integration with URKUND for academic integrity
4.	Upgradation of LMS and enhancing its user-friendliness
5.	Incorporation of New LMS D2L- (Desire2Learn)
6.	Coursera for all programmes
7.	Upgradation of Yandex to G-Suite for efficient online learning
8.	Assam down town University's will own video streaming platform- Vimeo
9.	Upgradation of URKUND to DrillBit
10.	IBM Cognos Analytics on Cloud
11.	SAP learning Hub
12.	Smooth hosting and streaming of video content- Stream yard
Enhanced Academic Pursuits	
1.	Course Outcome (CO)/Program outcome (PO)/Program Specific Outcome (PSO) for all programs need to be finalized
2.	CO:PO mapping and attainment (Direct Measurement) to be achieved
3.	NEP 2020 to be implemented gradually
4.	Mid-term intervention based on attainment results to be planned
5.	Short term courses to be provided to increase value to student learning
Student Support Services	
1.	Grant to underprivileged students for academic and non-academic purpose
2.	Grant to students at zero interest and easy repayable instalments for participation in various academic, sports, art, cultural etc. activities and events organized nationally & internationally
Excellence in Alumni Engagement	
1.	Increasing the alumni meet from 4 in 2022-23 to 8 in 23-24
2.	Increasing the alumni webinar/alumni interaction from 6 in 22-23 to 10 in 23-24
3.	Initiating the process of preparation of documents and application for registration of Alumni Association under Societies Act
4.	Fundraising campaigns to be intensified wherein alumni will be appealed to donate for the alumni association particularly in alumni meets and other occasions of contact.
Green Campus Initiatives	
5.	Conduction of Awareness program among the students about the importance of biodiversity
6.	Scientific talk to promote biodiversity conservation and Science promotion
Research & Development	
1.	Increasing the seed money grant from 110 lakh in 22-23 to 120 lakh in 23-24
2.	Increasing the sanctioned non-govt project from 100 in 22-23 to 110 in 23-24
3.	Maintaining the number of sanctioned govt. projects of 5 in 22-23
4.	Increasing the number of patents from 40 in 22-23 to 60 in 23-24
5.	Increasing the number of journal publications from 150 in 22-23 to 200 in 23-24
6.	Increasing the number of books and chapters from 80 in 22-23 to 160 in 23-24
7.	Increasing the funds from consultancy from 100 lakhs in 22-23 to 150 in 23-24

Entrepreneurship & Incubation Ideas

1.	Increased funding for unique entrepreneurial ideas from- Self-funding: from 1(one for internal and external startups) to 3(one for internal and external startups, two schemes for students) Govt Funding: from 1(MeitY TIDE 2.0) to 3(MeitY TIDE 2.0, DSTiTBI, STI based entrepreneurship Training Program under DST)
2.	Increasing the number of incubation cells from the current number of 1 (down town Venture Labs (dtVL)).
3.	Increased TED talks by entrepreneurs from the current number of 7 in 22-23 to 8 in 23-24

The 12th IQAC Committee meeting was concluded successfully with a vote of thanks by the Chairman with a commitment by all the members to make the Quality Process effective to achieve more results and 100% satisfaction by all the stakeholders (internal/external) in coming days.



Coordinator



Chairperson