



# 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:29.05.2023

#### CIRCULAR

This is to inform all concerned that the 13<sup>th</sup> **Internal Quality Assurance Cell (IQAC) Committee Meeting** will be held on 01.06.2023 (Thursday) 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 Chairman, IQAC
2.	Addressing the new members, if any
3.	Review of previous meeting
4.	Review on the submission of AQAR for 2021-22
5.	Discussion will be on:
	<ul style="list-style-type: none"><li>• Review on implementation of NEP</li><li>• Approval of Sports and Cultural activity calendar for the academic year 2023-24</li><li>• Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc.</li><li>• Placement Drive for the upcoming semester</li><li>• Participation in FDP's, conferences, seminars, workshops etc.</li><li>• Initiatives in Research Work</li><li>• Extension &amp; Outreach Activities</li><li>• Preparation for ISO Audit</li><li>• Preparation for submission of QS-IGauge</li></ul>
6.	Quality Initiative by IQAC
7.	Statutory Regulatory Authorities (SRAs)
8.	Any other matter with the permission of the Chair

  
Dy. Director IQAC

## MINUTES OF THE 13<sup>th</sup> IQAC MEETING

### Assam down town University

The 13<sup>th</sup> IQAC meeting for the year 2023-24 was held on 1<sup>st</sup> June 2023 under the Chairmanship of Vice-Chancellor of Assam down town University at Council Room, AdtU. The meeting's primary objective was to conduct a thorough assessment of current quality assurance processes, with a focus on identifying opportunities for enhancement in the teaching and learning methodologies, student achievement and outcomes, academic resource allocation and utilization. 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.	Prof. (Dr.) Ananta Choudhury	Deputy Director, IQAC	Coordinator	
5.	Ms. Deepali Borthakur	Assistant Director, IQAC	Member	
6.	Prof. (Dr.) D. K. Ramakrishna	Advisor, IQAC	Member	
5.	Prof. (Dr.) Deben Chandra Baruah	Advisor, IQAC	Member	
7.	Mr. Ashim Barman	Additional Registrar, Admin	Member	
8.	Mr. Nitul Jyoti Das	Deputy Registrar Academic	Member	
9.	Dr. Joydeep Goswami	Controller of Examination	Member	
10.	Prof. (Dr.) Saikat Sen	Dean, Faculty of Pharmaceutical Science	Member	
11.	Prof. Manashi Sengupta	Dean, Faculty of Nursing	Member	
12.	Prof. (Dr.) T V V L N Rao	Dean, Faculty of Engineering	Member	
13.	Dr. Utpal Barman	Dean, Faculty of Computer Technology	Member	
14.	Prof. (Dr.) Seema Sharma	Dean, Faculty of Commerce and Management	Member	
15.	Prof. (Dr.) Abhijit Dutta	Dean, Faculty of Paramedical Sciences	Member	
16.	Dr. Abhijit Kalita (PT)	Associate Dean (i/c), Faculty of Physiotherapy & Rehabilitation	Member	
17.	Dr. Manash Pratim Sarma	Dean (i/c), Faculty of Science	Member	

18.	Dr. Prateeti Barman	Dean (i/c), Faculty of Humanities and Social Sciences	Member	<i>Prateeti B.</i>
19.	Mrs. Manika Bora	Deputy Director, HR & Admin	Member	<i>M300</i>
20.	Prof. (Dr.) Mohan Chandra Kalita	Founder Head Department of Bioengineering & Technology Gauhati University Institute of Science & Technology (GUIST), Gauhati University	Member	
21.	Dr. Bapi Ray Sarkar	HoD, Department of Pharmaceutical Sciences, University of North Bengal	Member	<i>Attended Online</i>
22.	Mr. Gaurav Krishna Roy	B.Pharm 3rd semester	Member	<i>Gourav Krishna Roy</i>
23.	Mr. Nilotpal Borah,	Managing Director, Tech Variable	Member	
24.	Mr. Dipankar Dutta	Founder, CEC (The Oldest and Largest Educational Establishment in NE India.)	Member	

#### 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

S.N.	Lats Meeting Action Points	Action Initiated	Status
1.	Implementation of NEP	<ul style="list-style-type: none"> <li>On consideration of NEP 2020, draft syllabus have been prepared and submitted in front of Competent Authority for further approval. <b>Annexure: 1.</b></li> </ul>	Completed
2.	Approval of Academic Calendar for the academic year 2023-24	<ul style="list-style-type: none"> <li>Academic calendar for the Academic Year 2023-24 has been approved by the Academic Council and received by IQAC. Refer to <b>Annexure 2.</b></li> </ul>	Completed
3.	Planning of Sports and Cultural activity calendar for the academic year	<ul style="list-style-type: none"> <li>Sports and Cultural activity calendar for the upcoming academic year is being prepared and presented for approval. Refer to <b>Annexure 3.</b></li> </ul>	Completed
5.	Resolution of grievances from previous semester ICC, Grievance, Anti-Ragging etc.	<ul style="list-style-type: none"> <li>Grievance have been handled as per SOP.</li> <li>Anti-Ragging Committee meeting held on 26/05/2023 vide Memo No: AdtU/R/2023/89A dtd.19/05/2023. Refer <b>Annexure: 5.</b></li> <li>ICC agenda as illustrated in circular bearing memo no AdtU/R/2023/187/001 resolution on MOM dated 19/05/2023. Refer <b>Annexure: 6.</b></li> </ul>	Completed

6.	Placement drive for the upcoming semester	<ul style="list-style-type: none"> <li>Placement drive and campaign have been successfully executed, with significant number of reputed companies.</li> </ul>	Completed
7.	Preparation for NIRF 2022-23 submission	<ul style="list-style-type: none"> <li>Submission of data for the NIRF ranking 2022-23 completed.</li> </ul>	Completed
8.	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. The list of FDP's, conferences, workshops etc. Participants is attached as <b>Annexure: 7</b>.</li> </ul>	Completed
9.	Initiatives in Research Work	<ul style="list-style-type: none"> <li>Consistent efforts helped more than double the funding from sanctioned projects through govt. bodies.</li> <li>Diverse array of startups has been incubated and is steadily increasing.</li> <li>Increased patent awarded/granted.</li> </ul>	Completed
10.	Extension & Outreach Activities	<ul style="list-style-type: none"> <li>Participation and number of extension activities have increased.</li> </ul>	Completed
11.	Preparation for ISO Audit	<ul style="list-style-type: none"> <li>Re-Certification of ISO is completed. Refer <b>Annexure: 8</b>.</li> </ul>	Completed
12.	Preparation for submission of AISHE 2022-23	<ul style="list-style-type: none"> <li>Submission of AISHE 2022-23 is completed. Refer <b>Annexure: 9</b>.</li> </ul>	Completed

### C. VARIOUS DISCUSSION POINTS

Review on implementation of NEP	<ul style="list-style-type: none"> <li>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.</li> </ul>
Approval of Sports and Cultural activity calendar for the academic year 2023-24	<ul style="list-style-type: none"> <li>Sports and Cultural activity calendar for the academic year 2023-24 has been approved by the Academic Council and received by IQAC.</li> </ul>
Resolution of grievances, ICC, Grievance, Anti-Ragging etc.	<ul style="list-style-type: none"> <li>Grievance is handled as per SOP.</li> <li>Preventive action on Anti-Ragging such as awareness campaigns is being planned.</li> <li>Awareness programme organised on roles and responsibilities of ICC.</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>
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 Work	<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> </ul>

Extension & Outreach Activities	<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> </ul>
Preparation for ISO Audit	<ul style="list-style-type: none"> <li>MRM meeting organised for ISO Audit.</li> </ul>
Preparation for submission of QS-IGauge	<ul style="list-style-type: none"> <li>Preparing for the submission of QS-IGauge.</li> </ul>

#### 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.	28/01/2023	One Day Symposium on IPR Awareness	103
2.	14/3/2023 to 17/3/2023	Training Program on "Innovation in Teaching Pedagogy"	60
3.	24/03/2023	Cyber Security Awareness Workshop	149
4.	31/03/2023 to 4/04/2023	Capacity Building of Teachers	37
5.	5/04/2023 to 9/04/2023	Effective Teacher Professional Development	60
6.	12/5/2023 to 13/5/2023	Darpan Training Programme	72

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.	Popular talk on "Latest advancements and emerging frontiers of Biological Research".	Approved
2.	Training on New Binary System of NAAC Accreditation.	Approved
3.	PDP on Diversity and Inclusion in Education and Research	Approved
4.	PDP on Leadership and Ethics in Technological Advancements	Approved
5.	PDP on AI in Education: Transforming Pedagogical Practices for effective teaching	Approved
6.	PDP on Enhancing Quality Assurance in Higher Education	Approved
7.	PDP on Smart Campus Strategies: Advanced Maintenance for IoT and ICT Systems	Approved
8.	Online PDP on Innovative Tools and Techniques for Academic and Administrative Audits	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

The 13<sup>th</sup> 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