Date:28.12.2023

CIRCULAR

This is to inform all concerned that the **14th Internal Quality Assurance Cell (IQAC) Committee Meeting** will be held on 03.01.2024 (Wednesday) at 11:00 am in Council Room, AdtU. The members of IQAC are requested to attend the meeting. The tentative agenda is as follows-

Sl.	Items of Agenda
1	Welcome address from the Chairman, IQAC
2	Addressing the new members, if any
3	Review of previous meeting minutes
4	Discussion will be on:
	• Approval of Academic Calendar for even semester
	• Resolution of action taken of previous year Academic and Administrative audits (AAA)
	• Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc
	• Placement Drive for the upcoming semester
	• Application for NIRF 2023-24
	• Participation in FDP's, Conferences, Seminars, Workshops etc.
	• Initiatives in Research
	• Extension & Outreach
5	Quality Initiative by IQAC
6	Drafting/updating of New SOP/Policy
7	Statutory Regulatory Authorities (SRAs)
8	Implementation Status of Strategic Plan for 2023-24
9	Preparation for NAAC Assessment Process
10	Open discussion with the permission of the Chair

Dy. Director IQAC

MINUTES OF THE 14th IQAC MEETING

Assam down town University

The 14th IQAC meeting for the year 2024-25 was held on 3rd January 2024 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.	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.	Dr. Ashim Barman	Additional Registrar, Admin	Member	
8.	Dr. 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	
19.	Mrs. Manika Bora	Dy. Director, HR & Admin	Member	

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	*Attended Online*
22.	Mr. Gaurav Krishna Roy	B.Pharm 3rd semester	Member	*Gourav Krishna Roy*
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 11:00 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. ADDRESSING THE NEW MEMBERS

No new members added to the IQAC Committee

C. REVIEW OF ACTION POINTS OF LAST IQAC MEETING

SI	Lats Meeting Action Points	Action Initiated	Status
1	Review on implementation of NEP	• Considering the NEP 2020, reforming process for course structure of all the offered programmes of AdtU is in process. Deans, of all the Faculty of Studies, have prepared a draft syllabus.	Completed
2	Approval of Sports and Cultural activity calendar for the academic year 2023-24.	• Sports and Cultural activity calendar for the academic year 2023-24 has been approved by the Academic Council and received by IQAC. Refer **Annexure: 1.**	Completed
3	Resolution of grievances, ICC, Grievance, Anti-Ragging etc.	• Grievance is handled as per SOP. • Anti-Ragging squad formed & Agenda on awareness program illustrated vide circular with Memo No: AdtU/R/2023/189A, resolution on MOM dated 26th May 2023. Refer **Annexure: 2.** • ICC agenda as illustrated in circular bearing memo no AdtU/R/2023/187/001 dtd.17/05/2023, resolution on MOM dated 19th May 2023. Refer **Annexure: 3.**	Completed
4	Placement Drive for the upcoming semester	• Placement drives and campaigns have been successful and increasing number of companies have participated compared to the previous year.	Completed
5	Participation in FDP's, conferences, seminars, workshops etc. Members of	• Increase in participation of FDP's, conferences, workshops etc. compared to	Completed

	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	previous academic year. Refer **Annexure: 4**.	
6	Initiatives in Research	• Consistent efforts helped more than double the funding from sanctioned projects through govt bodies compared to previous year. Refer **Annexure: 5.** • Diverse array of startups has been incubated and is steadily increasing. Refer **Annexure: 6.** • Increased patent awarded/granted compared to previous year. Refer **Annexure: 7.**	Completed
7	Extension & Outreach	• Increase participation and number of extension activities conducted compared to previous year. Refer **Annexure: 8.**	Completed
8	Preparation for ISO Audit	• MRM meeting organised for ISO Audit. Refr **Annexure: 9.**	Completed
9	Preparation for submission of QS-IGauge	• Submission of QS-IGauge.	Completed

D. VARIOUS DISCUSSION POINTS

Approval of Academic Calendar for even semester	• Academic calendar for the even semester has been approved by the Academic Council and received by IQAC.
Resolution of action taken of previous year Academic and Administrative audits (AAA)	• Implementation of resolution on observations of Academic & Administrative Audit 2023-24 is being monitored. Faculty of Studies, Examination, Administration, Infrastructure, Security.
Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc.	• 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.	• Placement activities for the upcoming semester is being planned.
Application for NIRF 2024-25	• Planning and strategizing to apply for NIRF 2024 has been finalized & process of submitting of data started.
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.
Initiatives in Research	• 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	• 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.

E. QUALITY INITIATIVES:

The following workshops/seminar & FDP has been conducted by IQAC in the year 2023-24 in co-ordination with the concerned Faculty of Studies/Cell:

Sl	Month & Year	Name of quality initiative by IQAC
1	July, 2023	Faculty Development Program on CO-PO Mapping and Attainment Calculations Based on CO-PO Mapping
2	Sept., 2023	Webinar on 'Intellectual Property Rights Fundamentals' Expert Talk-1, under Intellectual Lecture Series on "Fostering the Young Minds: Innovation, IPR and Start-up"
3	Nov.,2023	Invited Lecture on Importance and Activity of National Service Scheme.
4	Feb., 2024	PDP on Leadership and Ethics in Technological Advancements
5	April, 2024	Training on New Binary System of NAAC Accreditation

Dy Director-IQAC elaborate the various Quality Initiative Planned for the year 2024 and placed for the committee approval:

Sl	Name of activity	IQAC Committee Approval
1	A session on the importance and methodology of conducting internal audits.	Approved
2	A seminar on improving teaching and learning practices.	Approved
3	One-Day Workshop on "Scientific Research and Communication: Integration of Ethics"	Approved
4	An interactive workshop aimed at fostering innovative problem-solving skills among faculty members.	Approved

F. New SOP/Policy :

Dy. Director-IQAC informed the members that the following policies has been approved by IQAC after the last IQAC meeting:

- Students Promotion Policy
- Credit Transfer Policy
- Centralized Conduct of In-Semester Examination Policy
- Students' Branch Change Policy

He also requested the concerned Dean/respective cells to strictly follow these approved policies.

G. Statutory Regulatory Authorities (SRAs)

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

H. Implementation Status of Strategic Plan 2023-24

Dy Director-IQAC share the implementation status of Strategic Plan:

	Strategies	Status	Evidence	Implemented/ On Process/Not-Implemented
	Enhancing Online Learning Platforms & Resources			
1	Full-fledged presence of Institutional LMS	The University's robust LMS hosts session-wise teaching plans, ensuring structured learning. Regular faculty-student engagement is observed, and continuous updates are made to enhance its features and functionality.	https://drive.google.com/drive/folders/1a1UyDO6AJy-cJEy-evfCONu76w8G0NGX?usp=sharing	Implemented
2	Coursera – For Specific Programmes (Humanities/Management)	Coursera courses have been successfully implemented across all programs (Humanities/Management), offering students access to a wide range of globally recognized certifications and learning opportunities. High enrollment and active participation among students have been observed, reflecting their enthusiasm and engagement with the platform. The university ensures regular tracking of course completion and learning outcomes, enabling effective monitoring of progress and maximizing the benefits of this initiative.	https://drive.google.com/drive/folders/1a1UyDO6AJy-cJEy-evfCONu76w8G0NGX?usp=sharing	Implemented
3	Other platforms like-Zoom, Cisco Webex, AWS Educate, Yandex, YouTube etc. to follow the seamless integration with URKUND for academic integrity	The University maintains a full subscription to the Zoom platform, ensuring seamless access to its advanced features and capabilities. This empowers virtual learning, fosters effective collaboration, and enhances communication across academic and professional engagements.	https://drive.google.com/drive/folders/1UZMhtyMFmsGurGvZ8_encg1aY2KhFF-o?usp=sharing	Implemented
4	Upgradation of LMS and enhancing its user-friendliness	New features are added to the system on a regular basis to enhance functionality and user experience. Regular feedback is collected from users to identify areas for improvement and guide further enhancements. Additionally, training sessions are conducted to ensure that users are well-acquainted	https://drive.google.com/drive/folders/1a1UyDO6AJy-cJEy-evfCONu76w8G0NGX?usp=sharing	Implemented

Strategies		Status	Evidence	Implemented/ On Process/Not-Implemented
		with the updates, enabling them to utilize the system effectively and efficiently.		
5	Incorporation of New LMS D2L-(Desire2Learn)	The university has successfully implemented a new Learning Management System (LMS), D2L (Desire2Learn), to further enhance the teaching and learning experience. This advanced platform provides a user-friendly interface, robust analytics, personalized learning paths, and innovative tools for content delivery and collaboration. By incorporating D2L, the university aims to create a more engaging, efficient, and interactive environment that aligns with global education standards and meets the evolving needs of students and faculty.	https://drive.google.com/file/d/1dbrwnb_hVQA5nckUiCVO7cp65NGUzJXh/view?usp=sharing	Implemented
6	Coursera for all program	Coursera courses have been integrated into all programs, providing students with access to a diverse range of globally recognized certifications and learning resources. The initiative has witnessed high student enrollment and active participation, reflecting its success and popularity. To ensure optimal outcomes, the university conducts regular tracking of course completion and performance, ensuring students benefit fully from the opportunities provided.	https://drive.google.com/drive/folders/1a1UyDO6AJy-cJEy-evfCONu76w8G0NGX?usp=sharing	Implemented
7	Upgradation of Yandex to G-Suite for efficient online learning	G-Suite has been successfully implemented to enhance the efficiency and effectiveness of online learning, providing a seamless and collaborative digital education experience.	https://drive.google.com/file/d/1-nESnksoS7krbKF0JCOZWj5YHZJzay9V/view?usp=sharing	Implemented
8	Assam down town University's will own video streaming platform-Vimeo	Assam down town University is set to establish its own video streaming platform through Vimeo, enhancing digital learning and content accessibility.	https://drive.google.com/file/d/1SKpRAntNx2UNeR_bhwnptUzg5elo1dvM/view?usp=sharing	On process
9	Upgradation of URKUND to DrillBit	The university has upgraded its plagiarism detection system DrillBit to enhance the accuracy and efficiency of academic integrity checks. This upgrade ensures a more robust and reliable system for maintaining academic standards and promoting	https://drive.google.com/file/d/11DAozsmLgkGasEPb9vbdsJZq6rg1WcDU/view?usp=sharing	Implemented

	Strategies	Status	Evidence	Implemented/ On Process/Not-Implemented
		original work among students and faculty.		
10	IBM Cognos Analytics on Cloud	IBM Cognos Analytics on Cloud has been successfully implemented to strengthen data-driven decision-making and institutional analytics. To enhance expertise in this advanced platform, the faculty has undergone a Faculty Development Program (FDP) conducted by IBM. Following this, the university has signed an MoU with IBM, further reinforcing its commitment to leveraging cutting-edge analytics for strategic planning and academic excellence.	https://drive.google.com/drive/folders/1XAnQ7uP3bZjVNcDjF1DlgSHx4LpSDBBm?usp=sharing	Implemented
11	SAP learning Hub	SAP Learning Hub has been integrated to provide students and faculty with access to comprehensive SAP training resources.	https://drive.google.com/file/d/1aqLWrWLcK3qus2ZVqd5fswpxauaRGNqp/view?usp=sharing	Implemented
12	Smooth hosting and streaming of video content- Stream yard	StreamYard has been implemented for smooth hosting and seamless streaming of video content, enabling high-quality live broadcasts, webinars, and virtual events. This platform enhances interactive engagement and ensures a professional streaming experience for academic and institutional activities.	https://drive.google.com/file/d/1zowQK55F9p5flghkEQJteEFqVqh8mZ-0/view?usp=sharing	Implemented
Enhanced Academic Pursuits				
13	Course Outcome (CO)/Program outcome (PO)/Program Specific Outcome (PSO) for all programs need to be finalized	Course Outcome (CO)/Program outcome (PO)/Program Specific Outcome (PSO) have been finalized and documented, with regular assessments scheduled to ensure continuous improvement and alignment with academic and industry standards.	Course Outcome (CO)/Program outcome (PO)/Program Specific Outcome (PSO) all the faculty documents.	Implemented
14	CO:PO mapping and attainment (Direct Measurement) to be achieved	The CO-PO mapping framework has been developed and is currently under review. Direct measurement tools are being implemented, and an initial attainment analysis is underway to evaluate alignment and effectiveness.		Under review
15	NEP 2020 to be implemented gradually	The university is gradually adopting NEP 2020 across departments, emphasizing a multidisciplinary approach and the introduction of skill-based courses to enhance holistic and practical learning.		On Process
16	Mid-term intervention based on attainment results to be planned	Mid-term interventions will be planned based on attainment results to address gaps, enhance learning		Not Implemented

Strategies		Status	Evidence	Implemented/ On Process/Not-Implemented
		outcomes, and ensure continuous improvement in student performance.		
17	Short term courses to be provided to increase value to student learning	Short-term courses will be offered in the form of value-added courses, MOOCS, Swayam, NPTEL and Coursera to enhance student learning by providing specialized skills, industry-relevant knowledge, and certifications that add value to their academic experience and career prospects.	VAC Link MOOKS course link Coursera Link NPTEL Link	On process
Student Support Services				
18	Grant to underprivileged students for academic and non-academic purpose	The university offers grants and scholarships to underprivileged students, supporting both academic and non-academic needs. Continuous analysis is conducted to identify student requirements and provide them with special benefits to ensure their academic success and overall development.		Implemented
19	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	The university offers zero-interest grants to students for participation in various academic, sports, arts, and cultural activities, both nationally and internationally. These grants are provided with easy, repayable installment plans to encourage student involvement in diverse events and opportunities for personal and academic growth.		Implemented
Excellence in Alumni Engagement				
20	Increasing the alumni meet from 4 in 2022-23 to 8 in 23-24	In 23-24, total 13 no of Alumni meet has been conducted.	Booklet_ Alumni	Implemented
21	Increasing the alumni webinar/alumni interaction from 6 in 22-23 to 10 in 23-24	In 23-24, total 13 no of Alumni webinar/interaction has been conducted.	Booklet_ Alumni	Implemented
22	Initiating the process of preparation of documents and application for registration of Alumni Association under Societies Act	Registration of Alumni Association under Societies Act is completed.	Booklet_ Alumni	Implemented
23	Fundraising campaigns to be intensified wherein alumni will be appealed to donate for the alumni	Fundraising campaigning started. Rs. 19,00,000/- donated by alumni in 2023-24.	Contribution list	Implemented

	Strategies	Status	Evidence	Implemented/ On Process/Not-Implemented
	association particularly in alumni meets and other occasions of contact.			
Green Campus Initiatives				
24	Conduction of Awareness program among the students about the importance of biodiversity	The newly inducted students were sensitized in biodiversity aspects through promotional talks and campus visits with special emphasis on Miyawaki forests, Apiary sites, Emu rearing center, Mushroom cultivation area, Rose Garden, Medicinal and Aromatic plant garden, Plantation areas of economically important plants (Rubber, Chandan, Agar, Rudrakshs etc), Fishery etc.		Implemented
25	Scientific talk to promote biodiversity conservation and Science promotion	Two Scientific talks has been conducted by i. Dr. Krishna Chowlu, Scientist- D, Botanical Survey of India, Arunachal Pradesh on orchids and its conservation strategies. ii. Dr. Bibhab Kumar Talukdar, Secretary General & CEO, Aaranyak, Senior Advisor- International Rhino Foundation on Wildlife conservation in Global and local perspectives with special emphasis on Rhinos		Implemented
Research & Development				
26	Increasing the seed money grant from 110 lakh in 22-23 to 120 lakh in 23-24	In AY 23-24, seed money grant of Rs.87.49 L has been given.		Implemented
27	Increasing the sanctioned non-govt project from 100 in 22-23 to 110 in 23-24	In AY 23-24, number of non-govt project was 180		Implemented
28	Maintaining the number of sanctioned govt. projects of 5 in 22-23	In AY 23-24, number of sanctioned projects was 3		Implemented
29	Increasing the number of patents from 40 in 22-23 to 60 in 23-24	In AY 23-24, number of patents was 37		Implemented
30	Increasing the number of journal publications from 150 in 22-23 to 200 in 23-24	In AY 22-23, no of journal publication is147 In AY 23-24, the number was increased up-to 373		Implemented
31	Increasing the number of books and	In AY 22-23, the no. of books/chapter was 57		

	Strategies	Status	Evidence	Implemented/ On Process/Not-Implemented
	chapters from 80 in 22-23 to 160 in 23-24	In AY 23-24, the number was increased up-to 145		Implemented
32	Increasing the funds from consultancy from 100 lakhs in 22-23 to 150 in 23-24	In AY 23-24, the consultancy fund was Rs 99.75L		Implemented
Entrepreneurship & Incubation Ideas				
33	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)			
34	Increasing the number of incubation cells from the current number of 1 (down town Venture Labs (dtVL).			
35	Increased TED talks by entrepreneurs from the current number of 7 in 22-23 to 8 in 23-24			

I. Preparation for NAAC Assessment Process

Dy. Director-IQAC shared the various activities for the upcoming NAAC Assessment process:

- Up to date filing to be done at faculty as well as Central level
- Ensure implementation of newly introduced Policies.
- Conduct Academic Administrative Audit for 2024-25.
- Necessary reforms in IT Infrastructure etc.

J. Open Discussion:

- VC instructed that necessary amendments should be incorporated in the IQAC Committee as designation of few members has been changed.

The 14th 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**

Copy for information to:

- PA to Vice Chancellor
- OSD to Pro Vice Chancellor
- Office of the Managing Trustee
- Dean of Studies
- Dean-Faculty of Studies
- Office of the Registrar
- Office Copy