



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:30.05.2024

CIRCULAR

This is to inform all concerned that the **15th Internal Quality Assurance Cell (IQAC) Committee Meeting** will be held on 05.06.2024 (Wednesday) at 11:30 am in Council Room, AdtU. The members of IQAC are requested to attend the meeting. The tentative agenda is as follows-

Sl.	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:
	<ul style="list-style-type: none">• Approval of Academic Calendar for odd semester of academic year 2024-25• Approval of Sports and Cultural activity calendar for the academic year 2024-25• Resolution of grievances from previous year ICC, Grievance, Anti-Ragging etc• Placement Drive for the upcoming semester• Application for NIRF 2025• 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	Feedback Analysis
9	Inclusion of new Program, if any
11	Preparation for NAAC Assessment Process
12	University Website Up-dation
13	Open discussion with the permission of the Chair


Dy. Director IQAC

MINUTES OF THE 15th IQAC MEETING

Assam down town University

The 15th IQAC meeting for the year 2024-25 was held on 5th June 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	Registrar	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. ManashPratim 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	<i>Attended Online</i>
22.	Mr. Gaurav Krishna Roy	B.Pharm 3rd semester	Member	<i>Gaurav 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 11:00 am. The Vice Chancellor, welcomed the members and acknowledged their presence. Dr. Ananta Choudhury, Dy. 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

Sl	Lats Meeting Action Points	Action Initiated	Status
1	Approval of Academic Calendar for 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. 	Completed
2	Resolution of action taken of previous year Academic and Administrative audits (AAA).	<ul style="list-style-type: none"> Implementation of resolution on observations of Academic & Administrative Audit 2023-24 monitored. 	Completed
3	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.13/11/2023 have been resolved as per SOP. Refer Annexure: 1. Anti-Ragging Committee meeting held on 28/08/2023 vide Memo No: AdtU/R/2023-24/105B dtd.25/08/2023. Refer Annexure: 2. ICC agenda as illustrated in circular bearing memo no AdtU/R/2023/187/001 resolution on MOM dated 19/05/2023. Refer Annexure: 3. 	Completed
4	Placement drive for the upcoming semester.	<ul style="list-style-type: none"> Placement drive and campaign have been successfully executed, with participation of significant number of reputed companies. 	Completed

5	Application for NIRF 2024-25	<ul style="list-style-type: none"> Submission of data for the NIRF ranking 2024 is under process. 	In process
6	Participation in FDP's, conferences, seminars, workshops etc.	<ul style="list-style-type: none"> Increase in participation of FDP's, conferences, workshops etc. compared to previous academic year. Refer Annexure: 4. 	
7	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: 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
8	Extension & Outreach	<ul style="list-style-type: none"> Increase participation and number of extension activities conducted compared to previous year. Refer Annexure: 8. 	Completed

D. VARIOUS DISCUSSION POINTS

Approval of Academic Calendar for 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.
Approval 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 action taken of previous year Academic and Administrative audits (AAA)	<ul style="list-style-type: none"> 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	<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.
Application for NIRF	<ul style="list-style-type: none"> 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.	<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 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	<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.
Green initiatives	<ul style="list-style-type: none"> Bio-Gas vendors need to be identified and finalize the commissioning of the same.

- STP plant vendor need to be identified and finalize the commissioning of the same.

E. QUALITY INITIATIVES:

The following workshops/seminar & FDP has been conducted by IQAC in the year 2024 in co-ordination with the concerned department:

Sl	Date	Name of quality initiative by IQAC
1	22/02/2024 & 25/02/2024	Training Program on "Innovation in Teaching Pedagogy"
2	07/03/2024 to 08/03/2024	Two Days Training Program on Pharma Entrepreneurship
3	01/04/2024	One Day Development Personality Program on "The Art of Concentration in the Age of Distraction"
4	4/04/2024	Training on new binary system of NAAC accreditation

F. New SOP/Policy, if any:

Dy. Director-IQAC informed the members that the following policies has been approved by IQAC after the last IQAC meeting on January 2024:

- Student Welfare Loan Policy
- Student Welfare Grant Policy
- Student Entrepreneurship Loan policy
- Student Innovation Grant 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. Feedback Analysis:

At AdtU, monitoring of feedback is a continuous process. Feedback is obtained from students on various aspects. The feedback is taken from the students on the aspects like Course Contents, Teaching Learning Process, Outcomes, Resources and Evaluation through a structured format. Dy Director-IQAC informed that, based on the students feedback various initiative like-shuttle services, increased number of canteen, ICT enabled Classrooms etc. has been taken.

I. Inclusion of new program:

Dy. Director-IQAC shared that the following number of programs has been added year wise:

List of New Programme Introduced			
S. No.	Program Code	Program Name	Year of Introduce
1	MSZO	MSc (Zoology)	2018-19

2	MSBO	MSc (Botany)	2018-19
3	BSNO	BSc Nursing	2019-20
4	PBBN	Post Basic BSc Nursing	2019-20
5	MPHS	MPharm (Pharmacology)	2019-20
6	MSCP	MSc (Clinical Psychology)	2019-20
7	BHMC	Bachelor of Hotel Management and Catering Technology	2019-20
8	MAAP	MA (Applied Psychology)	2020-21
9	MBAH	Master of Business Administration (Healthcare Management)	2020-21
10	BCIC	BSc (Bachelor of Critical and Intensive Care Unit Technology)	2021-22
11	BAPA	BA (Performing Arts)	2021-22
12	MASO	MA (Sociology)	2021-22
13	MTTO	Master of Tourism and Travel Management	2021-22
14	BCAO	Bachelor of Computer Application	2021-22
15	BTCM	BTech (Civil Engineering Construction Management)	2021-22
16	BSFS	BSc (Forensic Science)	2022-23
17	BAHI	BA (History)	2022-23
18	BAMC	BA (Mass Communication)	2022-23
19	MAHI	MA (History)	2022-23
20	MAMC	MA (Mass Communication)	2022-23
21	MBCF	Master of Business Administration (Corporate Finance)	2022-23
22	BCSM	BTech (Computer Science and Engineering on Data Science and Artificial Intelligence)	2022-23
23	MCAM	Master of Computer Application	2023-24
24	BSAG	B.Sc.(Hons) Agriculture	2023-24
25	MCHN	MSc Nursing (Community Health Nursing)	2024-25

26	MRIT	Master of Radiography and Advance Imaging Technology	2024-25
27	BAHO	Bachelor of Arts (Honours)	2024-25
28	MAPY	Master of Arts in Psychology	2024-25
29	BBAM	Bachelor of Business Administration on Business Analytics	2024-25
30	BCST	B.Tech in Computer Science and Engineering and Business Systems	2024-25
31	BCAM	Bachelor of Computer Application on Artificial Intelligence and Deep Learning	2024-25
32	MCAM	Master of Computer Application on Artificial Intelligence and Deep Learning	2024-25

J. Preparation of NAAC assessment process:

In preparation for the National Assessment and Accreditation Council (NAAC) accreditation process, a dedicated core team has been formed to oversee the peer assessment. This core team is responsible for ensuring that all the necessary criteria for NAAC evaluation are met. The team is divided into smaller sub-teams, with each assigned specific tasks based on the different criteria outlined by NAAC. These tasks could include gathering documentation, ensuring that processes are followed in line with NAAC's standards, preparing reports, and coordinating with various departments to ensure that all required information is ready for assessment. The assignment of these tasks allows for a structured and efficient approach to the preparation process, ensuring that every aspect of the institution's functioning aligns with NAAC's criteria for accreditation.

K. University Website Up-dation:

Dy. Director-IQAC informed the members that IQAC provided a few suggestions to update AdtU website. Few of the suggestions are already incorporated and remaining changes are expected to be completed by this mid of this month.

L. Open discussion:

The 15th 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