



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:28.12.2024

CIRCULAR

This is to inform all concerned that the **16th Internal Quality Assurance Cell (IQAC) Committee Meeting** will be held on 02.01.2025 (Thursday) 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.	Agenda
1	Welcome address from the Chairman, IQAC
2	Addressing the new members, if any
3	Revision of IQAC Committee
4	Review of NAAC Peer Assessment Preparation
5	Status of data submission of NIRF 2025
6	Drafting of New SOP/Policy, if any
7	Open discussion with the permission of the Chair



Director IQAC

MINUTES OF THE 16th IQAC MEETING

Assam down town University

The 16th IQAC meeting for the year 2024-25 was held on 2nd January 2025 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:

Sl	Name of the Member	Designation	Position	Signature
1	Prof. (Dr.) N C Talukder	Vice Chancellor	Chairperson	
2	Prof. (Dr.) Pranveer Singh	Pro-Vice Chancellor	Co-Chairperson	
3	Prof. Bandana Dutta	Dean of Studies	Management Member	
4	Prof. (Dr.) Ananta Choudhury	Director-Quality & Process	IQAC Member & Member Secretary	
5	Dr. Anupjyoti Basistha, Assoc. Professor	Dy Director- Ranking	IQAC Member	
6	Dr. Ashim Barman	Registrar	Administrative Members	
7	Dr. Nitul Jyoti Das, Asst. Professor	Dy Registrar-Academic		
8	Dr. Joydeep Goswami	Controller of Examination		
9	Prof. Mahendra Kumar Modi	Executive Dean	Academic/Directorate Members	
10	Prof. (Dr.) Dharmeswar Das	Directorate of Research		
11	Prof. (Dr.) Sunandan Baruah	Directorate of Innovation, Startup & Acceleration		
12	Prof. (Dr.) Seema Sharma	Directorate of Students Affair		
13	Prof. (Dr.) Mrinmoy Basak	Directorate of International Affair		
14	Dr. Rimjhim Baruah Borah	Directorate of Career Advancement		
15	Dr. Samannoy Baruah	Directorate of Alumni		
16	Prof. (Dr.) Abhijit Dutta	Dean, Faculty of Paramedical Sciences		
17	Prof. (Dr.) Mohan Chandra Kalita	Founder Head Department of Bioengineering & Technology Gauhati University	Local Society Member	
18	Dr. Bapi Roy Sarkar	HoD, Department of Pharmaceutical Sciences, University of North Bengal	Alumni Member	Attended Online
19	Mr. Gaurov Krishna Roy	B. Pharm 6 th Semester		Gaurav Krishna Roy

20	Ms. Bilkis Hussain	MBA (Healthcare Management) 2nd Semester	Student Members	Bilkis Hussain
21	Ms. Barsha Rani Ray	B Sc- Biotechnology 5 th Semester		Barsha Ray
22	Mr. Nilotpal Borah	Managing Director, Tech Variable	Employer	
23	Mr. Dipankar Dutta	Founder, CEC (The Oldest & Largest Educational Establishment in NE India)	Industrialist	

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.

B. ADDRESSING THE NEW MEMBERS

Chairperson extended a warm welcome to Dr. Anup Basistha, who has recently joined as the Deputy Director Ranking. In light of his new role, Chairperson instructed the IQAC Member Secretary to include Dr. Basistha in the IQAC Committee. Dr. Ananta Choudhury, Director-IQAC, who is the Member Secretary of the Internal Quality Assurance Cell (IQAC) Committee, taking a moment to provide Dr. Anup Basistha with a summary of the key activities and initiatives that the IQAC undertakes. The IQAC is responsible for promoting quality assurance and improvement in the institution and the activities it carries out could include monitoring academic standards, organizing workshops, conducting surveys and ensuring that the institution meets the necessary accreditation criteria.

C. REVISION OF IQAC COMMITTEE

The Director of IQAC has proposed a revision of the IQAC Committee, noting that some of the designations of its members have changed. After careful consideration, the committee has agreed to the proposal put forward by the Member Secretary and has given instructions to update and issue the revised list of the IQAC Committee members.

D. REVIEW OF NAAC PEER TEAM ASSESSMENT PREPARATION

Director informed the house that various activities are going on through- out the university in view of upcoming NAAC assessment. Few of them are:

- **Review and Update of university's data:** All the data provided in the SSR is current, accurate, and aligned with university's records. This includes information on student performance, infrastructure, research output, etc.
- **Strengthening Documentation:** Organize and compile all relevant documents and evidence supporting the claims in the SSR
- **Preparation of Presentations and Reports:** Prepare presentations highlighting key strengths and progress made by the institution since the last accreditation.
- **Training Staff and Faculty:** Conduct briefings and training sessions for staff and faculty on how to engage with the peer team. This ensures they are prepared to answer questions and discuss their areas of expertise

- **Enhance Stakeholder Engagement:** Prepare reports and feedback surveys from key stakeholders (students, faculty, alumni, parents, and employers) to present to the peer team.
- **Highlighting Innovations and Best Practices:** Showcase innovative teaching practices, research, outreach activities, and community engagement programs that align with NAAC's criteria
- **Quality Assurance Mechanisms:** Highlight the internal quality assurance mechanisms in place, such as regular academic audits, feedback systems, and improvements made based on past assessments.
- **Preparation of Financial and Infrastructure Documents:** Ensure that financial audits, infrastructure development plans, and maintenance records are up-to-date and available for inspection.

The Vice Chancellor express his sincere appreciation to the Internal Quality Assurance Cell (IQAC) for its tireless efforts in carrying out the preparatory activities for the upcoming NAAC assessment. He acknowledged that the successful execution of these activities wouldn't have been possible without the valuable support and collaboration of various departments across the institution.

The Vice Chancellor highlighted the collective effort in organizing campus facilities, ensuring that all documentation was in place and coordinating with faculty, staff, and students. He emphasized that these activities have not only strengthened the institution's position for the NAAC assessment but have also contributed to an overall culture of quality within Assam down town university.

E. STATUS OF NIRF 2025 DATA SUBMISSION:

The Pro Vice Chancellor provided an update on the NIRF (National Institutional Ranking Framework) data submission for the year 2025, informing the committee that the process is currently underway. He noted that the deadline for submission had been extended which gives the institution some additional time to finalize the required data. He assured everyone that, despite the extension, the data will be submitted well ahead of the final deadline, ensuring that all necessary information is thoroughly reviewed and accurately presented.

F. NEW SOP/POLICY, IF ANY:

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

- Student Admission Policy
- Policy for International Collaboration with Partner Universities for Jointly Organizing International Conferences, Workshops and Seminar
- Policy for Student Study Abroad Program

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

G. 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 upcoming NAAC Peer assessment effective to achieve good 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
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