

COMMITTEE NAME	DATE	TIME AND VENUE
IQAC	24-05-2022	Council Room, AdtU
MEETING NO.:14		
<p>The following members attended the meeting:</p> <ol style="list-style-type: none"> 1. Prof. (Dr) N.C. Talukdar 2. Prof. Manashi Sen Gupta 3. Mr. Purba Prasad Borah 4. Ms. Deepali Borthakur 5. Ms. Barsaindi Naiding 6. Mr. Bhabajyoti Saikia 		
<u>AGENDA</u>		
<ol style="list-style-type: none"> 1. Preparation of SSR according to the data of last three years 2. Reconstitution of the Composition of IQAC 3. Report of “Actions To Be Taken” Based on Mock Audit 4. Discussions/ interaction/ brainstorming session with different Faculty of Studies 5. Revival of Quality Circle 6. Syllabus to be redesigned as per suggestions of Mock Auditors 7. Discussions on Functional MoUs 8. Alumni Registration 9. Maintenance of Mentor Mentee Diary 10. Green Audit 11. Retention Policy 		
MINUTES OF IQAC MEETING		
ITEMS:	DISCUSSIONS & RESOLUTIONS:	
1.Preparation of SSR according to the data of last three years	<p>Hon. Vice Chancellor suggested IQAC to prepare an SSR with the data of the last three years.</p> <p>IQAC informed Hon. Vice Chancellor that an SSR has been prepared according to the data of the last three years. The needful changes and additional data will be integrated to the existing SSR as and when required.</p>	
2.Reconstitution of the Composition of IQAC	<p>It was observed that some of the representative members of the previous composition of IQAC Committee are no longer</p>	

	<p>associated with AdtU. Therefore there is an urgent requirement for the addition of new members and alumni. Hence, Hon. Vice Chancellor suggested reconstitution of the IQAC Committee.</p>
<p>3.Action To Be Taken Based on Mock Audit</p>	<p>An Action Plan is to be drafted by the IQAC based on the suggestions of the recently held Mock Audit (6th and 7thMay, 2022) by 10th of June.</p> <p>Hon. Vice Chancellor has suggested that the name of responsible individuals who shall be working under each actionable item must be mentioned in the report.</p>
<p>4.Discussions/ interaction/ brainstorming session with different Faculties of Studies</p>	<p>Hon. Vice Chancellor requested IQAC team to prepare a schedule for the discussions/ interaction/ brainstorming session with different Faculty of Studies in order to provide awareness and to discuss about the entire NAAC process, documentation, record keeping, etc. and also to take update of work done on recommendation given by the Mock Auditors.</p>
<p>5.Process for revival of Quality Circle</p>	<p>Hon. Vice Chancellor stated that the process for the revival of the Quality Circle is to be headed by Dr. Arnob Bormudoi and Dr. Rajeev Sarmah. The strategy plan, process for revival should be completed by 10th of June and the work shall commence on completion of the planning.</p>
<p>6.Syllabus to be redesigned as per suggestions of Mock Auditors</p>	<p>IQAC informed Hon. Vice Chancellor about the recommendations and suggestions given by the Mock Auditors. On this note it was suggested that there is a need of mapping of the Course Outcomes and Program Outcomes in alignment of the syllabus.</p> <p>In this regard Hon. Vice Chancellor requested the IQAC team to entrust the responsibility of mapping of syllabus to Prof. Rajeev Sarmah and Mr. Nitul Jyoti Das, (Deputy Registrar Academics) and Dr. Ruhit Jyoti Konwar (Deputy Registrar Academics).</p>

	<p>The entrusted individuals would be responsible for syllabus revision and implementation which should be completed by the 10th of June.</p>
<p>6.Syllabus to be redesigned as per suggestions of Mock Auditors</p>	<p>IQAC informed Hon. Vice Chancellor about the recommendations and suggestions given by the Mock Auditors. On this note it was suggested that there is a need of mapping of the Course Outcomes and Program Outcomes in alignment of the syllabus.</p> <p>In this regard Hon. Vice Chancellor requested the IQAC team to entrust the responsibility of mapping of syllabus to Prof. Rajeev Sarmah and Mr. Nitul Jyoti Das, (Deputy Registrar Academics) and Dr. Ruhit Jyoti Konwar (Deputy Registrar Academics).</p> <p>The entrusted individuals would be responsible for syllabus revision and implementation which should be completed by the 10th of June.</p>
<p>7.Discussions on Functional MoUs</p>	<p>IQAC implied that there is a need of increase of functions under each MoUs.</p> <p>IQAC added that there is a need of proper documentation of all the activities performed under ach MoUs.</p> <p>In this regard Hon. Vice Chancellor suggested IQAC to inform the Research Office, Registrar Office, Placement Cell and other administrative offices that the reports of any activity performed under the banner of MoUs must be immediately sent to the office of IQAC.</p>
<p>8. Alumni Registration</p>	<p>Hon. Vice Chancellor has asked IQAC to approach the Alumni Co-ordination Committee to explore the possibilities of registration of Alumni Association of AdtU. Furthermore, he requested to explore the importance of registration of Alumni Association.</p> <p>He also requested IQAC and Alumni Co-ordination Committee</p>

	to discuss with Prof. Dharmeshwar Das in this regard.
9.Maintenance of Mentor Mentee Diary	Upon the concern regarding the records/diary of Mentor and Mentee, Hon. Vice Chancellor suggested that a Circular regarding the maintenance of the Mentor and Mentee Diary/register is to be implemented with the new session.
10. Green Audit	<p>IQAC informed Hon. Vice Chancellor that Green Audit has not been held in AdtU till date.</p> <p>As per NAAC process there is a requirement of Green Audit Certificate therefore IQAC has requested Hon. Vice Chancellor to conduct a Green Audit in AdtU.</p> <p>Hon. Vice Chancellor has suggested that Dr. Yahya Mazumder, Deputy Registrar (Administration) can be approached to explore the possibilities for conducting Green Audit. He further said that he can discuss the matter with at least three to four Green Audit Agencies on the planning and procedures for Green Audit.</p>
11. Retention Policy	<p>As per the suggestions of NAAC Mock Auditors it was observed that there is a need of Retention Policy in AdtU for Smooth functioning of administration.</p> <p>In this regard Hon. Vice Chancellor suggested a formation of a Committee that would be responsible for the collection of data, Study and strategies to draft a Retention Policy.</p> <p>In addition, Hon. Vice Chancellor has also said that the Retention Policy must be discussed by the Trustees, Vice Chancellor, HR and IQAC.</p>

The meeting ended with a vote of thanks to and from the Chair.



Deputy Director-IQAC
Assam down town University
Guwahati-781006