



Assam down town University, Panikhaiti

MINUTES OF 18th IQAC MEETING

Venue: Board Room

Date: 18-04-2024, Time: 2pm onwards

MEMBERS PRESENT

NAME OF MEMBERS PRESENT

The following members attended the meeting-

1. Prof. Narayan Chandra Talukdar, Vice Chancellor
2. Prof.(Dr.) Pranveer Singh, Pro-Vice Chancellor, Director IQAC(i/c)
3. Prof. Bandana Dutta, Dean of Studies
4. Prof.(Dr.) Ananta Choudhury, Deputy Director, IQAC
5. Ms. Deepali Borthakur, Assistant Director, IQAC
6. Prof. D.K Ramakrishna, Advisor IQAC
7. Dr. Ashim Barman, Additional Registrar
8. Prof.(Dr.) Seema Sharma, Professor FOCT
9. Prof.(Dr.) N. Monika, Professor, FON
10. Dr. Manash Pratim Kashyap, Associate Professor, FOS
11. Dr. Arnab Dev Sarmah, Assistant Professor, Faculty of Paramedical Sciences
12. Mrs. Manika Bora, Deputy Director, HR & Administration
13. Prof.(Dr.) M.C Kalita, Educationist
14. Dr. Bapi Ray Sarkar, Nominee From Alumni
15. Mr. Gaurav Krishna Roy, Nominee from Students
16. Mr. Nilotpal Borah, MD, Tech Variable, Nominee from Employer
17. Mr. Dipankar Dutta, Nominee Industrialist

MINUTES OF 18th IQAC MEETING

Agenda of the Meeting

ITEMS	RESOLUTIONS	Action taken
1. Curriculum Design	As per the suggestions of Mock auditors AdtU is required to map the Course Curriculum with the Course Outcomes (COs) and Programme Outcomes (POs)	AdtU has accomplished the formulation of Course Outcome and Programme Outcome, along with conducting their mapping process.
2.Submission of NIRF 2024	AdtU has effectively completed the submission process for the NIRF Ranking 2024, encompassing data collection across various categories including Engineering, Pharmacy, Management, Overall, and Innovation.	After submitting NIRF 2024, AdtU took immediate action by reviewing the feedback received and identifying areas for improvement. Based on this assessment, AdtU devised action plans to enhance rankings in key categories, focusing on areas such as research output, teaching quality, infrastructure development, and community engagement.

<p>3. Commencement of data submission on the AISHE Portal</p>	<p>The resolution emphasized the following actions:</p> <p>Formation of a dedicated task force responsible for overseeing the data submission process.</p> <p>Conducting training sessions and workshops for relevant staff members to familiarize them with the AISHE Portal and data submission requirements.</p> <p>Establishing clear timelines and milestones for data collection, verification, and submission.</p> <p>Engaging in proactive communication with the AISHE authorities to seek clarification on any queries or concerns and ensure compliance with guidelines and regulations.</p>	<p>By taking these proactive actions, AdtU successfully submitted the data to the AISHE PORTAL by streamlining the data submission process, minimizing errors, and contributing to the accurate representation of AdtU's information on the AISHE Portal.</p>
<p>4. Participation in the Times Impact and QS Asia Ranking</p>	<p>In response to the opportunity for participation in the Times Impact and QS Asia Ranking, AdtU enacted the following resolution:</p> <ol style="list-style-type: none"> 1. AdtU formed dedicated task forces comprising faculty members, administrators, and experts in research and academia to spearhead participation efforts. 2. AdtU developed strategic plans outlining key objectives, target areas, and action steps to optimize ranking performance. 3. Stakeholder Engagement: This included seeking feedback from faculty, students, alumni, and industry partners on areas of strength and improvement. 	<p>By enacting this resolution, AdtU aimed to optimize participation in the Times Impact and QS Asia Rankings, with the ultimate goal of enhancing global reputation, attracting talent, and fostering excellence in research and education.</p>

5.NAAC Audit 2024

In anticipation of the NAAC Audit 2024, AdtU passed the following resolution:

1. Formation of Steering Committee: AdtU established a dedicated Steering Committee comprising senior administrators, faculty members, and quality assurance experts to oversee the preparation and execution of the NAAC Audit process.
2. Appointment of Coordinators: Coordinators were appointed for each criterion and sub-criterion outlined in the NAAC framework. These coordinators are responsible for coordinating data collection, documentation, and preparation of self-study reports for their respective areas.
3. Continuous Monitoring and Review: Throughout the preparation phase, the Steering Committee conducted regular monitoring and review meetings to track progress, address challenges, and ensure timely completion of tasks.

AdtU reaffirmed its commitment to compliance with NAAC standards and principles of quality assurance, with a focus on continuous improvement and institutional excellence.

Regards,

Prof.(Dr.) Ananta Choudhury,
Deputy Director, IQAC

