

Minutes of the 3rd IQAC meeting held on 20.11.2018

The 3rd IQAC meeting held on 20.11.2018 in the Council room of the university. The following members were present.

Sl No	Name	Designation
1	Dr. AmarjyotiChoudhury	Vice-Chancellor
2	Dr. Rajeev Sarmah	Dean I/c Science
3	Dr. B.K. Dey	Dean Faculty of Pharmaceutical Science
4	Dr. L.P. Saikia	Dean Faculty of Engineering and Technology
5	Dr. SeemaSarma	Dean Faculty of Commerce, Management, Humanities and Social Science
6	Dr. ManashiSen Gupta	Dean Faculty of Nursing
7	Ashim Barman	Additional Registrar
8	RaktimabhKakati	Deputy Registrar Administration
9	Monika Bora	Deputy Manager HR
10	Debojit Bhattacharyya	Deputy Administrative Officer
11	Anjan Thakur	Director, Quality & Process

The Chairman welcomed the members.

The committee considered the items of the agenda one by one.

The agenda of the 3rd IQAC meeting were –

Item No.1: Confirmation of the minutes of the 2nd IQAC meeting held on 21.06.2018.

Item No.2: Action taken report on the resolutions of 2nd IQAC.

Item No.3: Presentation of Status of Activities pertaining to NAAC.

Item No.4: Presentation of Status of implementation of ISO 9001:2015 of QMS.

Item No.5: Verification & Review of API score forwarded to IQAC.

Item No.6: Statistician for IQAC Cell.

Item No.7: Any suggestion for improvement.

Item1: Confirmation of the minutes of the 2nd IQAC meeting held on 21.06.2018.

As there were no comments made on the draft minutes circulated earlier, the minutes of 2nd IQAC meeting is confirmed.

Item 2: Action taken report on the resolutions of 2nd IQAC.

The member secretary IQAC presented before the committee the action taken on the resolutions of the 2nd IQAC.

RESOLUTIONS AND ACTION TAKEN on 2nd IQAC meeting held on 21.06.2018.

Resolutions	Action Taken
1. Reconstitution of IQAC as per revised guidelines	The committee reconstituted and approved by the competent authority
2. Forwarding of student's feedback by HR to IQAC	Resolution communicated to HR.
3. Student's satisfaction survey by IQAC	Questionnaire for student's satisfaction survey is prepared and the survey will be carried out in the month of December.
4. Preparation of Annual report of ADTU	Committee constituted for preparation of Annual report by the competent authority.
5. Forwarding of copy of report of Academic and Administrative Audit	Communicated to competent authority and accordingly copy of Academic and Administrative audit is forwarded to IQAC.

Item 3: Presentation of Status of Activities pertaining to NAAC.

The committee observed that the activities of different departments is in progress as per schedule.

Item 4: Presentation of Status of implementation of ISO 9001:2015 of QMS.

The committee observed that the process of decision of ISO 9001:2015 QMS System is in progress as per schedule.

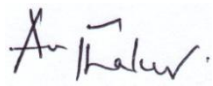
Resolution 1:It is resolved that IQAC will take necessary measures for completion of certification process prior to NAAC peer team visit.

Item No.5: Verification & Review of API score forwarded to IQAC.

The committee observed that a subcommittee is to be formed for verification & review of API Score by IQAC.

Resolution 1: The committee resolved that the member secretary IQAC will take necessary measures for formation sub-committee.

Member Secretary

A handwritten signature in black ink, appearing to read 'Anjan Thakur', is written on a light blue rectangular background.

(Anjan Thakur)

IQAC Committee