

Minutes of the 5th IQAC meeting held on 10th June' 2019

The 5th IQAC meeting was held on 10th June' 2019 in the Council Room of the university. The following members were present.

SI No	Name	Designation
1	Dr. Amarjyoti Choudhury	Vice-Chancellor
2	Dr. H. K. Das	Pro Vice-Chancellor
3	Dr. Rajeev Sarmah	Dean I/c Science
4	Dr. B.K. Dey	Dean Faculty of Pharmaceutical Science
5	Dr. Seema Sarma	Dean Faculty of Commerce, Management, Humanities and Social Science
6	Dr. Manashi Sen Gupta	Dean Faculty of Nursing
7	Dr. Arup Kalita	Dean Paramedical Science
8	Mr. Ashim Barman	Additional Registrar
9	Mr. Raktimabh Kakati	Deputy Registrar Administration
10	Ms. Monika Bora	Deputy Manager HR
11	Mr. Anjan Thakur	Director, Quality & Process and Coordinator, IQAC

The chairman welcomed the participants. The committee considered the items of the agenda one by one.

Item No 1: Confirmation of the minutes of the 4th IQAC meeting held on 28th March' 2019.

Item No 2: Action taken report on the resolution of 4th IQAC meeting.

Item No 3: Approval of AdtU model of Teaching Learning and Research.

Item No 4: Proposal for incentive to active Quality Circle.

Item No 5: Conduct of Internal Audit in connection with ISO 9001:2015 Quality Management System.

Item No 6: Conducting Management Review for assessment of status of ISO.

Item No 1: Confirmation of the minutes of the 4th IQAC meeting held on 28th March’ 2019.

As there were no comments made on the draft minutes circulated earlier, the minutes of 4thIQAC meeting is confirmed.

Item No 2: Action taken report on the resolution of 4th IQAC meeting.

The member secretary IQAC presented before the committee the action taken on the resolutions of the 4thIQAC.

RESOLUTIONS AND ACTION TAKEN on 4thIQAC meeting held on

SL. NO.	RESOLUTION	ACTION TAKEN
1	It is resolved that all internal members of IQAC should get involved for successful organization and conduct of the Convention.	Quality Convention successfully conducted through involvement of all internal members of IQAC.
2	The committee resolved the following. a. The UGC regulation dated 18 th July’ 2018 with respect to Assessment Criteria & methodology for promotion of teacher under CAS will be adopted by Assam down town University. b. The draft guidelines prepared by Coordinator IQAC “For submission of application for promotion under CAS” is approved by the committee. c. The resolution under serial number (a) and (b) will be placed to GB for approval and will be effective from the date of approval.	The resolution placed in 25 th GB meeting held on 7 th May’ 2019 and approved vide resolution no. R/GB/25/02.
3	The proforma submitted by Coordinator IQAC is approved. And it is resolved that the IQAC may circulate the same.	The proforma is already circulated.
4	It is resolved that the individual faculty should update the record periodically and the copy of the updated record may be submitted to IQAC.	A communication sent to different faculties for compliance.
5	The proposal of “Strategic Planning Structure and Process of AdtU” submitted by Coordinator IQAC is accepted in principle and it is resolved that the members present should suggest names of Resource persons to be incorporated in different working groups to be formed to IQAC for finalization.	Communication sent to the members. IQAC received consent from 2 Resource person.

Item No 3: Approval of AdtU model of Teaching Learning and Research.

Resolution 1:The committee discussed the AdtU Model of Teaching Learning and Research presented by IQAC and approved the same. Further it is also resolved that Director, Quality & Process to present the model before the faculty members.

Item No 4: Proposal for incentive to active Quality Circle.

Resolution 2:It is resolved that the 5 (five) nos of circle namely, Department of Physiotherapy, Department of Optometry, Department of MLT, Department of ECC and Department of FND to be given incentives for their active involvement in Quality Circle activities.A cash award of Rs. 20,000/- may be given to each Quality Circle mentioned above.

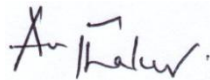
Item No 5: Conduct of Internal Audit in connection with ISO 9001:2015 Quality Management System.

Resolution 3:It is resolved that IQAC make the arrangement for conducting the 2nd Internal Audit during when the Academic branches are open.

Item No 6: Conducting Management Review for assessment of status of ISO.

Resolution 4:It is resolved that Management Review Meeting for assessment of status of ISO to be conducted only after Internal Audit and Internal Audit report may be placed by IQAC to the review committee.

Member Secretary



(Anjan Thakur)
IQAC Committee