

Minutes of the 4thIQAC meeting held on 28th March' 2019

The 4th IQAC meeting was held on 28.03.2019 in the Council room of the university. The following members were present.

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

The Chairman welcomed the members.

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

The agenda of the 4thIQAC meeting were –

Item No.1: Confirmation of the minutes of the 3rd IQAC meeting held on 20.11.2018.

Item No.2: Action Taken report on the resolution of 3rd IQAC meeting.

Item No.3: Scheduled date & items of the Agenda for Quality Convention.

Item No.4: Adoption of UGC regulation dated the 18th July' 2018 with respect to Assessment Criteria & methodology for promotion of teacher under CAS& approval of draft guideline.

Item No.5: Filled in draft proforma to be submitted by the candidate in addition to the proforma evolved by UGC.

Item No.6: Updated record of publication to be maintained by individual Faculty.

Item No.7: Formation of Strategic Planning Advisory Group.

Item1: Confirmation of the minutes of the 3rd IQAC meeting held on 20.11.2018.

As there were no comments made on the draft minutes circulated earlier, the minutes of 3rd IQAC meeting is confirmed.

Item 2: Action Taken report on the resolution of 3rd IQAC meeting.

The member secretary IQAC presented before the committee the action taken on the resolutions of the 3rdIQAC.

RESOLUTIONS AND ACTION TAKEN on 3rd IQAC meeting held on 20.11.2018.

SL. NO.	RESOLUTION	ACTION TAKEN
1	IQAC will take necessary measures for completion of ISO Certification process prior to NAAC Peer Team's visit.	Certificate process completed and certificate awarded prior to NAAC Peer Team's visit.
2	Verification & Review of API Score forwarded to IQAC.	Based upon application for review sub-committee for review of API Score for Dept of Pharmacy formed. Review completed for : A. Up gradation from Associate Professor to Professor Grade and forwarded to competent authority. Review in process: A. For up gradation from Assistant Professor to Associate Professor the process is ongoing. Application received from Department of Mathematics & Department of Chemistry are returned to the concerned candidate (with a request to resubmit the application along with duly filled in API proforma) as the API proforma was not properly filled in.

Item 3: Scheduled date & items of the Agenda for Quality Convention.

The schedule and items of the agenda of Quality Convention submitted By Coordinator IQAC is approved.

Resolution 1: It is resolved that all internal members of IQAC should get involved for successful organization and conduct of the Convention.

Item 4: Adoption of UGC regulation dated the 18th July' 2018 with respect to Assessment Criteria & methodology for promotion of teacher under CAS & approval of draft guidelines prepared by IQAC.

Resolution 2: The committee resolved the following.

- a. The UGC regulation dated 18th 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.

Item No.5: Filled in draft proforma to be submitted by the candidate in addition to the proforma evolved by UGC.

Resolution 3: The proforma submitted by Coordinator IQAC is approved. And it is resolved that the IQAC may circulate the same.

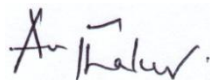
Item No.6: Updated record of publication to be maintained by individual Faculty.

Resolution 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.

Item No.7: Formation of Strategic Planning Advisory Group.

Resolution 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.

Member Secretary



(Anjan Thakur)
IQAC Committee