

COMMITTEE NAME	DATE	TIME AND VENUE
Internal Quality Assurance Cell (IQAC)	17-05-2022	Council Room, AdtU

**MEETING NO.:13**

**The following members attended the meeting:**

1. Prof. (Dr) N.C. Talukdar, Vice Chancellor
2. Dr. Arnob Bormudoi, Dean, Faculty of Engineering & Technology
3. Dr. Seema Sarmah, Dean, Faculty of Commerce & Management
4. Dr. Prateeti Barman, Dean, Faculty of Humanities and Social Sciences
5. Dr. Gitumoni Konwar, Dean, Faculty of Paramedical Sciences
6. Dr. Lakhmi Nandan Kakati, Dean, Faculty of Science
7. Dr. Biplab Kumar Dey, Dean, Faculty of Pharmaceutical Sciences
8. Prof. Manashi Sengupta, Dean, Faculty of Nursing
9. Dr. Sunandan Baruah, Dean, Research
10. Dr. Ruhit Jyoti Konwar Dy. Registrar (Academics)
11. Mr. Nitul Jyoti Das, Dy. Registrar (Academics)
12. Dr. Joydeep Goswami, Controller of Examination
13. Mr. Purba Prasad Borah, Deputy Director, IQAC
14. Ms. Deepali Borthakur, Academic Officer
15. Mr. Bhabajyoti Saikia, OSD to Vice Chancellor

**AGENDA**

Discussion on recommendation and suggestion given by Mock auditors with all the Dean and Administrative Officers.

**MINUTES OF IQAC MEETING**

ITEMS:	DISCUSSIONS & RESOLUTIONS:
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)
2. Discussion on Demand Ratio	As per the suggestions of the members present in the meeting the IQAC team will work with Admission's team and IT Officers to gain a better

	understanding of the demand ratio and find possible methods to show the best ratio for NAAC accreditation.
3. Seat Reservation for students	Honorable Vice Chancellor requested Admission office, Deputy Academic Registrar office to draft a policy for Reservation Policy for admission.
4. Alumni Registration	As per the suggestions given by the Mock auditors AdtU should go for the registration of the Alumni Association in order to get full marks in the NAAC Criteria.
5. Internal Complaint Committee/Constitution	Honorable Vice Chancellor and other members of the meeting suggested the Registrar Office and IQAC to constitute the Internal Complaints Committee according to the norms and guidelines of UGC.
6. Organogram/ Re-organize	As stated by Honorable Vice Chancellor the existing Organogram needs to be reorganized. In this regard the Deputy Academic Registrar and OSD to Vice Chancellor has been endowed with the responsibility.
7. Value Added Courses	As per suggestions of the External Mock auditors AdtU has to further Classify the Value Added Courses into ability and skill enhancement courses. Honorable Vice Chancellor entrusted this responsibility to Deans of different faculty of studies and office of the Deputy academic registrar.
8. H-index/Publications	Research officer is requested to find out the H index and citation index of AdtU based on the Google Scholar Profiles. Honorable Vice Chancellor requested Research Office to randomly check the Google Scholar Profile of Faculty Members. Besides, Research Office ought to ensure that AdtU's Faculty members has created their Google Scholar profile.
9. Outreach Activities	As per the suggestions of Mock Audit team, Honorable Vice Chancellor requested the Deans of Paramedical Sciences, Nursing and Humanities of Social Sciences to organize more Outreach and Extension Activities.
10. Time Table	It is observed that remedial classes are already mentioned in the time table but the tutorial classes are yet to be included. Therefore the tutorial classes is to be included in the time table following the LTP format.

11. Research Cell	Deputy Registrar (Academic) is requested to work upon this regard. Honorable Vice Chancellor encouraged Dean Research to give focus and Efforts towards entrepreneurship development.
12. Industry Support	As per the suggestions of Mock auditors AdtU may approach Industries to support AdtU in Academic and Research activities.
13. Advanced and Slow Learners	Honorable Vice Chancellor requested all the respective Deans to prepare SOP in order to identify advanced and slow learners.
14. Registrar Office	The Rule Book of the University should be developed immediately by the Registrar Office.
15. Others	<ul style="list-style-type: none"> <li>• The record of users of swimming pool, yoga studio, gymnasium, and other facilities must be maintained in each of the respective premises.</li> <li>• Amphitheatre: An exercise of keeping records of all the events organized in the Amphitheatre should be carried out.</li> <li>• Library: 1. Record of all the lost books should be maintained. 2. Record of rare books in the library must be strictly maintained.</li> <li>• Records of use of laboratory, laboratory equipments must be maintained strictly.</li> </ul>

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

Regards

Purba Prasad Borah

Deputy Director, IQAC