

COMMITTEE NAME	DATE	TIME AND VENUE
IQAC	13-09-2021	2 PM, Board Room, AdtU

MEETING NO.:11

The following members attended the meeting:

1. Prof. (Dr.) Rajiv Sharma
2. Prof. Manashi Sen Gupta
3. Dr. ManashPratimSarma
4. Dr. Minakshi Bhattacharjee
5. Dr. JyotchnaGogoi
6. Dr. Laishram Shantikumar Singh
7. Mr. Purba Prasad Borah
8. Ms. Deepali Borthakur
9. Ms. Nabanita Daimary
10. Ms. Ananya Kalita
11. Ms. Anurupa Pathak
12. Ms. Gayatri Das
13. Mr. Biswadeep Bharali
14. Mr. Jayanta Kumar Das
15. Dr. Saiket Deb
16. Mr. Mriganka Mazumdar
17. Dr. Gitumoni Konwar
18. Ms. Ruth Lalhmingthang
19. Mrs. Nongmeikapam Monika
20. Ms. Anamika Bhuyan
21. Ms. Anusuya Goswami
22. Dr. Manash Pratim Kashyap
23. Ms. Navaneeta Kalita

AGENDA

1. Status update of the NAAC “Criteria 1: Curricular Aspects”.
2. Status update of the NAAC “Criteria 2:Teaching-learning and Evaluation”
3. Preparation of a report based on observations and suggestions for improvements.
4. Discussion on the action plan based on improvement plan.
5. Others

MINUTES OF IQAC MEETING

ITEMS:	DISCUSSIONS& RESOLUTIONS:
1. Status update of the NAAC “Criteria 1: Curricular Aspects”.	<p>Prof. Manashi Sen Gupta, Dean, IQAC welcomed all the members to the meeting and asked the criteria leader to give a brief update on the work progress on the criteria 1.</p> <p>Prof. Rajiv Sharma, team leader of Criteria 1, highlighted on the points where AdtU scored very less marks in the previous NAAC accreditation circle and informed IQAC that action plan preparation is done for all the points under criteria 1.</p> <p>For the point number 1.1.3 (average percentage of courses having focus on employability/ entrepreneurship/ skill development during the last five years), he stated that all the courses of AdtU are employability relevant courses.</p> <p>Prof. Sharma also informed IQAC that once Vice chancellor/ management approves the action plan that his team has prepared, the team will start working on the plan to bring improvement in that particular criterion.</p>
2. Preparation of a report based on observations and suggestions for improvements.	<p>Dean, IQAC requested the team to prepare and submit a report on criteria 1(Curricular Aspects) based on their observations and also their suggestions for improvements.</p> <p>IQAC informed Prof. Sharma and the team that the IQAC cell will initiate the approval process after submission of the report by the team.</p> <p>The team ensured IQAC that they will submit the report within one week of time.</p>

<p>3. Discussion on the action plan based on improvement plan.</p>	<p>For the point no. 1.1.1 (Curricula developed /adopted have relevance to the local/ regional / national /global developmental needs with learning objectives including Program outcomes, Program specific outcomes and course outcomes of all the Program offered by the University), team leader Prof. Sharma stated that</p> <ul style="list-style-type: none"> • PO, PSO and course outcomes are already in place but needs to be in same format and should be removed from the website if not uniform. NBA format needs to be followed. • Ananta Choudhury be asked to provide the NBA format so that the PO and PSO can be made accordingly. • Course Outcomes are not uploaded in the website. It needs to be included in the website for each of the courses repository. <p>For the point no. 1.1.2 (Percentage of Programs where syllabus revision was carried out during the last five years), he informed that all the programs has revised their syllabus but recent date to be collected of syllabus revision.</p> <p>In the point 1.3.1 (Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum) the team leader stated that write up (response for the point no. 1.3.1) ready with the description of the courses but needs to be verified.</p> <p>Point no. 1.4.1 & 1.4.2 (Feedback system) the team has proposed a modified feedback system with some feedback analysis techniques. Needs approval from the higher authority of the university to implement the new feedback system.</p>
<p>4. Others</p>	<p>In response to the point no. 1.2.2 (Percentage of Programs in which Choice Based Credit System (CBCS)/elective course system has been implemented (current year data)), team leader said that though AdtU has Choice Based Credit System (CBCS)/elective courses but the credit for those courses should be well defined and similar. Need to create a pool of elective courses based on the outline of CBCS provided by the UGC.</p> <p>Dean, IQAC well noted the team's suggestions and said that she is looking forward for the report as mentioned in the agenda no. 3</p>

<p>5. Criteria 2.1.2 Demand Ratio (Average of last five years)</p>	<p>Admission team should maintain year wise no of applications received and no of students enrolled for a particular course.</p>
<p>6. Criteria 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years</p>	<p>Reservations policy to be prepared taking approval from higher education commissioner. As per the proposed policy the admission team will have to take decision during admission.</p>
<p>7. Criteria 2.2.1 The institution assesses the learning levels of the students, after admission and organises special Programmes for advanced learners and slow learners</p>	<p>During 1st semester slow learners and advanced learners should be identified and course content for special class to be designated by the respective faculties. From 2nd semester onwards the classes should be conducted and record should be maintained.</p>
<p>8. Criteria 2.4.2 Average percentage of full time teachers with Ph.D. during the last five years</p>	<p>Document to be prepared for sanctioned post for last five years. Part time faculty should be made contract faculty and to be engaged for 90% of the time for two semesters. Requisite qualification for contract employments to be maintained.</p>
<p>9. Criteria 2.5.5 Status of automation of Examination division along with approved Examination Manual</p>	<p>A committee should be formed for assessment and monitoring of the ERP process with respect to automation of examination system.</p>
<p>10. Criteria 2.6.1 Programme outcomes, Programme specific outcomes and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students</p>	<p>Uploaded in the website and all Deans should reviewed PO nad PSO in our website and carry out modification if required.</p>

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

A handwritten signature in black ink on a light gray rectangular background. The signature reads "Deepali Barthakur" in a cursive script.

Ms. Deepali Barthakur
Academic officer and member, IQAC