Internal Quality Assurance Committee
Minutes of 2nd Meeting
Friday, 6th Nov, 10:30-1:30 pm
Virtual

(Via Zoom:
https://us02web.zoom.us/j/87337772021?pwd=WH05OHNzQjlxY1hkc0RBZXFHYUcwQT09)

Members Present:34

Chairman: Dr. Deependra Kumar Jha, Vice-Chancellor

IQAC Coordinator: Ms. Jyoti Bansal – Director, QA & A

Members present:

1. Mr. S. K Sarkar, Executive Vice-Chairman, SKRMT
2. Dr. Ujjwal K. Chowdhury - Pro-Vice Chancellor & Dean
3. Dr. Jyotsna Yagnik – Pro-Vice Chancellor
4. Mr. Arup Kumar Sil, Registrar
5. Dr. Naveen Das, Professor and, Dean Academics
6. Dr. Bimal Kumar Sarkar, Professor and Dean, SOBAS
7. Dr. Mrityunjoy Chatterjee, Professor and Dean, SOLACS
8. Dr. Amitava Mukherjee, Professor and Officiating Dean, SOET
9. Dr. Rudra Prasad Saha, Associate Professor and Officiating Dean, SOLB
10. Dr. Sajal Kumar Jha, Associate Professor and Officiating Dean, SOPT
11. Dr. Shauli Mukherjee, Director, SOE and Dean, Student Affairs'
12. Dr. Moumita Mukherjee, Dean, R&D
13. Dr. Prithvish Bose, Director- Product & Innovation
14. Dr. Rohit Kumar Sharma, Director- Planning & Monitoring
15. Dr. Pragyan Mohanty, Associate Director- Social Responsibility
16. Dr. Saptarshi Chatterjee, Associate Director- Incubation
17. Mr. Vijay Kumar, Officiating COE
18. Mr. Abhijit Giri, Director, Career Development Cell
19. Mr. Joy Chowdhury, Director, Centre for Professional Studies
20. Mr. Nirmalya Chakraborty, Law Officer
21. Dr. Chiranjib Chakravartty, Professor, SOLB
22. Dr.Nav Kumar Mahato, Associate Professor, SOBAS
23. Dr. Aditya Ghosh, Assistant Professor, SOBAS

24. Mr. Bibhas Das, Assistant Professor, SOET
25. Mr. Sanjib Hari, Assistant Registrar
26. Mr. Swapan Manna, Assistant Librarian
27. Mr. Bodhisatwa Bhattacharya, OSD Academics
28. Mrs. Mitra Sinha Roy, Principal, Adamas International School
29. Mr. Golam Murshed Nazir Anmed Zamader, Student
30. Ms. Purbasa Maity, Student
31. Ms. Pallabi Sarkar, Student

Special Invitee:

1. Mr. Kali Krishna Mahapatra – CEO, Techverita

Leave of Absence:

1. Mr. Biswajit Das, Director, Administration
2. Dr. Samir Kumar Ghosh, Nominee from local society

Welcome Note by the Chairman of IQAC, Dr. Deependra Kumar Jha, Vice-Chancellor

The chairman welcomed all IQAC members, to the 2nd Internal Quality Assurance meeting and introduced Ms. Jyoti Bansal, as the Convener and Coordinator of Internal Quality Assurance Cell. He explained the role & importance of internal quality assurance cell across all University academic and administrative activities. He said that quality should be reflected in everything we do at the University, emphasizing on planning of activities for enhancing & institutionalizing quality; followed by a continuous improvement policy. He delineated the steps taken by his Office for enhancement of quality across University functions. They are:

1. Introduction of the concept of Adamas 2.0, a concept that envisions taking the University at a higher pedestal, in terms of curriculum, pedagogy, overall administration and quality;
2. Re-structuring of entire organization keeping in mind the importance of quality in everything that is done;
3. Creation of an internal audit framework for auditing all departments to ensure internal quality;
4. Introduction of KRA system for everyone focusing on accountability.
5. Unleashing of thirty strategic projects, called Special 30 that encompass every academic and related activity done at Adamas. A project tracker to monitor each of the projects has also been devised that has key deliverables, timelines with color-coded status. **(document AU/IQAC/2020-21/M.05)**

6. Implementation of outcome based education, changing the entire academic delivery, in terms of content and assessment.
7. Institutionalizing the concept of Innovation through office of Dean, Academics & Innovation Lab.
8. Inter-disciplinary studies are being encouraged and the concept of "Minors" has been introduced.

The Vice Chancellor congratulated all Faculty members for successfully completing at least one course from COURSERA. Committee also noted from the chairman that all the leadership has completed a course from Coursera called "Leadership of the 21st Century".

The Vice Chancellor proposed that the year 2021 be declared the YEAR OF INTER-DISCIPLINARITY and suggested the Dean Academics to take the lead. He also declared that from now on, every year shall be declared as the focus year for enhancing a quality parameter.

In order to incentivize and encourage all members of Adamas, a new concept is being introduced. Entitled, ADAMAS DIALOGUE, this concept will involve all the academic and non-academic colleagues to discuss on the achievements and the targets missed.

Tentatively titled "The Spirit of AU Award", and proposed to be held in December, awards of excellence for various academic and related activities are being institutionalized. The criteria have been defined and a white paper will be shortly tabled before everyone.

The Vice Chancellor also emphasized the need for developing standard operating procedure in consistent with the UGC guidelines to reopen the university during the pandemic.

The Chairman and the Committee Members confirmed the Minutes of the last meeting held on 04.09.2020 (document AU/IQAC/2020-21/M.01); Annexure1

Agenda Items for Discussion

Agenda – 1
Presentation on Academic Initiatives by Dean, Academics; *Prof. (Dr.) Naveen Das.* (PPT-AU/IQAC/2020-21/01)

1. The first item for discussion was the presentation on teaching-learning development initiatives by Dean Academics, Prof. (Dr.) Naveen Das. These initiatives, Prof. (Dr.) Das opined, will bring conscious, consistent and catalytic improvement to the quality of teaching-learning.

    1.1. His report mapped the "twelve axioms", viz:
        i. Faculty with global experience
        ii. Global exposure through Semester Abroad
        iii. Opportunity for international projects & internships
        iv. Futuristic specialized courses
        v. Inter-disciplinary Project-based Experiential Learning
        vi. Minors to broaden vista
        vii. Scholarships - merit, means, sports excellence (up to 100%)
        viii. Holistic development (ACE Score)
        ix. 24/7 Campus-culture & Clubs to instil creativity and values
        x. Major emphasis on soft skills through Centre for Professional Studies
        xi. Deep Industry connect through dedicated Career Development Centre
        xii. Outcome-Based Education

    1.2. He also **reported** some student-centric initiatives like offering bridge courses and make-up classes and also the Dean's List of Achievers. Then he explained how modern teaching-learning is moving on from Pedagogy to Andragogy and will then move towards Heutagogy.

    1.3. The committee **noted** that the Bridge course and makeup classes for the slow learners will be implemented from the current semester and the faculty members will be assigned during Nov- Dec 2020.

    1.4. For the Dean's list of students, parameters to be finalized by Nov. 2020. The policy for the privileges of achievers & Dean's listers shall be formulated by the office of Dean Academics in consultation with Deans of Schools.

Action by: Dean, Academics
Timeline: 15th Jan 2021

4

Agenda – 2
Presentation on Student Centric Initiatives by Dean, Students Affairs; *Dr. Shauli Mukherjee (PPT-AU/IQAC/2020-21/02)*

2. Dr. Shauli Mukherjee, Director, Students Affairs, made a presentation on various student centric initiatives by Adamas University.

    2.1. She explained to the members the University has 16 co-curricular clubs and through these clubs, various collaborative, competitive, and partnership activities have been undertaken. Initiatives includes:
       i. Partnership with Bhumi – Campus Catalyst Program
       ii. Promotion through University Website
       iii. Creation of Official Facebook Pages for all 16 Clubs
       iv. Collaborative Club Programs
       v. Intra & Inter Club Competitions
       vi. Best Club of the Year
       vii. Active Problem Solving by Students

    2.2. The committee **noted** that Professional student societies chapters are also being identified by each Schools and membership to these chapters will be obtained by Dec 2020.

    2.3. Psychometric profiling of each student to assess their emotional and professional capabilities is also being undertaken and is expected to be completed by December 2020 in consultation with HoD Psychology.

    2.4. A student facilitation centre is being created, to offer single-window service and solution to all student-related problems.

Timeline: Dec 2020

    2.5. The Net Promoter Score (NPS) – A measure of student satisfaction and loyalty, will also be undertaken after an awareness campaign and pre-survey.

Action by: Dean, Student Affairs
Timeline: Dec – Feb 2021

Agenda – 3
Report on the Student feedback through Quality Circles; Presentation by *Dr. Rohit Sharma -Director, Planning & Monitoring* (PPT-AU/IQAC/2020-21/03)

3. Dr. Rohit Sharma, Director, Planning & Monitoring made his presentation on the initiatives by the Quality Circle of the University.

   3.1. The Quality Circle has been created with three members from each of the 9 Schools. He then delineated the present initiatives and future plans of the Quality Circle. Returning to the current agenda, Dr. Sharma summarized the student feedback survey on teaching – the major challenges faced by the students, their satisfaction about Content / Deliverable in Online classes and the major suggestions received from them.

   3.2. The action taken on the observations from the survey to be deliberated and discussed in the next IQAC meeting.

   Action by: Director Planning & Monitoring
   Timeline: Next IQAC meeting

Agenda – 4
Report on Senior Student Survey conducted on student expectations and actions required for the Continual improvement in the University System; Presentation by *Dr. Prithvish Bose* (PPT-AU/IQAC/2020-21/04)

4. The chairman appreciated the initiative by Dr. Prthvish Bose, HoD Department of Management and Director- Product & Innovation on conducting a Senior Student Survey on student expectations. A total of 14 questions were asked, derived out of an earlier exploratory survey which asked the students to list their top expectations. Proposed action plan was also stated. A follow will be observed in next IQAC meeting.

   Action by: Dean, Academics & Director Product & Innovation
   Timeline: Next IQAC meeting

Agenda – 5
Summary of the Initiatives in the area of E Learning and value addition to current E resources- Report by the *Assistant Librarian*(PPT-AU/IQAC/2020-21/05)

5. The committee received and noted all the library initiatives taken in the area of e-learning presented by the Assistant Librarian, Mr. Swapan Manna including:

   5.1. A separate library website (http://aulibrary.adamasuniversity.ac.in) has been launched.

   5.2. The IRINS/ Vidwan portal (https://adamasuniversity.irins.org) has also been launched. He also reported that fully operational library automation system has been set up that is fully operational.

   5.3. Over 400 e-books covering all subjects have been updated for subscriptions.

   5.4. JSTOR Database has been activated and off-campus e-access of books have been made functional.

   5.5. The Library has also been re-organized.

Agenda – 6
Implementation of electronic database of all the University on data collection, data privacy and data security; Report by *Mr. Kali Mahapatra, CEO -Techverita*

6. With regard to implementation of electronic database of all the University for collection privacy and security, Mr. Kali Krishna Mahapatra, CEO, Techverita, **appraised** the Committee that all the Schools have been adequately briefed and their requirements will be received by the mid of November. Then it will be decided on the methodology of storing data, whether through TSCion or through Adamas's own data storage platform.

Action by: Mr. K K Mahapatra & his team
Timeline: Dec 2020

Agenda – 7
To approve & consider the implementation of structured feedback system on Teaching, Learning & course curriculum from students

7. The Committee **considered** and **approved** the implementation of structured feedback system on teaching, learning and course curriculum at the end of every semester, as per the document entitled "End Semester Teaching Learning Feedback" "presented before the Committee by Ms. Jyoti Bansal, Director QA & A. *(Doc-AU/IQAC/2020-21/01); Annexure -2*

Action by: Director, Quality Assurance & Accreditation
Timeline: Dec 2020

Agenda – 8
To consider the introduction of International Board of Advisors across all the Schools,

8. On Constitution of International Board of Advisors, the chairman **asked** all the Deans of the School to propose list of names who all could be a member of International Advisory board to the School.

   8.1. The lists will be collated and a high-powered committee will finalize the names, whose consent will be obtained.

   8.2. It was also **decided** that the International Board of Advisors, once formed, shall meet twice a year on virtual platform.

   8.3. The committee **agreed** that the School Level Board will have a representation of members from industry and academia.

   8.4. The chairman **proposed** to all school deans, constituting a 9-member team in a school advisory board comprising of four National & 5 International members.

Action by: Deans of Schools
Timeline: 30 Dec 2020

8

Agenda – 9
To consider and discuss the implementation of Annual Program review report system across schools.

9. The committee agreed on the implementation of Annual Program review report system across schools. The template along with the guidelines was shared by Ms. Jyoti Bansal, Director QA & A, which was **approved** by the committee for execution as a quality enhancement measure of self-reflection and decided; that the concept of programme coordinators will be introduced across Schools very soon.
   (Doc AU/IQAC/2020-21/02); Annexure -3

   Action by: Director, Office of Quality Assurance & Accreditation

Agenda – 10

Standardization of report preparation for all the events/conferences/ workshops organized as per NAAC requirements

10. A standardized report format for documenting all events / conferences / workshops organized as per NAAC requirements was tabled by Ms. Jyoti Bansal, Director QA & A, before the Committee. It was decided that documenting of events / conferences / workshops will be done as per the format tabled.
    (Doc AU/IQAC/2020-21/03); Annexure -4

Agenda -11

11. The committee received for information that Adamas University will be participating in NIRF 2021 rankings under three disciplines Engineering, Management & Pharmacy including University; and the data collection is in progress.

Agenda -12

12. The committee received for information that the university is submitting application to UGC for recognition under UGC12(b) in the month of November.

Agenda -13

13. The committee received for information, the execution of Internal Quality Assessment & Audit of Academic and Non Academic Departments through IQAC from next semester. With regard to the execution of Internal Quality Assessment & Audit, the Committee permitted Ms. Jyoti Bansal for executing internal quality assurance and audit of academic and non-academic activities.
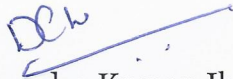
Agenda -14

14. The committee received for information, the UGC document on Quality Mandate as per notification dated 28th March,2020. *(Doc -AU/IQAC/2020-21/04); Annexure-5*

Any other business:

No other business (other than those mentioned as above) were discussed.

The meeting ended with permission of Chair.

03-12-2021

Prof (Dr.) Deependra Kumar Jha
Vice-chancellor
Chairperson – IQAC

Jyoti Bansal
Director, IQAC