



## INTERNAL QUALITY ASSURANCE COMMITTEE

### Minutes of the 1<sup>st</sup> Meeting

AY 2021-22

Wednesday, 20<sup>th</sup> October 2021, 10:30 A.M. to 1:00 P.M., Virtual

Saturday, 23<sup>rd</sup> October 2021, 11:00 A.M. to 2:00 P.M., Virtual

(Via Zoom: <https://zoom.us/j/94918049017?pwd=OTJ2bGZLeU1PTlZlRWkzZk9hK3VaUT09> &  
<https://zoom.us/j/98186120300?pwd=L1dleGp0NU11aWNjbkNSZVIHdFlzZz09>)

Members Present: 41

**Chairman:** Prof. (Dr.) Deependra Kumar Jha, Vice-Chancellor

**IQAC Convener:** Ms. Jyoti Bansal, Director – QAA

#### Members Present:

1. Mrs. Mittra Sinha Roy, Principal, Adamas International School
2. Mr. Avik Dey, President and Business Head – Chancellor Cell
3. Prof. (Dr.) Naveen Das, Pro-Vice Chancellor, Academics Affairs and Dean – SOBE
4. Dr. Jitendra Kumar Pandey, Pro-Vice Chancellor (Research & Development Affairs) & Dean – SOBAS
5. Dr. Sanjay Mishra, Registrar
6. Mr. Sovan Basu, Director – HR
7. Mr. Vijay Kumar, Officiating Controller of Examination
8. Dr. Shauli Mukherjee, Director, SOE and Dean, Student Affairs
9. Dr. Ashwini Kumar Sharma, Professor and Dean – SOET
10. Prof. Santosh Kumar, Professor and Dean – SOLACS
11. Dr. Rudra Prasad Saha, Professor and Officiating Dean – SOLB
12. Dr. Ashish Verma, Associate Dean, SOLJ
13. Dr. Mahul Brahma, Professor and Dean – SOMC
14. Dr. Sajal Kumar Jha, Professor and Officiating Dean – SOPT
15. Dr. Sandip Banerjee, Professor and Associate Dean, School of Smart Agriculture
16. Dr. Sujoy Bhattacharya, Professor – SOET and Director – Consultancy and Outreach
17. Dr. Moumita Mukherjee, Dean, R&D





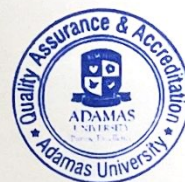
18. Mr. Sandip Kumar Banerjee, President – Administration
19. Dr. Prithvish Bose, Director – Product & Innovation
20. Mr. Abhijit Giri, Director – Career Development Cell
21. Mr. Anupam Ghosh, Head of Education Counselling and Communication (Admission)
22. Dr. Sajal Saha, Professor, SOET
23. Dr. Bimal Kumar Sarkar, Professor, SOBAS
24. Dr. Chiranjib Chakravartty, Professor, SOLB
25. Dr. Sunayan Bhattacharjee, Associate Professor, SOMC
26. Dr. Pragyan Mohanty, Associate Director – Social Responsibility
27. Dr. Saptarshi Chatterjee, Associate Director – Incubation
28. Dr. Rajneesh Kler, Associate Director – Planning & Monitoring
29. Dr. Moumita Dey, Associate Professor, SOBAS
30. Dr. Nav Kumar Mahato, Associate Professor, SOBAS
31. Dr. Jitendra Kumar Nayak, Assistant Professor, SOLACS
32. Dr. Koushik Chakraborty, Assistant Registrar (Academics)
33. Dr. Sanjib Hari, Assistant Registrar and Head – SFC
34. Ms. Pallabi Sarkar, Student Representative
35. Mr. Swagnik Dutta, Student Representative

**In Attendance (by Invitation)**

1. Dr. Aditya Ghosh, Associate Professor, SOBAS
2. Dr. Rajib Majumdar, Assistant Professor, SOLB
3. Dr. Sumona Dutta, Assistant Professor, SOLACS
4. Dr. Anu Rai, Assistant Professor, SOBAS
5. Ms. Dorothy Buragohain, Manager, Quality Assurance
6. Mr. Rajdeep Dash, Assistant Manager, HR

**Leave of Absence:**

1. Mr. Sunil Kumar Sarkar, Executive Vice Chairman – SKRMT
2. Mr. C. N. Raghupati, Senior Vice President & Head Infosys Technology Ltd.
3. Mr. Nirmalya Chakraborty, Law Officer, Adamas University
4. Dr. Samir Kumar Ghosh, Nominee from local society
5. Mr. Sumit Das, Vice President, Legal and Group Development
6. Ms. Purbasa Maity, Nominee from Alumni
7. Ms. Debjani Gupta, Student Representative
8. Mr. Golam Murshed Nazir Anmed Zamader, Student Representative
9. Mr. Milan Suryadipta Das, Student Representative





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

The Chairperson and Vice Chancellor Prof. (Dr.) Deependra Kumar Jha welcomed all the members to the 1<sup>st</sup> IQAC meeting for the Academic Year 2021-22.

In his address, the Chair **recommended** the following:

- a. University to rationalize all the existing programs for optimization of resources.
- b. Office of QAA to institutionalize Curriculum Benchmarking across the University.
- c. Strengthening the office of QAA by assigning coordinators from each school who may become trainers/evaluators in the implementation of IQAF.
- d. Deans to chalk down plans for pedagogical improvement and innovation in Schools, in line with the aspiration of Gen Z Schools to have collaboration with industry partners for flagship programs with commercial implications, if any.
- e. Engaging students with varied modes of learning to gain new knowledge/technology and facilitating them through assignments, LinkedIn Learning, etc. All the deans to inculcate this habit among students by having 8 hours of teaching in class and 8 hours of assignments/ engagement activities like exploratory learning/experiment learning by *February 2022*.

He also **apprised** the Committee that the first Performance Management System (PMS) for Academic staff has been completed and University has identified & incentivized the key performers. The Committee **noted** the implementation of new learning management system CANVAS across all the schools of the University.

He **further informed** that the Academic Council in its last meeting has approved the establishment of the Centre for Lifelong Learning (previously known as Centre for Professional Studies) with 3 divisions:

1. Life Skills Division – Offer courses pertaining to lifelong learning like Venture Ideation, Critical Thinking, Campus to Corporate, Dynamic Paradigm, etc.
2. Professional Skills Division - Cater bureaucracy examination, competitive examination, and foreign language courses, etc.
3. Upskilling Division – The division will be focussing on the needs of Adamas' alumnus by providing short-term courses and certified courses in an online/offline mode.

A director will be appointed to lead the centre along with 3 Assistant Directors who will be leading the three divisions and reporting to the Director.



*Action by Dean of all Schools and Ms. Jyoti Bansal*

The Chairman after ascertaining the quorum in place, agenda items were taken up for discussion.

Agenda Item No. 1:

To confirm the Minutes of the last meetings held on April 21, 2021, and May 22, 2021

The minutes of the last meetings of the IQAC held on April 21, 2021, and May 22 2021 were circulated previously on which no comments had been received. The minutes were therefore taken as read. There being no further comments, the Committee **approved the minutes (Annexure 1.1).**

Agenda Item No. 2:

Action taken report on the recommendations of the Committee in the previous meeting

As recommended by the Committee in its last meeting, Jyoti Bansal, Director IQAC presented to the Members (Annexure 1.2) the status of the action taken by all concerned on the matters from the last IQAC meeting held on April 21, 2021.

Agenda Item No. 3:

Status update of the Psychometric Profiling for the AU students; Presentation by Dr. Sumona Dutta, Assistant Professor, SOLACS

The committee **received** a presentation (Annexure 1.3) and **appreciated** the efforts put into preparing the psychometric profiling for AU students. Dr. Sumona Dutta **apprised** the members that three different sets of tests will be conducted on students and their careers/ job profiles will be mapped based on different domains. Around 200 psychological profiles have been prepared and audited based on different combinations of personality traits, intelligence, and interest. The results interpreted will be available for the admin's view, mentor's view, and user's views. The result will be routed to the mentor's dashboard so that proper guidance could be provided to the mentee/students. The full software application is configured on the AWS server and post-deployment and system-testing, the software will be open to the target group (students) by November end.

The Members **deliberated** on copyrighting the software in the name of Adamas University in the future.

Agenda Item No. 4:

Roadmap to improve the full-time enrolment of Ph.D. Scholars, Research Fellows, JRF in the University; Presentation by Dr. Moumita Mukherjee, Dean R&D



The committee received a presentation (**Annexure 1.4**) from Dr. Moumita Mukherjee, Dean R&D on the roadmap to improve the full-time enrolment of Ph.D. Scholars, Research Fellows, JRF in the University.

Draft recruitment policy for JRF, SRF, and research associate with eligibility criteria & financial assistance details were presented to the committee members. The Chair **appreciated** the proposal & **recommended** Pro- Vice Chancellor (R&D Affairs) and Dean (R&D) to deliberate and discuss separately with him the number of research fellows to be hired by all schools based on vacancy and stipend amount to be given to the research fellows.

*Action by Pro- Vice Chancellor (R&D Affairs) and Dean (R&D), December 2021*

**Agenda Item No. 5:**

To consider and approve the appointment of Chair Professors for Adamas University; Presentation by Dr. Moumita Mukherjee, Dean R&D

Dr. Moumita Mukherjee, Dean R&D **proposed** (**Annexure 1.5**) the appointment of 10 University Chair Professor positions under various subjects/fields. The Committee suggested that the appointment of University Chair Professor need to be funded by a government body / non-government agency /Industry. The Chair **asked** the members to write their suggestions to Dr. Moumita Mukherjee, Dean R&D and that can be taken up in the next IQAC meeting.

*Action by Dr. Moumita Mukherjee, Dean (R&D)*

**Agenda Item No. 6:**

New initiatives and best practices of School of Engineering and Technology (SOET); Presentation by Dr. Ashwini Kumar Sharma, Dean – SOET

A detailed presentation (**Annexure 1.6**) was made by Dr. Ashwini Kumar Sharma, Dean – SOET on the new initiatives and best practices implemented in the School of Engineering and Technology.

The new initiatives of the school are as under:

- a. Student-led social media platform
- b. Polytechnic and school outreach program led by Dr. T. Senthil Vadivel and Dr. Sajal Saha respectively
- c. School-level competitions like a hackathon, talent hunt, etc.
- d. Profiling of students and survey based on their aspiration
- e. Waste to wealth initiative
- f. Creating student experience from industrial/educational visits



- g. Created parents-faculty WhatsApp group for immediate feedback
- h. Offering 2 hours non-credited value-added course

Dean SOET, Dr. Ashwini Kumar Sharma has also **apprised** the committee about his school's best practices like regular meetings with class representatives, engaging students with different experiential learning activities like poster competition, discussion forum, quizzes, etc. The committee **suggested** that grooming the engineering school students for mock interviews should be done in association with the Office of Career Development. Deliberating further on the initiative of branding the school through student-led social media platform activities, the President – Chancellor Cell, Mr. Avik Dey, **advised** strongly that all the school deans have one strategy either centrally or by the schools themselves for social media marketing and branding of the schools of Adamas University.

The Chair **advised** all deans to submit reports of any events conducted at school within 7 days of its completion in the prescribed format and **recommended** Director IQAC to share a link with all the deans and HoDs of the School where the reports can be directly submitted.

Dr. Jitendra Kumar Pandey, Pro-Vice Chancellor (R&D Affairs) asked all the Deans to take initiative at the school level towards increasing the number of research papers and wherever it is applicable for patents. He further **advised** having a plan to measure the impact of any initiative taken by the school and have a closure report of the initiative. The Chair **recommended** all Schools to have a proposal document and SOPs of any initiative stating the clear anticipated outcomes and later to analyze the impact of the initiative.

*Action by Dr. Ashwini Kumar Sharma, Dean- SOET, and Ms. Jyoti Bansal, Director IQAC*

**Agenda Item No. 7:**

**Update on development of Employee Engagement Culture and AU Employee Engagement Principle;  
Presentation by Mr. Sovan Basu, Director – HR**

The Committee **received** a presentation (Annexure 1.7) from Mr. Sovan Basu, Director – HR on the development of employee engagement culture and AU employee engagement principle.

He **briefed** the members that for Adamas University people are an important asset. The vision is to hire and engage A class team and the objective is to become a great place to work. He also **apprised** the Committee that a Happiness Officer will be appointed to make and keep the employees engaged and happy at work.



The Members **noted** that the HR department of the University has taken many key initiatives towards the development of the talents in the last academic year like streamlining the recruitment process of the University and introducing a performance management system (PMS) for the first time in Adamas University.

The HR department has also taken up the learning and development initiative for the staff and faculty members by organizing 20 professional development programs and staff development programs in a short span of 3.5 months. The Committee **acknowledged** the various employee engagement welfare measures taken up by the HR department like free of cost In-house Covid vaccination camp for all the employees of the University.

It is **advised** that more technical & specific professional development programs be organized in near future catering to the diverse needs of the staff of all support offices of the University like CDC, Registrar office, etc. along with a training calendar based on the requirements raised by the concerned office.

*Action by Mr. Sovan Basu, Director – HR, December 2022*

**Agenda Item No. 8:**

**Execution of Value-Added Courses, IDPs, and Slow & Advance Learners Policy; Presentation by Dr. Rajneesh Kler, Associate Director, Planning and Monitoring**

A presentation (**Annexure 1.8**) on the execution of value-added courses, IDPs, and Slow and Advance Learner Policy was **presented** to the IQAC members by Dr. Rajneesh Kler, Associate Director, Planning and Monitoring. The members **deliberated** on how to encourage the students to take up value-added courses and the following suggestions were put across by the esteemed Members:

- Offer the course as a certificate course.
- Encourage the students to enroll in association with the CDC department after mapping with the skillsets as required by the industry.
- Value-added courses as a part of the internal assessment.
- Linking of value-added courses with ACE scorecard/Employability scorecard.
- Offering a compulsory non-credit course.
- Can be offered as part of the Dean's list or through the Mentor-Mentee system.

For evaluation, inter-department competition could be conducted with cash incentives/prizes.

The Members **noted** that interdisciplinary projects (IDP) were executed in all UG programs (excluding programs with statutory restrictions) from the 2020 batch onwards in semester III. Dr. Kler **informed** the Members that a workshop is planned to be organized at the end of October 2021 to bring parity in evaluation report formats.

The Committee was **apprised** that policy on slow and advanced learners was approved by the Academic Council of Adamas University however the execution is yet to be done. The Members **suggested** that identification of slow learners to be done based on marks obtained by the students in the test conducted by faculty members in this session and based on the analysis extra classes/ remedial classes to be offered to the slow learners. The progress of the student could be further analyzed in the second and the subsequent test in this session.

**Agenda Item No. 9:**

**Proposal for the establishment of a greywater treatment facility in food court drainage**

The Committee after deliberation **approved** the proposal (**Annexure 1.9**) submitted by Prof. (Dr.) Jitendra Kumar Pandey, Pro-Vice Chancellor (R&D Affairs) and Dean – SOBAS for the establishment of a greywater treatment facility in the food court drainage area.

The Chair **advised** to collaborate and initiate the project with **the** School of Smart Agriculture so that the same facility can be used for SOSA teaching and learning activities.

*Action by Prof. (Dr.) Jitendra Kumar Pandey, Pro-Vice Chancellor (R&D Affairs) and Dean – SOBAS and Dr. Sandip Banerjee, Professor and Associate Dean, School of Smart Agriculture*

**Agenda Item No. 10:**

**Feedback report analysis for AY 2020-21 by employers and alumni; Presentation by Mr. Abhijit Giri, Director – Career Development Cell**

The Committee **noted** the feedback received from the employers and alumni for the year 2020-21 (**Annexure 1.10**).

Appreciating the feedback survey activity, the Members **advised** Mr. Abhijit Giri, Director – Career Development Cell to refine the survey form and conduct the survey in two different timeframes, one post-interview of the students and the other, post student's placement to have a clear insight of the student quality.

The Chair **suggested** submitting a school-wise analysis report on the feedback received from employers.



*Action by Mr. Abhijit Giri, Director - CDC*



**Agenda Item No. 11:**

**Course feedback report analysis by faculty members for Academic Year 2020-21; Presentation by Ms. Jyoti Bansal, Director - IQAC**

The Members **noted** the appreciation, suggestions, and feedback received (**Annexure 1.11**) on the course by the faculty members.

The chair **requested** all Deans to take note of the feedback and **advised** the execution of corrective measures to be taken on the feedback. He **further advised** Dr. T. Senthil, Professor, SOET to start training sessions for faculty members on CO attainment.

*Action by Dean of All Schools and Dr. T. Senthil, Professor, SOET*

**Agenda Item No. 12:**

**Approval of concept note on celebrating November as Quality Month**

The Committee **unanimously approved** the concept and the activities proposed (**Annexure 1.12**) by Ms. Jyoti Bansal, Director – QAA for celebrating the month of November as the Quality Month for the year 2021.

The Chair **appreciated** the new initiative taken and **recommended** writing a white paper on the perspective of the stakeholders on quality in higher education post the stakeholder panel discussion event. The Committee further **recommended** celebrating Quality month every year in the month of November.

*Action by Office of QAA*

**Agenda Item No. 13:**

**Presentation on NIRF Results 2021 – Adamas University, Presentation by Dr. Aditya Ghosh, Member, office of QAA**

The Committee **deliberated** on the NIRF results in 2021 (**Annexure 1.13**) and the chair has expressed his concern about Adamas University not being reflected on the ranking scale and **advised** schools to strategize their working based on NIRF parameters.

**Agenda Item No. 14:**

**Adamas University collaboration with E-learning LinkedIn**



The Members **noted** the University's collaboration (**Annexure 1.14**) with the LinkedIn Learning platform which provides access to both faculty and students of Adamas University and encourage/empower the students to learn beyond boundaries, explore the world of augmented learning and upskill themselves with industry-required skills from industry / academic experts.

**Agenda Item No. 15:**

**Establishment of E-YUVA center in association with BIRAC (Biotechnology Industry Research Assistance Council) – Verbal Status by Dr. Saptarshi Chatterjee**

The Committee members **congratulated** Dr. Saptarshi Chatterjee for successfully establishing the first E-YUVA center (**Annexure 1.15**) supported by BIRAC, receiving a grant with an amount worth around 2.66 crores for the next three years to be used for empowering youth to undertake the value-added innovative translational research in the field of life science and allied.

**Agenda Item No. 16:**

**Annual Report of Office of Quality Assurance and Accreditation**

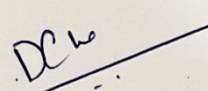
The Committee **noted** the publication of the Annual Report (**Annexure 1.16**) of the Office of Quality Assurance and Accreditation.

**Agenda Item No. 17:**

**Any other item with the permission of the Chair**

1. The Chair **advised** Pro-Vice Chancellor (Academic Affairs) to conduct a meeting with all School Deans, HoDs, and students to felicitate the achievers of Dean's List.
2. The committee was **informed** that the University conducted a Caregiver program with the underprivileged women of the North 24 Parganas region of West Bengal which is supported by BOSCH. On the 22<sup>nd</sup> of October 2021, the initial stage of the recruitment process was completed and offered a salary of INR 8800.00. Psychometric analysis and training will be conducted for the selected women and whoever crosses the barrier will be offered the job.

There being no further item, the meeting ended with a vote of thanks.

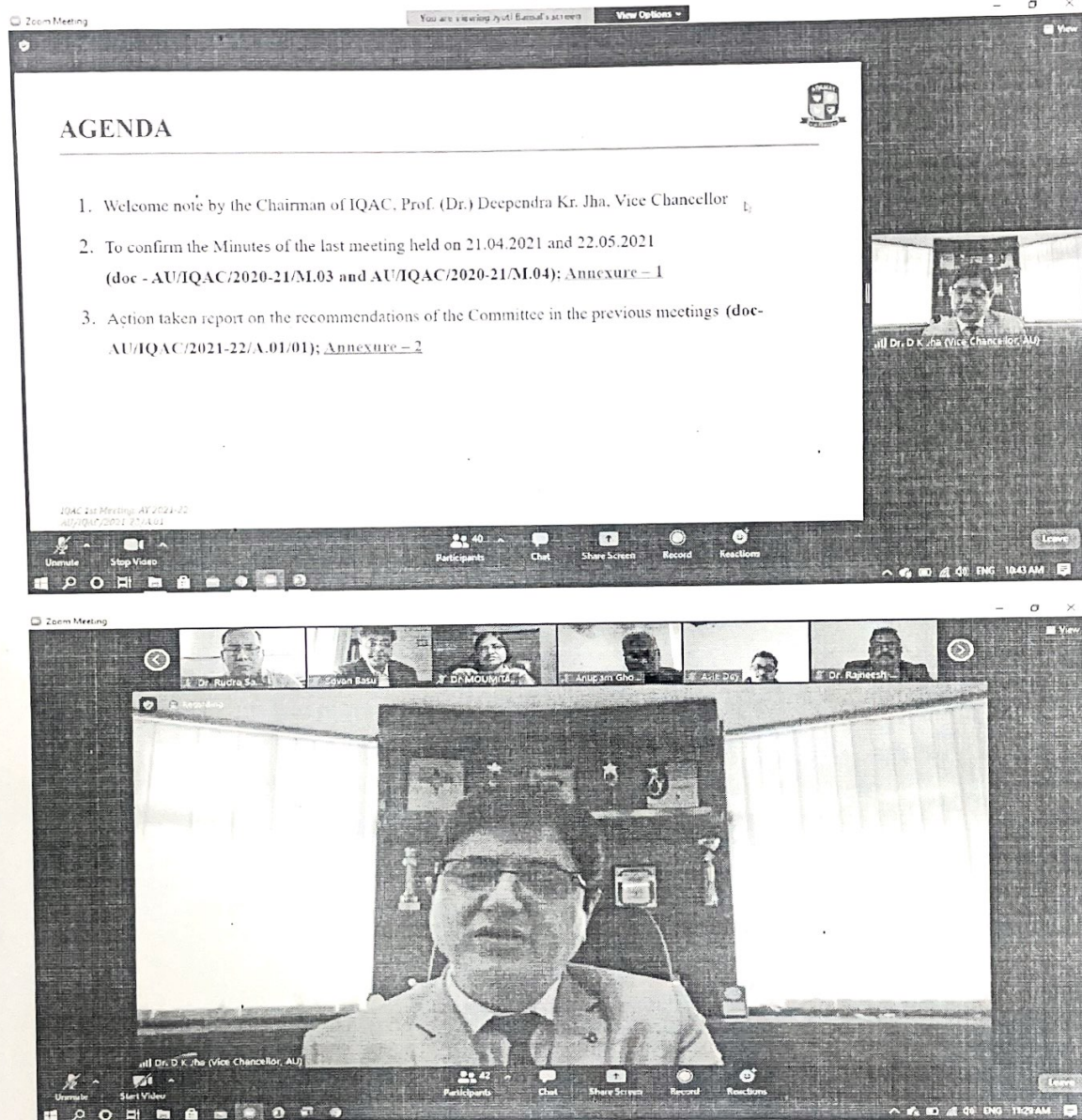
  
**Prof. (Dr.) Deependra Kumar Jha**  
 Vice Chancellor and Chairperson – ~~Vice~~ **Chancellor**  
 Adamas University  
 Adamas Knowledge City  
 Barrackpore Barasat Road  
 Barasat, Kolkata - 700 126

  
**Jyoti Bansal**  
 Director, IQAC



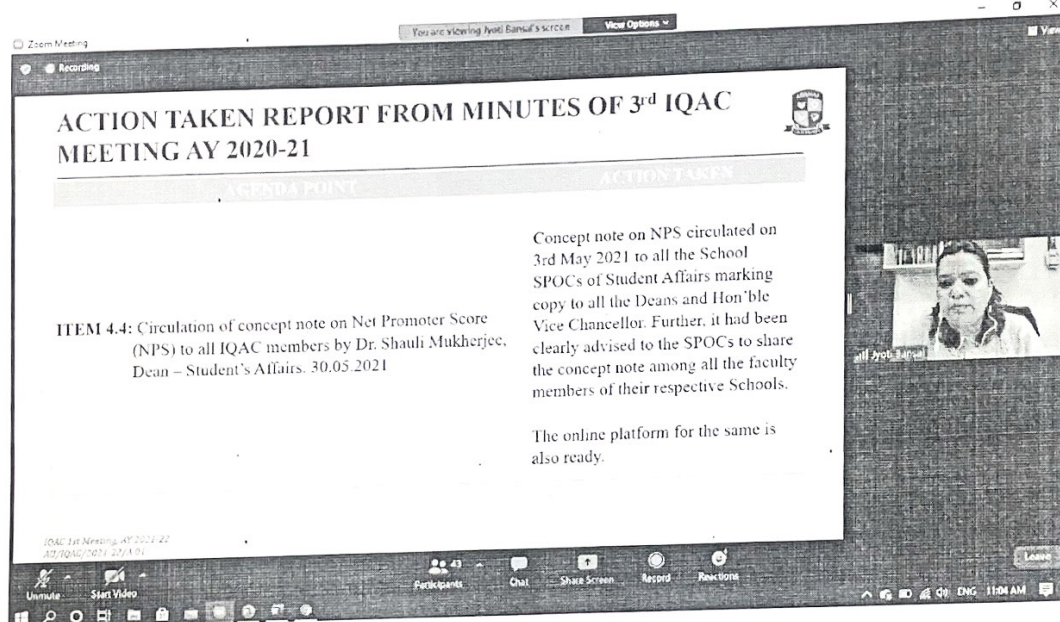


## A GLIMPSE OF THE 1<sup>st</sup> IQAC MEETING AY 2021-22

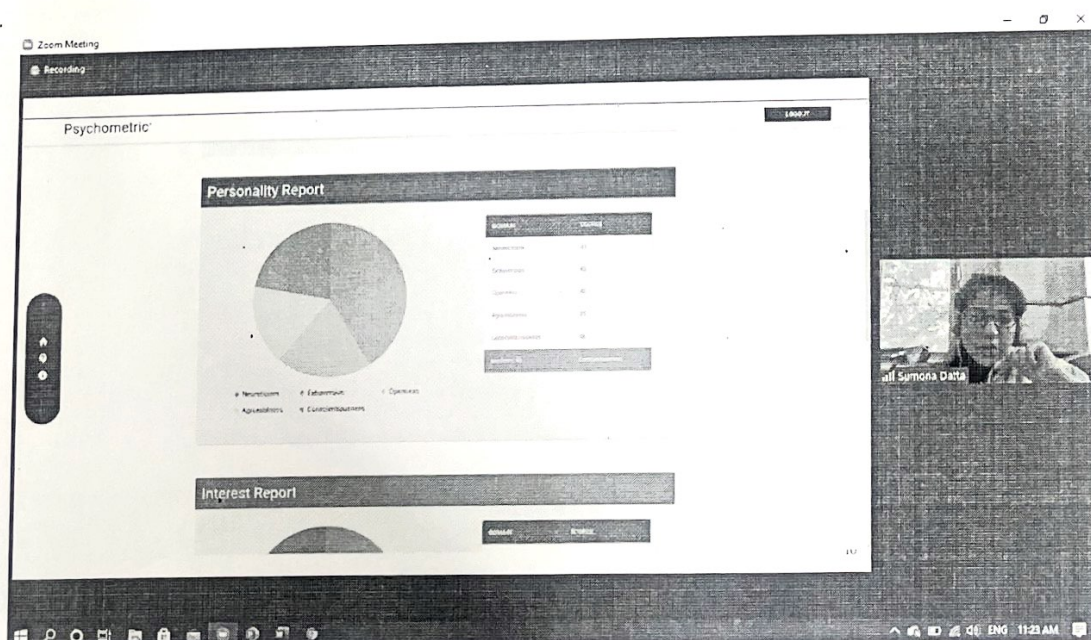


Picture 1&2: IQAC Chairperson & Hon'ble Vice Chancellor Prof. (Dr.) Deependra Kumar Jha addressed the august gathering





Picture 3: Ms. Jyoti Bansal, Director, IQAC presenting the action taken report



Picture 4: Dr. Sumona Dutta, Assistant Professor presenting the update of psychometric profiling for AU students



**RECRUITMENT POLICY DEVELOPED**

- Based on R&D budget, School wise vacancy will be declared.
- Advertisement will be published for the recruitment.
- Three level of recruitment will be conducted – JRF, SRF and RA.
- NET / GATE qualified candidates may be allowed for up to 50% fees concession in PhD registration

IQAC 3rd Meeting, AY 2021-22  
AU/IQAC/2021-22/M.01

ENG 11:35 AM

Picture 5: Dr. Moumita Mukherjee, Dean R&D, while presenting the roadmap to improve full-time enrolment of PhD Scholars, Research Fellows, JRF

**NAME OF THE CHAIR (S) AND SUBJECTS/AREAS** Contd..

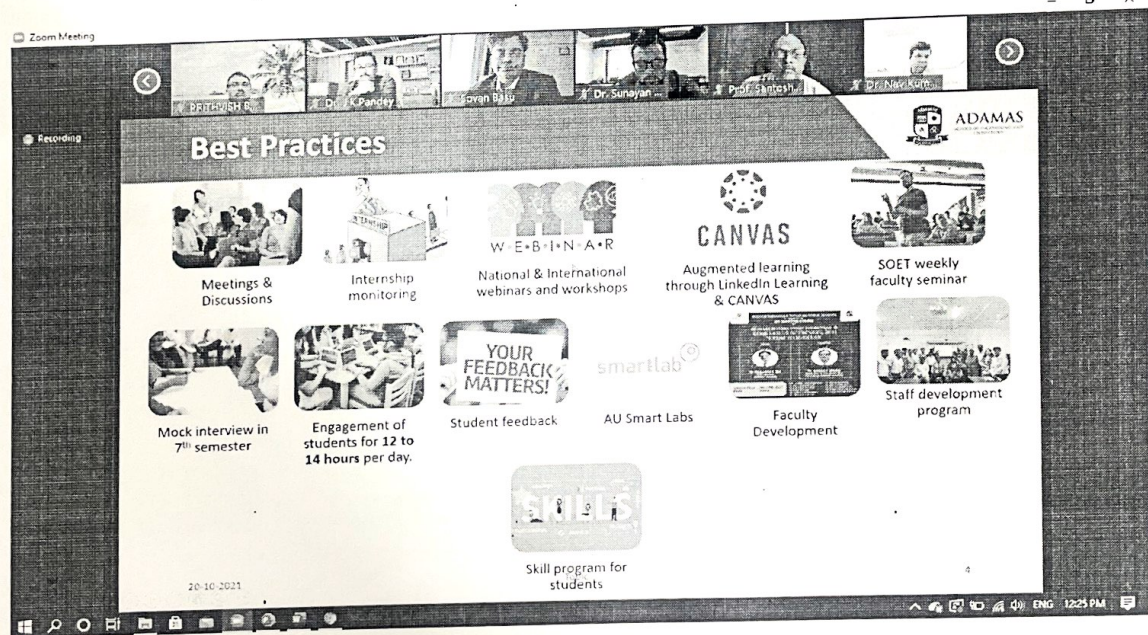
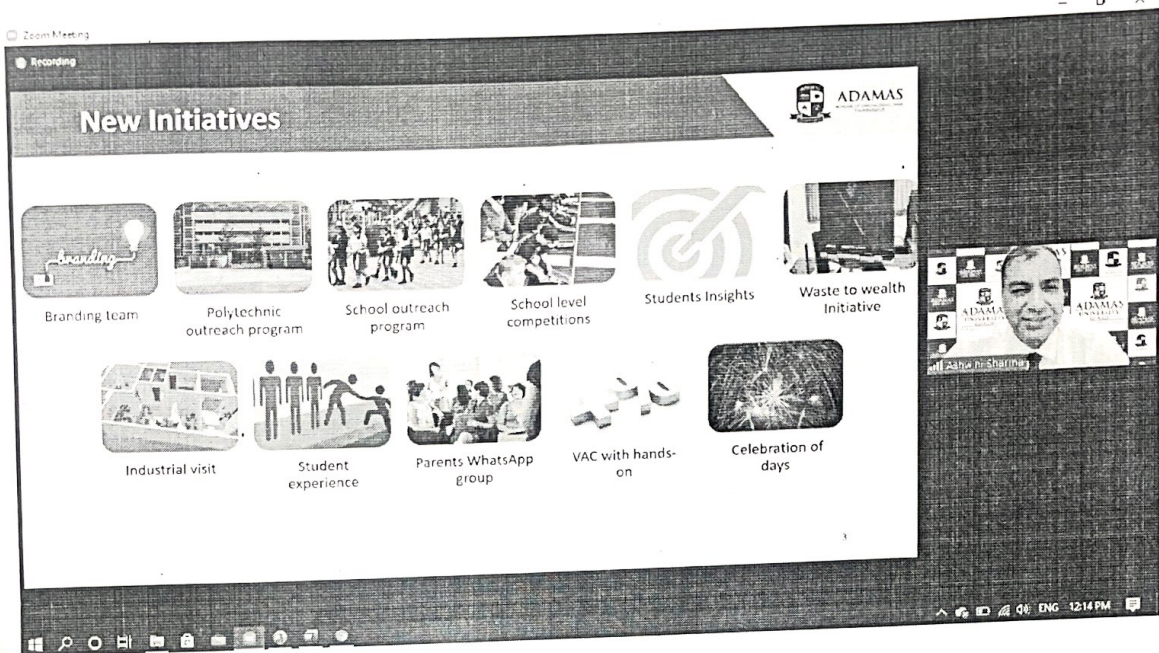
SR.	NOBEL LAUREATES / EMINENT PERSONALITIES	SUBJECTS/AREAS
6.	Dr. Amartya Sen	<ul style="list-style-type: none"> <li>• Economic Sciences</li> <li>• Welfare Economics</li> <li>• Social Choice Theory</li> </ul>
7.	Swami Vivekananda	<ul style="list-style-type: none"> <li>• National &amp; Social awakening</li> <li>• Philosophy</li> <li>• Youth development and leadership</li> </ul>
8.	Dr. B.R. Ambedkar	<ul style="list-style-type: none"> <li>• Social Inclusion</li> <li>• Constitutional Studies</li> <li>• Political Science</li> </ul>
9.	Dr. S. Radhakrishnan	<ul style="list-style-type: none"> <li>• Education</li> <li>• Philosophy</li> </ul>
10.	Dr. C V Raman	<ul style="list-style-type: none"> <li>• Spectroscopy</li> <li>• Optics / Physics</li> <li>• Chemistry</li> </ul>

IQAC 3rd Meeting, AY 2021-22  
AU/IQAC/2021-22/M.01

ENG 12:00 PM

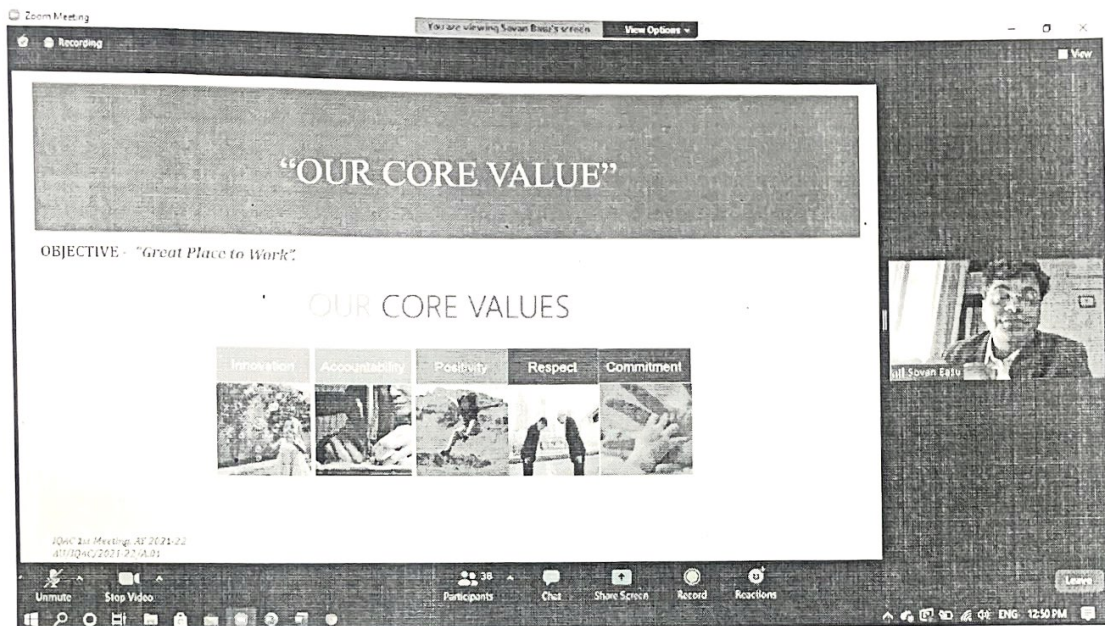
Picture 6: Dr. Moumita Mukherjee, Dean R&D, proposed the appointment of Chair Professors for the University



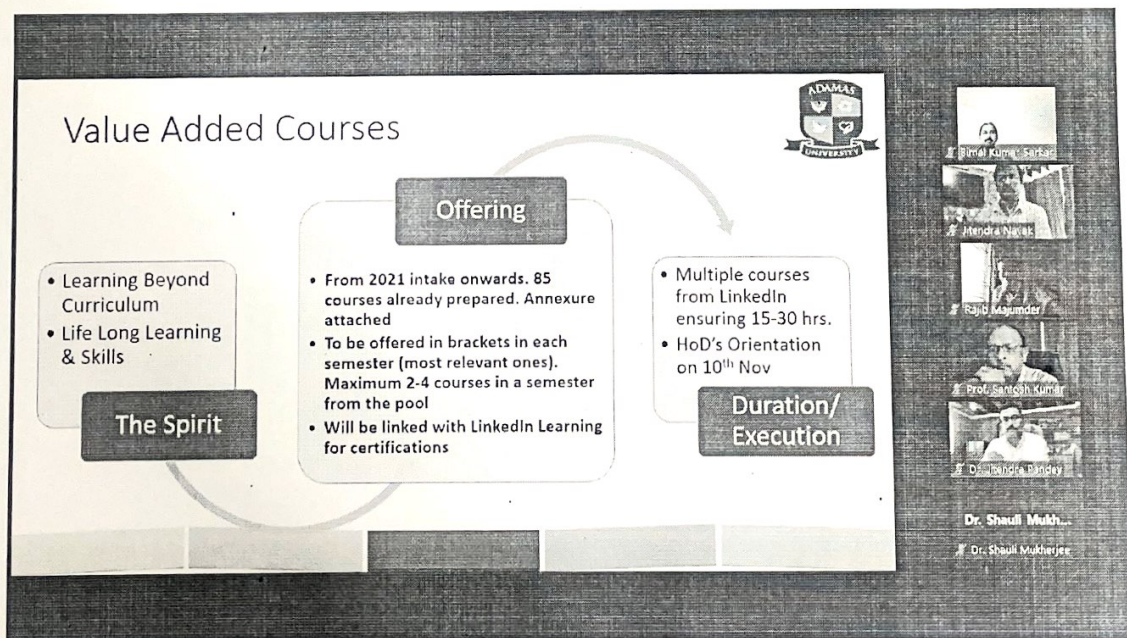


Picture 7 & 8: Dr. Ashwini Kumar Sharma, Dean SOET presented the new Initiatives and best practices of SOET



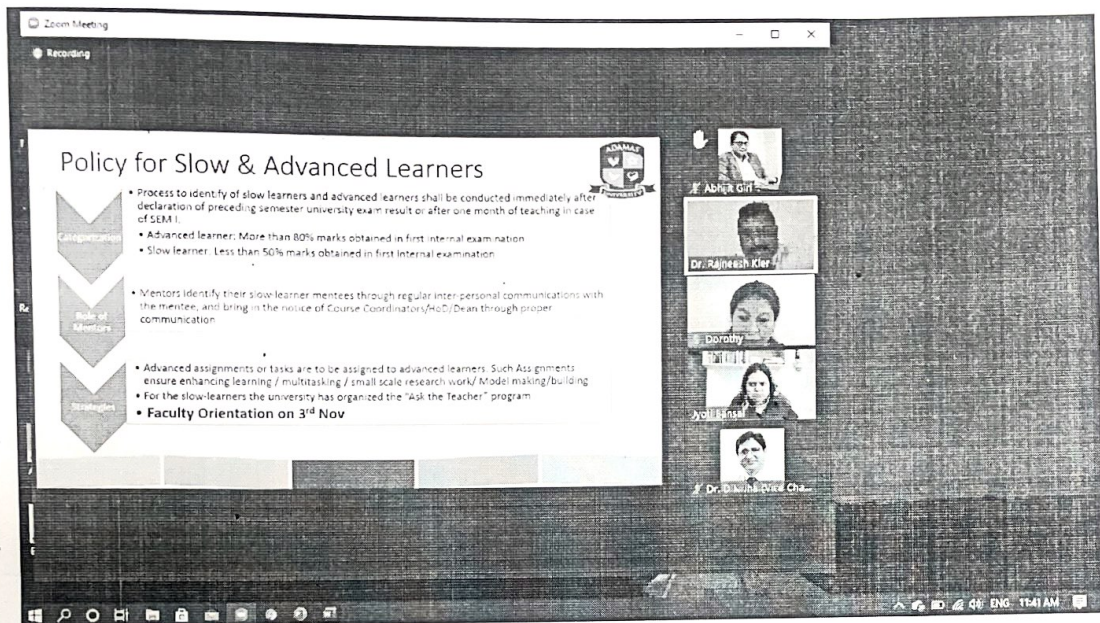


Picture 9: Mr. Sovan Basu, Director HR apprising the members on employee engagement culture and AU employee engagement principle

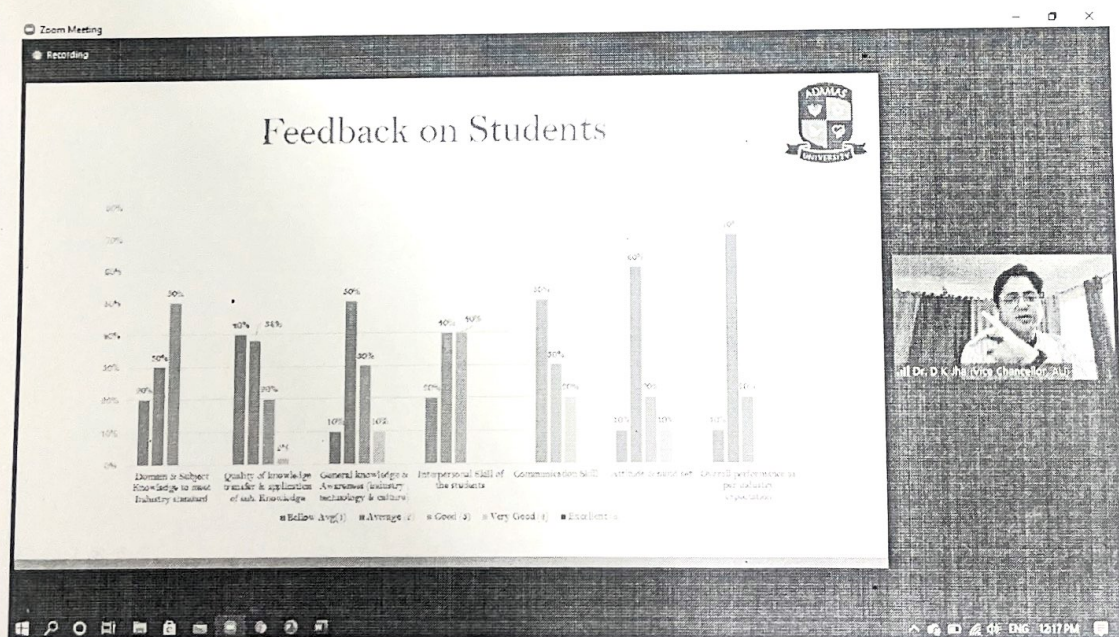


Picture 10: Esteem Members deliberating on the execution of value-added courses



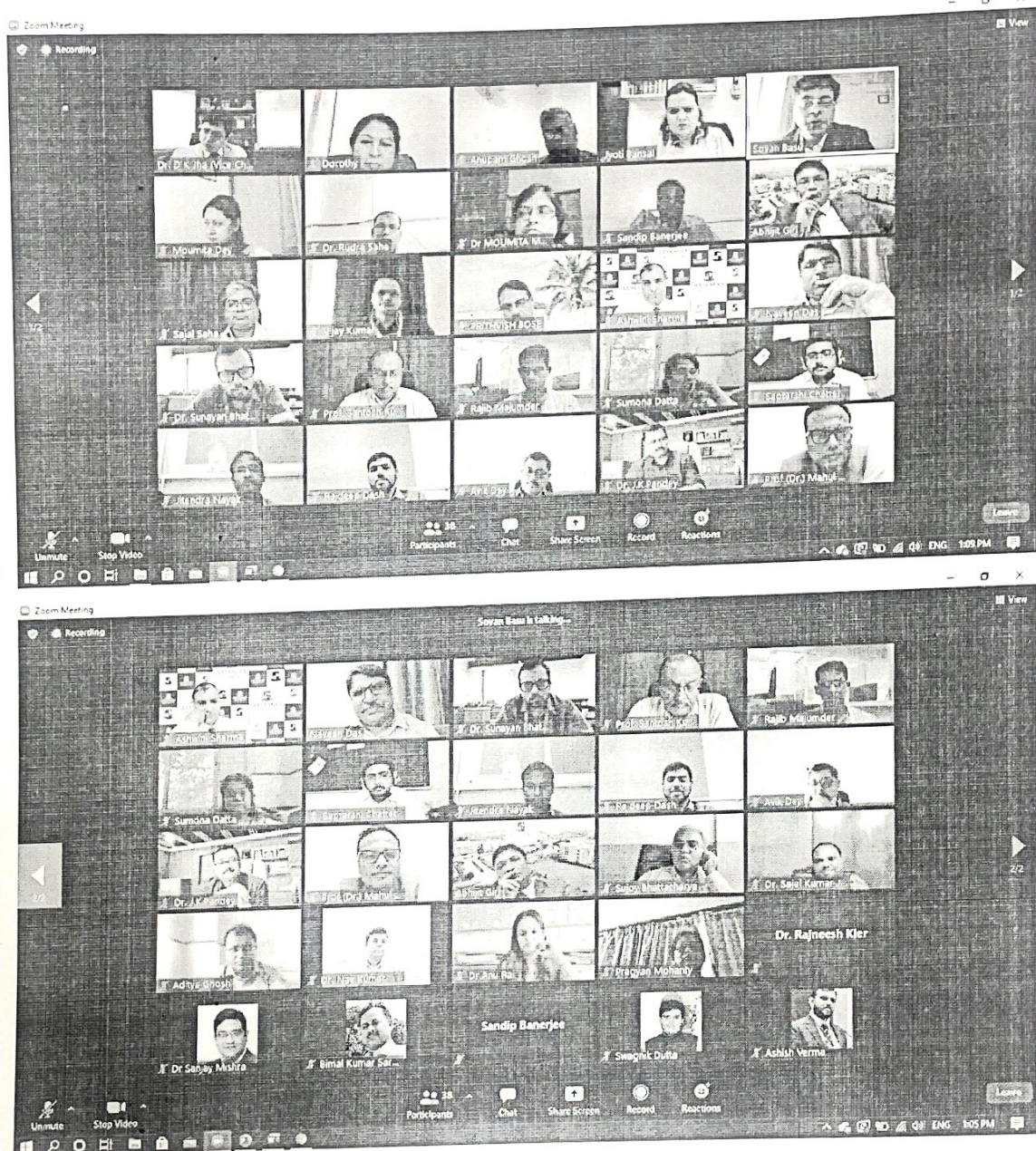


Picture 11: Dr. Rajneesh Kler, Associate Director - Planning & Monitoring apprising the members on slow and advanced learners



Picture 12: Members deliberating on the feedback received on students from Employers





Picture 13 & 14: glimpse of members in the meeting