



INTERNAL QUALITY ASSURANCE COMMITTEE

Minutes of the 2nd Meeting

AY 2021-22

Saturday, 12th February 2022, 10:30 A.M. to 2:00 P.M., Virtual

(Via Zoom: <https://zoom.us/j/97233550938?pwd=bTZkcHJrOE9hWXJkQlZMSXJXcHVkQT09>)

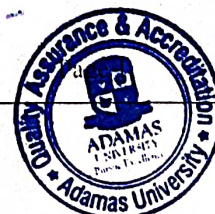
Members Present: 39

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

IQAC Convener: Ms. Jyoti Bansal, Director – QAA

Members Present:

1. Mr. Sunil Kumar Sarkar, Executive Vice Chairman – SKRMT
2. Prof. (Dr.) Naveen Das, Pro-Vice Chancellor, Academics Affairs and Dean – SOBE
3. Dr. Jitendra Kumar Pandey, Pro-Vice Chancellor (R&D Affairs) & Dean – SOBAS
4. Mr. Arup Sil, Registrar
5. Mr. Sovan Basu, Director – HR
6. Mr. Vijay Kumar, Controller of Examination
7. Dr. Mahul Brahma, Professor and Dean – SOMC
8. Dr. Rudra Prasad Saha, Professor and Dean – SOLB
9. Dr. Shauli Mukherjee, Associate Professor and Director – SOE
10. Dr. Sujoy Bhattacharya, Professor and Associate Dean – SOET & Director – Consultancy & Outreach
11. Dr. Ashish Verma, Professor and Associate Dean – SOLJ
12. Dr. Sajal Kumar Jha, Professor and Associate Dean – SOMS
13. Dr. T. Senthil Vadivel, Professor, SOET
14. Dr. Prithvish Bose, Professor, SOBE
15. Dr. Anil Kumar, Director – Centre for Life-Long Learning
16. Dr. Moumita Mukherjee, Dean – Research and Development
17. Mr. Abhijit Giri, Director – Career Development Cell
18. Mr. Rohiet Ssinha, Director – Marketing
19. Dr. Pragyan Mohanty, Associate Director – Social Responsibility
20. Dr. Saptarshi Chatterjee, Associate Director – Incubation
21. Dr. Rajneesh Kler, Associate Director – Planning & Monitoring



22. Dr. Sumona Dutta, Assistant Director – Student's Affairs
23. Dr. Sunayan Bhattacharjee, Associate Professor, SOMC
24. Dr. Moumita Dey, Associate Professor, SOBAS
25. Dr. Jitendra Kumar Nayak, Assistant Professor, SOLACS
26. Mr. Swagnik Dutta, Student Representative

In Attendance (by Invitation)

1. Dr. Aditya Ghosh, Associate Professor, SOBAS
2. Dr. Gouranga Patra, Associate Professor and QAA Coordinator, SOBE
3. Dr. Raja Chakraborty, Associate Professor and QAA Coordinator, SOMS
4. Dr. Anu Rai, Assistant Professor and QAA Coordinator, SOBAS
5. Dr. Joyjyoti Das, Assistant Professor and QAA Coordinator, SOLB
6. Ms. Subhi Mack, Assistant Professor and QAA Coordinator, SOLJ
7. Ms. Debopriya Ghatak, Assistant Professor and QAA Coordinator, SOLACS
8. Mr. Sayak Pal, Assistant Professor and QAA Coordinator, SOMC
9. Mr. Pranay Pandey, Assistant Professor and QAA Coordinator, SOE
10. Dr. Rajib Majumdar, Assistant Professor, SOLB
11. Ms. Dorothy Buragohain, Manager, Quality Assurance

Leave of Absence:

1. Mrs. Mitra Sinha Roy, Principal, Adamas International School
2. Dr. Samir Kumar Ghosh, Nominee from local society
3. Mr. Sumit Das, Vice President, Legal and Group Development
4. Prof. Santosh Kumar, Professor and Dean – SOLACS
5. Dr. Sandip Banerjee, Professor and Associate Dean – School of Smart Agriculture
6. Dr. Sajal Saha, Professor, SOET
7. Dr. Chiranjib Chakravartty, Professor, SOLB
8. Mr. Nirmalya Chakraborty, Law Officer
9. Mr. Dipankar Chakraborty, Group Head – Administration and Procurement
10. Mr. Anupam Ghosh, Head of Education Counselling and Communication (Admission)
11. Mr. Aritra Das, Assistant Registrar
12. Ms. Purbasa Maiti, Nominee from Alumni
13. Ms. Debjani Gupta, Student Representative
14. Mr. G.M. Nazir Ahmed Jamader, Student Representative
15. Mr. Milan Suryadipta Das, Student Representative
16. Ms. Pallabi Sarkar, Student Representative



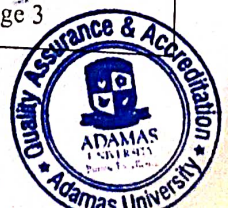
Welcome Note by the Chairman of IQAC, Prof. (Dr.) Deependra Kumar Jha, Vice-Chancellor

The Chairperson and Vice Chancellor Prof. (Dr.) Deependra Kumar Jha extended a warm welcome to all the members to the 2nd IQAC meeting of Adamas University for the Academic Year 2021-22 held virtually.

At the outset, the Chair congratulated the QAA team for the successful implementation of the Internal Quality Assurance Framework (IQAF) at the campus and also shared his vision on Adamas 2.0.

In his address, the Chair apprised the committee on the following new initiatives and accomplishments since the last IQAC meeting held in October 2021:

- Introduction of new scholarship schemes such as Girls Scholarship, Scholarship to ward of defence and sports personnel, etc. to attract meritorious students.
- Successful implementation of Internal Quality Assurance Framework for Adamas University with Audits.
- Initiated the process of institutionalization of robust university-level HR policies governed by rules and regulations and to have a meaningful engagement and connect between employees under the leadership of Mr. Sovan Basu, Director HR.
- Initiation of MoU between Centre for Life-Long Learning with IIT Kanpur on establishing a Virtual Lab Nodal Center at Adamas University and offering of foreign language courses through Centre for Life-Long Learning.
- International Faculty members teaching AU students, the first step being taken by the School of Education through a virtual mode of teaching to uplift the benchmark of teaching-learning processes.
- Revisiting of University's Vision for enculturation of 24*7 teaching-learning culture at the campus
- Appreciated the efforts made by the Students' Affairs Team along with the Social Responsibility Team exclusively to connect with the students through One Student – One Tree Plantation Drive (as proposed by Dr. Jitendra K Nayak, Assistant Professor, SOLACS).



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 October 21st and 23rd 2021

The minutes of the last meetings of the IQAC held on October 21st and 23rd 2021 was 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 2.1).

Agenda Item No. 2:

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

Director IQAC, Jyoti Bansal presented to the Members (Annexure 2.2) the status of the action taken by all concerned on the matters from the last IQAC meeting held on October 21st and 23rd 2021.

Agenda Item No. 3:

Major observations from Internal Quality Assurance Framework (IQAF) Audits conducted in Dec 2021; Presentation by Jyoti Bansal, Director – IQAC

The Committee received a presentation (Annexure 2.3) from Jyoti Bansal, Director – IQAC, and noted the IQAF structure, summary of the result of the 1st IQAF Audit of the 9 Schools of the university along with the major observations and recommendations received during the Internal Quality Assurance Framework (IQAF) Audits conducted in December 2021.

Appreciating the implementation, the Members recommended the following:

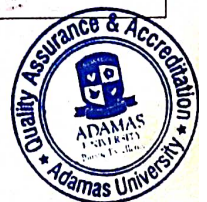
- To check the present status of Wi-fi connectivity and bandwidth post-installation of Wi-Fi boosters on campus.
- To share the IQAF Framework and school-wise IQAF Audit reports with Career Development Cell.
- To have a mandated time frame for remedial action to be taken based on the result of the IQAF audit and the same to be reported to the IQAC, as suggested by Mr. S.K. Sarkar, Executive Vice Chairman – SKRMT.

- Board of Studies to create school-specific academic and event calendars and circulate among faculty.
- Department of Planning and Monitoring to work at the surface level to address the issues of TCSion before the commencement of classes and also to explore the solution of incorporating ASC Software into TCSion to reduce manual efforts in making and changing time tables and these may be invited for further discussion.
- Deans of each school to have a formal open house interaction with each and every student of the respective school at least once per semester. The responsibility could be bestowed upon the Mentors for compliance of the same.
- Attendance of students in club activities will no longer be mandatory if students wish to utilize the club timing for academic purposes. However, the Chair suggested Department of Student Affairs to have more innovative and interesting club activities and thereby increase student engagement by giving a robust learning experience.
- To have at least 3-4 external experts/trainers who will groom students to crack job interviews.
- Campus to corporate courses to be incorporated in regular programs.
- To reconsider naming of the campus buildings.
- CDC may act as a central data repository for details of students pursuing higher education and the Department of Student Affairs & mentors may assist in the collection of the data from departments and the data may be updated further in a definite time frame.

The Chair **declined** the recommendation for the removal of 'Average Result of Students' in Faculty Performance Management (PMS). He further **apprised** the Members of the changes made in the examination-evaluation system by incorporating more external Moderators for review of question papers, answer sheets on a sample basis. Mid-Semester examination will be also centralized in the future with the coordination with the school.

Director - IQAC **informed** the Members of the schedule of the next IQAF Audit for October 2022 which would start with an audit of Non-Academic Departments / Offices.

*Action by Dean of All the Schools, Ms. Jyoti Bansal, Director – IQAC,
Mr. Abhijit Giri, Director – CDC, Dr. Rajneesh Kler, Associate Director – Planning & Monitoring
and Dr. Sumona Dutta, Assistant Dean – Student Affairs*



Agenda Item No. 4:

**To consider the proposal to frame Principles of Engagement – HR Booklet for Adamas University;
Presentation by Mr. Sovan Basu, Director – HR**

The Committee received a presentation (Annexure 2.4) from Mr. Sovan Basu, Director – HR on the proposal to frame an HR Booklet namely 'Principles of Engagement' for Adamas University to inculcate more people engagement quality practices.

The members noted the action plan along with the tentative time frame, focusing on adopting a collaborative approach via one-to-one meetings, focused group discussion ensuring the need of the employees; framing/revisiting policies within the organizational framework; benchmarking the new market practices/principle of employee engagement along with the branding of policies, using of progressive terminology, etc.

The Chair approved the proposed plan and advocates that this practice will help the University build culture of a great place to work.

Action by Mr. Sovan Basu, Director – HR, 1st July 2022

Agenda Item No. 5:

To consider and approve the new initiatives on Research & Development by Prof. (Dr.) Jitendra Kumar Pandey, Pro-VC (R&D Affairs) and Dean – SOBAS

The Committee received a detailed presentation (Annexure 2.5) from Dr. Jitendra Kumar Pandey, Pro-VC (R&D Affairs), and Dean – SOBAS on the initiatives taken by the R&D Department.

He further projected the strategic roadmap and the 5-year plan to improve research work in the University with a focus on:

- Scopus indexed conference/school, chapters/faculty.
- Formation of domain-specific research clusters with PG and UG students in every school along with one cluster coordinator.



- Initiative taken to start Journal Club at university level with a monthly research-based presentation/ memorial lecture by internal faculty.
- To provide support to increase research work at university by:
 - Financial Support for organizing indexed conferences in school
 - Incentives to PG students for research work
 - The residential facility at Adamas Knowledge City to full-time DRF and RFs
 - Infrastructure facility for 24X7 research experiments
 - Support for visiting and working in labs of national repute
 - Honorarium based association with highly publishing researchers
- One SEED project per faculty.
- Implementation of IPR creation strategy
- Hiring a professional patent agency – who must ensure publication in 2 to 3 months
- Amendment in existing policies:
 - No individual patent is allowed
 - The filing body shall always be through R and D
 - Revenue sharing upon commercialization: 30 Faculty: 70 Organisation

The Chair **appreciated** the roadmap framed by Pro-VC and **suggested** having a detailed discussion on releasing the fund, purchase, delivery, etc. to have a significant improvement and for streamlining the processes of the R&D Department.

Action by: Prof. (Dr.) Jitendra Kumar Pandey, Pro-VC (R&D Affairs)

Agenda Item No. 6:

Feedback Analysis on Teaching, Learning & Course Curriculum for odd semester AY 2021; Presentation by Dr. Rajneesh Kler, Associate Director – Planning & Monitoring

Dr. Rajneesh Kler, Associate Director – Planning & Monitoring **briefed** the Committee on the school-wise Feedback Analysis Reports (**Annexure 2.6**) for odd semester (5, 7, and 9) students on Teaching, Learning, and Course Curriculum. The survey consists of 13 questions on three major sections of teaching-learning, course structure and design, and overall quality of the course.

He apprised the Members of the appreciation received from the student on the implementation of the Canvas platform with clear understanding of POs, PSOs, and Course Outcomes, positive learning environments. The major suggestions include increasing the number of industry visits, more practical base/realistic learning, reducing the burden of student attendance, need of better lab infrastructure, up-gradation and shortening of the syllabus for final year courses, increasing interactions with the administration/Dean of the schools, and decreasing in semester fees in some programs, to name a few.

The Chair advised Dr. Kler to share the school-wise feedback report with the respective School Deans. Mr. S. K. Sarkar suggested QAA Office to sensitize the students on the NAAC feedback process post-IIQA submission.

The Chair further recommended Prof. (Dr.) Naveen Das, Pro-VC Academic Affairs, and Dr. Anil Kumar, Director CLL to roll out the new value-added courses/programs from the new academic session.

*Action by Dr. Rajneesh Kler, Associate Director – Planning and Monitoring,
Prof. (Dr.) Naveen Das, Pro-VC Academic Affairs and
Office of QAA*

Agenda Item No. 7:

Revisiting the Admission and Scholarship policy AY 2022-2023 by Mr. Rohiet Ssinha, Director – Sales and Marketing

Mr. Rohiet Ssinha, Director – Marketing presented to the Committee a detailed flow diagram (Annexure 2.7.A) on the new admission procedure for Adamas University highlighting the following:

- Revamping of AUAT exam on TCSion
- AUAT Examination process and procedures
- Re-Test Option for 1 retest only, if a student fails in the 2nd test option will be automatically ineligible for AU Scholarships Schemes
- Opting out the option of Provisional fees

Mr. Ssinha further briefed the Members on the new Scholarship Schemes (Annexure 2.7.B) that include AUAT Scholarship, JEE-2022 scholarship, WBJEE – 2022 Scholarship, Free ship/Scholarship waiver,



Wards of Adamas University/RICE Employee, Siblings of Alumni, Alumni of Adamas Education Institution, Girls Scholarship, Innovation/Publication policies, CLAT 2022 Scholarship, Defence Scholarship, Parent who represented India in sports, in addition to the existing Merit Scholarship, Merit-cum-Means Scholarship, Achievers on Sports category.

The Committee **suggested** having a full documentation record of each of the stages under the admission process. Mr. Sarkar **recommended** having a clear-cut distinction between enrolment and registration. He **further advised** revisiting the existing Adamas University Admission Regulations and Scholarship Regulations and checking what amendments are to be done to accommodate these policies. The amendments need to be sent to Admission Committee for **ratification** and the final approval to be circulated to all the members involved in the admission process for diluting the communication gap.

Action by Mr. Rohiet Ssinha, Director – Marketing

Agenda Item No. 8:

To consider and approve the Documentation & Record Management Policy by Jyoti Bansal, Director – IQAC

Presenting the 'Documentation and Record Management Policy' (Annexure 2.8), Jyoti Bansal, Director – IQAC **apprised** the Committee that the policy is framed with an aim to establish a strong documentation repository system for the University which is an international best practice to channel documentation work culture and is also a necessity while applying to various accreditation and ranking standards.

Appreciating the initiative, the Members **recommended** all stakeholders to read the policy carefully and bring the necessary change, if required, to the notice of the Director- IQAC. It is a critical juncture point to focus on string data storing policies for the university exclusively in the era of digital transformation.

Action by Ms. Jyoti Bansal, Director - IQAC



Agenda Item No. 9:

To take note of the completion of the audit & implementation of the Internal Quality Assurance Framework (IQAF)

The Committee noted the completion of the audit (Annexure 2.9) and implementation of the Internal Quality Assurance Framework (IQAF).

Agenda Item No. 10:

To receive for information, the closure of the Quality Month Celebration Ceremony, 2021

The Members noted the successful closure of the Quality Month Celebration (Annexure 2.10) for the year 2021.

Agenda Item No. 11:

Creation of a report repository

The Committee was informed of the initiation of the creation of a report repository at the University.

Agenda Item No. 12:

To receive for information, the submission of IIQA to NAAC in June 2022

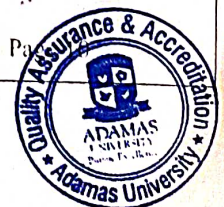
The Members noted that the University will submit the IIQA to NAAC in June 2022.

Agenda Item No. 13 & 14:

To take note of creating the position of QAA Coordinators for each school

To take note of the new list for NAAC 2022 Criteria Coordinators

The Committee noted the creation of the position of QAA Coordinators for each school. The Members were further informed of the new list of NAAC Criteria Coordinators for 2022 (Annexure 2.11).



Agenda Item No. 15:

To receive for information, the conduct of workshop on Board of Studies (BoS)

The members were **informed** of the conduction of the workshop on the 'Board of Studies' on the 22nd and 23rd of January 2022 (**Annexure 2.12**). The workshop was attended by all School Deans, Heads of Departments/Clusters, Members nominated from the Dean of School, QAA team of Adamas University.

Agenda Item No. 16:

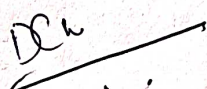
To take note of the Industry Tour/Field Visit report template

The Committee **received** for information the creation of a report template (**Annexure 2.13**) for Industry Tour / Field Visit conducted for students by Departments/ Clusters/ School.

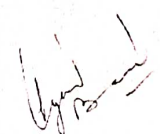
Any other item with the permission of the chair

The meeting ended with the concluding remarks of the Chairman and emphasized preparing a roadmap for all academic necessities exclusively after the IQAF audit to reach the goal of AU 2.O.

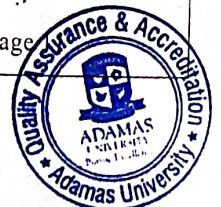
There being no further item, the meeting ended with a vote of thanks.



Prof. (Dr.) Deependra Kumar Jha
Vice Chancellor and Chairperson – IQAC



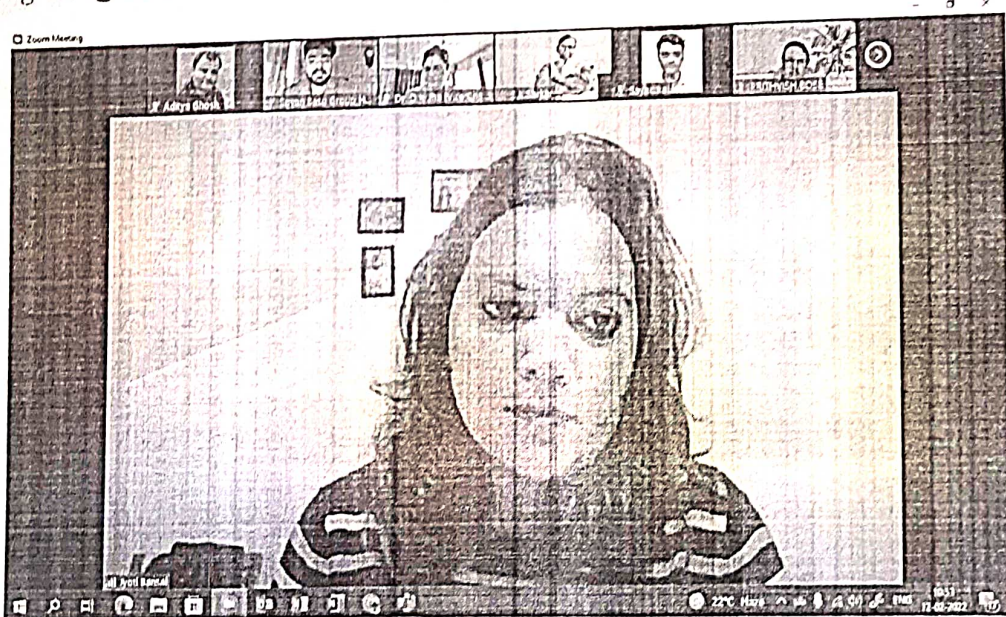
Jyoti Bansal
Convener – IQAC



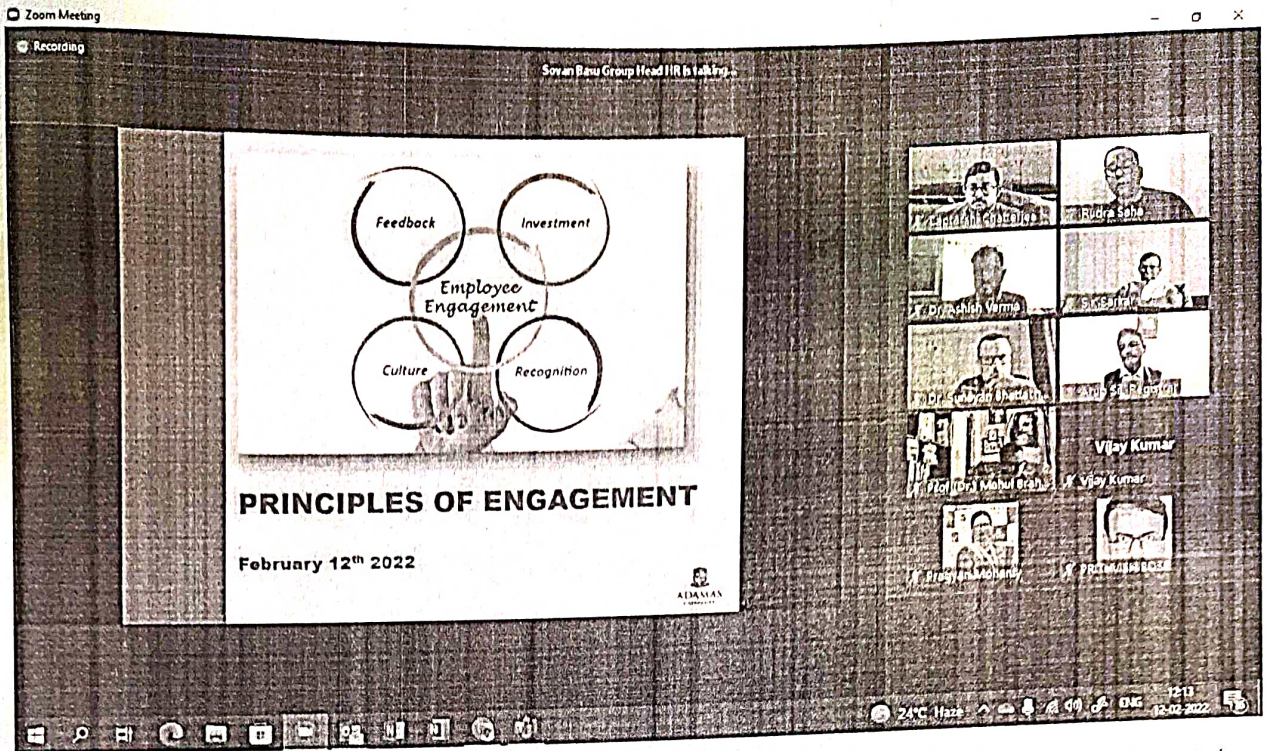
A GLIMPSE OF THE 2nd IQAC MEETING AY 2021-22



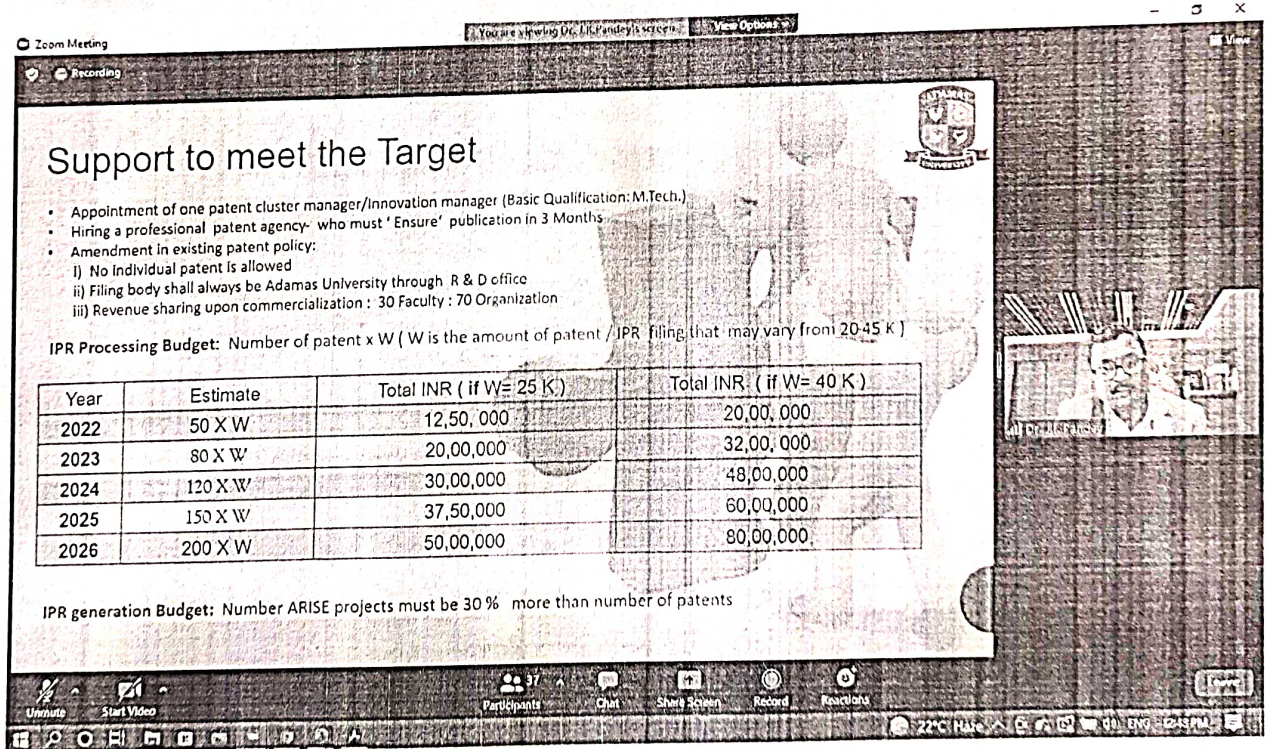
Picture 1: IQAC Chairperson & Hon'ble Vice Chancellor Prof. (Dr.) Deependra Kumar Jha addressing the IQAC Committee.



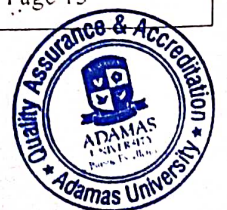
Picture 2: Ms. Jyoti Bansal, Director, IQAC presented the action taken report and major observations of IQAF Audit

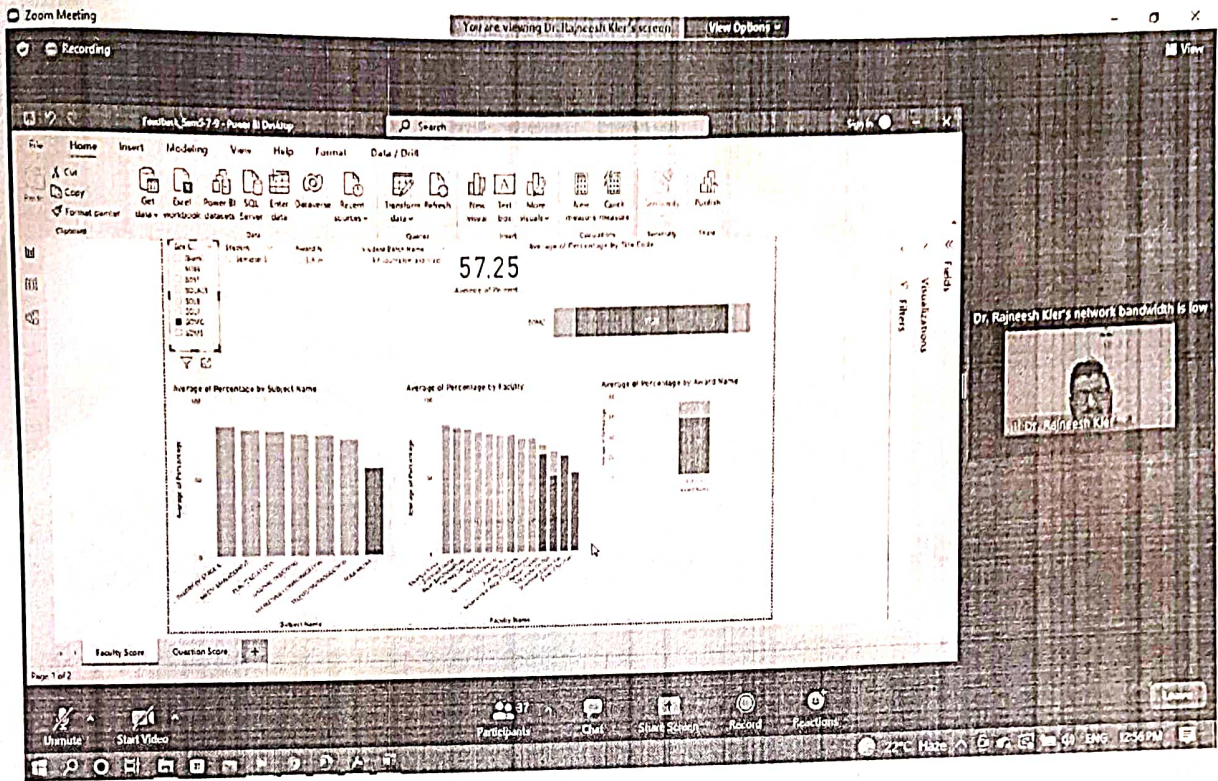


Picture 3: Mr. Sovan Basu, Director – HR presented the proposal of framing HR Booklet – Principles of Engagement

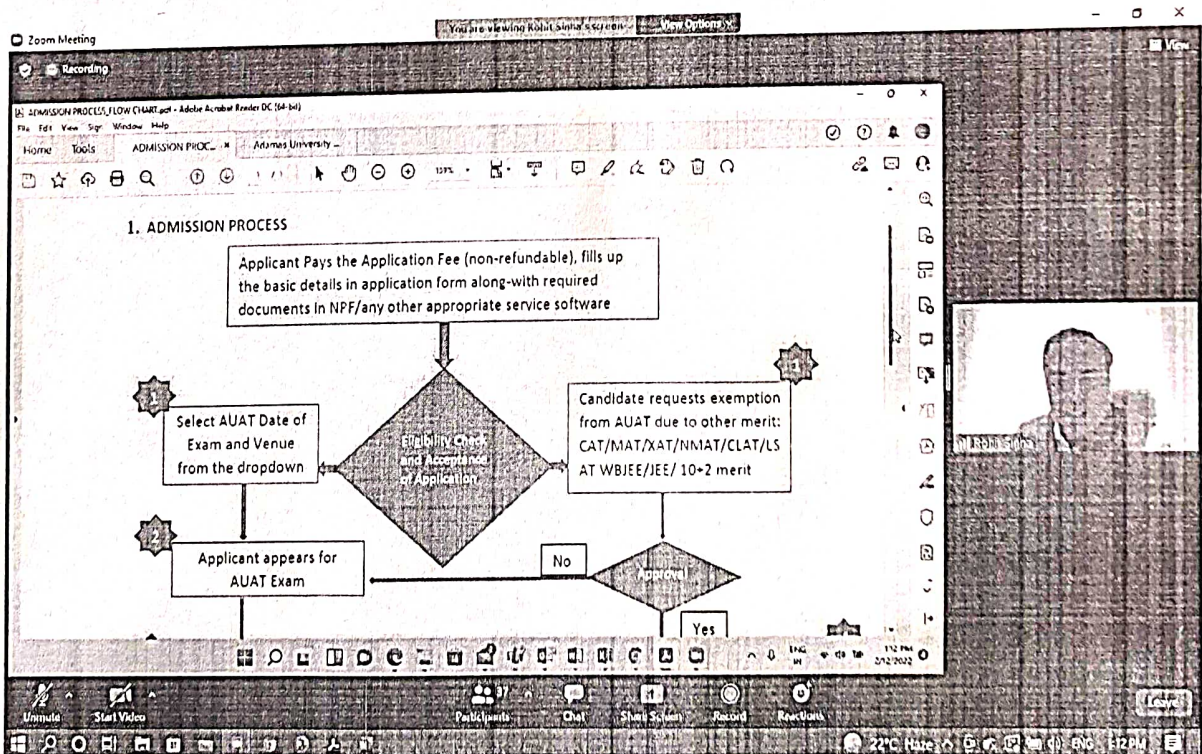


Picture 4: prof. (Dr.) Jitendra Kumar Pandey, Pro-VC (R&D Affairs) presented the initiatives & the strategic roadmap of R&D Department





Picture 5: Dr. Rajneesh Kler, Associate Director- Planning & monitoring presented the student feedback analysis report



Picture 6: Mr. Rohiet Ssinha, Director - Marketing presented the Admission and Scholarship Policy

