

INTERNAL QUALITY ASSURANCE COMMITTEE

**Minutes of the Meeting of the Extended IQAC Committee held on 26.06.2025,
10:30 a.m. at AIT, Board Room (Admn. Bldg., 1st Floor, Room No.1106)**

Members present: 20

Chairman: Prof. (Dr.) Radha Tamal Goswami, Pro Vice Chancellor

IQAC Convener: Prof. (Dr.) Snehamanju Basu, Director-IQAC and Dean, Students
and Cultural affairs

Members Present:

1. Prof. (Dr.) Radha Tamal Goswami, Pro Vice-Chancellor
2. Prof. (Dr.) Rudraprasad Saha, Dean-Academics
3. Prof. (Dr.) Shauvik Roy Choudhury, Registrar
4. Prof. (Dr.) Moumita Mukherjee, Professor SoBAS and Dean, Research & Development
5. Dr. Vaskar Sarkar, CoE
6. Dr. Kausheyee Banerjee, Associate Professor and Associate Dean-Student Affairs
7. Dr. Saptarshi Chatterjee, Associate Professor and Associate Director-Incubation
8. Prof. (Dr.) Snehamanju Basu, Director-IQAC and Dean, Students and Cultural affairs

Leave of Absence

1. Mr. Siddhant Chaturvedi, Deputy CFO
2. Dr. Joydeep Paul, Assistant Professor, SOLB
3. Dr. Mohua Ahiri Bera, Associate Professor, SOLACS
4. Mr. Nisarga Chand, Assistant Professor, ECE, SOET
5. Dr. Swati Agarwal, Assistant Professor SOMC
6. Dr. Mainak Chakraborty, Associate Professor, SOB
7. Mr. Uttiya Kar, Assistant Professor-Management, SOB
8. Dr. Solanki Bal, Assistant Professor, SOSA

Proceedings of the meeting:

The meeting was initiated by Prof. (Dr.) Snehamanju Basu, Director-IQAC who extended a warm welcome to all members of the Extended IQAC Committee. She proposed that Hon'ble Pro Vice-Chancellor, Prof. (Dr.) Radha Tamal Goswami will chair the meeting. Prof. (Dr.) Radha Tamal Goswami initiated the meeting agenda-wise and the following resolutions were made.

Agenda Item No. 1: The modalities for data validation and uploading on the AQAR portal.

It was discussed that the validation team members shall convene with their respective team leaders, aligned with each NAAC criterion, to deliberate on the methodology for data collection and verification. The members are to coordinate with the concerned departments for gathering relevant and accurate data, and subsequently submit the verified information to their respective team leaders.

After compiling and cross-verifying the data, the team will submit the criterion-wise AQAR data to the IQAC by 15th July, 2025, for final review and consolidation.

(Action to be taken by the concerned Team leaders and the validation team members)

Agenda Item No. 2: To discuss the Action Taken Report (ATR) based on the recommendations of the NAAC Peer Team

Prof. (Dr.) Snehamanju Basu, Director-IQAC, informed the members that most of the Action Taken Reports (ATRs) based on the recommendations of the NAAC Peer Team have been duly received by the IQAC. However, the ATR pertaining to the Teaching-Learning Evaluation is still pending, as the process is ongoing and is expected to be completed by 15th July, 2025. Following this, Prof. (Dr.) Rudra Prasad Saha, Dean–Academics, drew the committee's attention to the general recommendations made by the NAAC Peer Team aimed at the quality enhancement of the University, which are the following:-

1. 'Right to AI' has already been implemented. Courses on AI in all programs across all disciplines in the form of electives/value-added courses have been incorporated from the academic year 2023-2024 as per NEP.

2. The Institutional Development Plan (IDP) is already available on the University website, which is valid for five years, but the same has to be modified, maintaining the UGC norms.

3. The acquisition of a dual degree is already in place as per the NEP.

4. Studio facilities at the media studies department are not properly available and need to be effectively utilized for the creation of 4-quadrant e-content courses. Blended learning be encouraged in all programmes. All programs need to create at least one online module.

5. Registrar's office is taking care of the faculty cadre ratio.

6. A help desk has been created for the APAAR ID of all students and from this year the same is being mentioned on the admission form of the University.

7. The post-retirement benefits, such as Gratuity and PF/CPF scheme, are looked into by the Registrar Sir's office.

It was further informed that all the aforementioned recommendations will be formally placed by the IQAC before the Academic Council in its upcoming meeting scheduled on 8th July 2025, for consideration and necessary action.

(Action to be taken by IQAC)

Agenda Item No. 3: Contribution of financial assistance to each department for organizing workshops in collaboration with IQAC.

Prof. (Dr.) Snehamanju Basu, Director-IQAC, proposed that a circular be issued requesting all departments to organize Seminar/Workshop/Conference for which a token of Rs.2000/- will be granted as support on behalf of IQAC. This initiative aims to enhance academic quality and promote a culture of continuous improvement across all departments.

(Action to be taken by IQAC Office)

Agenda Item No. 4: Status of 12B Application

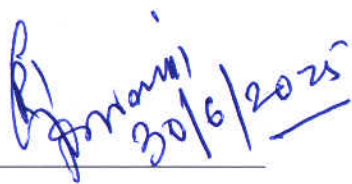
Registrar Sir informed the members that the application for recognition under Section 12(B) of the UGC Act has currently been put on hold.

(Action to be taken by Registrar's Office)

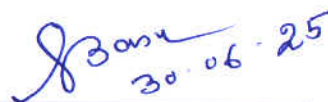
Agenda Item No. 5: *Prior intimation is mandatory for non-attendance*

Prof. (Dr.) Radha Tamal Goswami expressed strong displeasure over the fact that some members have been consistently absent from scheduled meetings without providing any prior intimation. He emphasized that informing in advance is mandatory for those unable to attend, as it is essential for proper planning and effective conduct of the meetings.

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



Prof. (Dr.) Radha Tamal Goswami
Pro Vice-Chancellor



Prof. (Dr.) Snehamanju Basu
Director & Co-ordinator of IQAC