



## **INTERNAL QUALITY ASSURANCE COMMITTEE**

**Minutes of the IQAC Meeting held Online on 21<sup>st</sup> April, 2025, 12:00 Noon to 1:45 P.M.**

**Members present: 10**

**Chairman:** Prof. (Dr.) Suranjan Das, Vice Chancellor

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

### **Members Present:**

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

### **Leave of Absence**

1. Mr. Siddhant Chaturvedi, Deputy CFO

### **Welcome Note by Prof. (Dr.) Suranjan Das, Vice Chancellor**

At the onset the chairperson of the meeting Hon'ble Vice Chancellor, Prof. (Dr.) Suranjan Das welcomed all members to the first IQAC meeting for the Academic year 2025-26 held after the re-constitution of Internal Quality Assurance Cell. He also introduced the external member of IQAC namely Prof. Abhijit Chanda, Professor of Mechanical Engineering, Jadavpur University. Noting that there was the required quorum, the Chairperson informed the according of the NAAC Grade-A and the PTV reports. The following agenda items were discussed and resolutions adopted.

#### **Agenda Item No. 1: *Analysis of NAAC Report (DIRECTOR)***

In the meeting, it was decided that a summary report will be prepared by the Director-IQAC and the comprehensive report to be placed in the next IQAC meeting which will be held during the month of May. The Action Taken Report (ATR) will have to be presented before the next IQAC Meeting. A presentation is also to be prepared on the measures to be adopted for addressing the issues raised by NAAC Peer Team during June, 2025.

*(Action to be taken by IQAC)*

#### **Agenda Item No. 2: *Preparing of a mechanism for routine collection of academic data from each Department***

Registrar Sir appraised the members that an ERP system namely UMS has already been developed by which all the academic data will be captured and all the reports will be generated accordingly. It was suggested that a central repository must be in place so that the required data may be accessed smoothly. The Registrar was requested to convene a meeting with the concerned team members so that a robust mechanism may be initiated for collection and dissemination of the data judiciously.

*(Action to be taken by Office of the Registrar & UMS team members)*

#### **Agenda Item No. 3: *Academic Audit***

It was unanimously decided in the meeting that a team will be constituted for conducting the Internal Academic Audit of all schools and once the internal audits are conducted; the External Academic Audit will then follow accordingly. A Committee was

already framed earlier which needs validation at the earliest so that the Internal and External academic audits will be carried out smoothly. The schedule of Internal and external Academic Audits should be incorporated in the Academic Calendar for smooth functioning of the same.

*(Action to be taken by IQAC, Registrar's office and all departments)*

**Agenda Item No. 4: Organizing STCs/FDPs**

It was suggested that more emphasis should be given on short-term courses (STCs) and FDPs maintaining the UGC guidelines. Prof. Abhijit Chanda suggested that students' participation in the STCs should be ensured so that the same may also be considered as the Value Added courses (VAC) in addition to their curriculum for record. The certificates issued in regard to the VAC will enrich the academic career of the students. The FDP and STCs organized by different schools must be conducted in association with IQAC and AADC from immediate effect.

*(Action to be taken by all departments, IQAC and Dean, R & D)*

**Agenda Item No. 5: Organizing capacity building workshops**

It was also suggested that regular capacity building Workshops should be conducted where skilled development programmes must be included. The external experts may be invited to conduct the programmes in the respective domain. Initiatives has to be taken to obtain more AICTE FDP grants, ATAL FDP grants for Engineering and Technology.

*(Action to be taken by the departments)*

**Agenda Item No. 6: Holding IQAC meetings as per norms**

The Chair suggested that IQAC meetings should be held at least once in every quarter i.e. four (4) meetings will be held in a year. The tentative dates of the meeting must be incorporated in the Academic Calendar so that the planning for the meetings may be done smoothly. All the members in the meeting unanimously supported the same.

*(Action to be taken by IQAC and Registrar's office)*

### **Agenda Item No. 7: *Publication of Quarterly Newsletter***

The Committee suggested that a new committee will be formed for the publication of the IQAC quarterly newsletter. Prof. Chanda was requested to send a sample copy of IQAC newsletter of Jadavpur University.

*(Action to be taken by IQAC)*

### **Agenda Item No. 8: *Preparation for NIRF***

It was decided in the meeting that Prof. Radha Tamal Goswami will help IQAC to form a team for NIRF who will give emphasis on the details for the preparedness of NIRF. Regarding NIRF, effort is needed to thoroughly study the requirements and identify the categories in which the institute should compete first.

*(Action to be taken by IQAC)*

### **Agenda Item No. 9: *Other matters***

It was decided in the meeting that a Workshop will be conducted by Prof. Abhijit Chanda during 1<sup>st</sup> week of June, 2025 regarding the preparation of course file of the faculty members and the attainment of CO & PO. Also, it was discussed that Prof. Amitava Dutta, Pro-Vice Chancellor, Jadavpur University will be invited during the last week of June, 2025 to conduct a Workshop regarding the preparedness for NIRF. The AQAR formats as per NAAC guidelines will be sent to all the departments and the data will be collected for the A.Y. 2023-24 and also 2024-25 respectively.

*(Action to be taken by IQAC)*

The meeting ended with vote of thanks to the Chair.



**Prof. Suranjan Das**  
Vice Chancellor



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