

## **INTERNAL QUALITY ASSURANCE COMMITTEE**

**Minutes of the Meeting held with the criteria-wise NAAC team members on 14<sup>th</sup> May, 2025, at 11:30 a.m. at Room No.1004**

**Members present: 07**

**Convener:** Prof. (Dr.) Snehamanju Basu, Director-IQAC, Professor SoBAS & Dean, Students and Cultural Affairs

### **Members Present:**

1. Dr. Suman Bhandary, Assistant Professor, SOLB – Microbiology [on behalf of Prof. (Dr.) Rudraprasad Saha, Professor & Dean-Academics]
2. Dr. Saptarshi Chatterjee, Associate Professor and Associate Director-Planning & Monitoring (online)
3. Prof. (Dr.) Moumita Mukherjee, Professor and Dean, Research & Development
4. Dr. Vaskar Sarkar, CoE
5. Dr. Kausheyee Banerjee, Associate Professor and Associate Dean-Student Affairs
6. Mr. Pradipta Biswas, Business Head & Group Vice President – Finance (online)
7. Prof. (Dr.) Snehamanju Basu, Dean, Students and Cultural affairs, Director-IQAC

### **Leave of Absence**

1. Prof. (Dr.) Shouvik Roy Choudhury, Registrar

### **Proceedings of the meeting:**

The Director of IQAC, Prof. (Dr.) Snehamanju Basu initiated the meeting by welcoming all the team members constituted for the smooth submission of AQAR as per the NAAC criterion. Prof. Basu apprised off all the members about the communication with NAAC-Director. The Director of IQAC, Adamas University sent a query on the NAAC portal regarding the sessions data for AQAR submission. In response to our query, NAAC office directed that the AQAR be submitted for only one session starting from 1<sup>st</sup> June, 2024 till 31<sup>st</sup> May, 2025 and the portal will be opened on 1<sup>st</sup> June, 2025. Accordingly, the University has to submit the data for AQAR. The following agenda items were discussed and resolutions were made.

**Agenda Item No. 1: Discussion regarding data submission of AQAR from 1<sup>st</sup> June, 2024 to 31<sup>st</sup> May, 2025**

In the meeting, it was discussed that the last date for submission of permanent assets was fixed on 25<sup>th</sup> May, 2025, and the last date for variable data was fixed on 7<sup>th</sup> June, 2025 respectively.

- Regarding uploading of AQAR data, assistance from the IT department at Adamas University will be taken. In this regard, all the members present opined that this important issue has to be conveyed to the Hon'ble Vice Chancellor Sir for his guidance.
- The recommendations of the Team Report were shared with all the IQAC members on 30<sup>th</sup> April 2025. It was unanimously decided in the meeting that the reports would be resent to all the members, and they were requested to send their suggestions regarding the corrective measures within the next 10 days.

**Agenda Item No. 2: Discussion regarding forthcoming FDP in collaboration with AADC from 03/06/2025 June to 12/06/2025**

IQAC is organizing a Faculty Development Program (FDP) jointly with Academic and Administrative Development Centre (AADC) of the University which will be held from 3<sup>rd</sup> June to 12<sup>th</sup> June, 2025. It was discussed in the meeting that few sub committees has to be framed by Dr. Kausheyee Banerjee, Joint Director-AADC for the smooth conduction of the FDP. The Core Executive Committee of the FDP is as follows:-


Sl.	Name	Designation for the FDP
1.	Prof. (Dr.) Samit Ray, Chancellor	Chief Patron
2.	Prof. (Dr.) Suranjan Das, Vice-Chancellor	Patron
3.	Prof. (Dr.) Snehamanju Basu, Director-IQAC	Co-ordinator
4.	Prof. (Dr.) Moumita Mukherjee Director-AADC	Joint Conveners
5.	Dr. Kausheyee Banerjee, Joint Director-AADC	Joint Conveners

The faculty members of other Universities and Institutes have to pay Rs.1000/- as the Registration Fee of the FDP. A Google form has to be prepared for registration for the external participants and will be circulated.

### **Agenda Item No. 3: Staff Training Programme**

The Hands-on-Training Programme conducted by the external experts for the staff members of IQAC will be held on some Saturdays for uploading of AQAR data. The staff members who will attend those Training Programmes will be eligible for compensatory leaves subject to the approval of Hon'ble Vice-Chancellor Sir.

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

 16.05.25

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