



## **INTERNAL QUALITY ASSURANCE COMMITTEE**

**Minutes of the Meeting held with the internal members of IQAC on 24<sup>th</sup> April, 2025, at  
3:00 p.m. at Room No.1004**

**Members present: 07**

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

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

### **Members Present:**

1. Prof. (Dr.) Radha Tamal Goswami, Pro-Vice Chancellor
2. Prof. (Dr.) Shouvik Roy Choudhury, Registrar
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. Dr. Saptarshi Chatterjee, Associate Professor and Associate Director-Planning & Monitoring
7. Prof. (Dr.) Snehamanju Basu, Dean, Students and Cultural affairs, Director-IQAC

### **Leave of Absence**

1. Prof. (Dr.) Rudraprasad Saha, Professor & Dean-Academics
2. Mr. Siddhant Chaturvedi, Deputy CFO

**Proceedings of the meeting:**

Prof. (Dr.) Radha Tamal Goswami, Pro-Vice Chancellor initiated the meeting of the internal members of IQAC by welcoming them. The following agenda items were discussed and resolutions were made.

**Agenda Item No. 1: *Formation of NIRF Team***

In the meeting, it was decided that a team should be constituted to give emphasis on the details for the preparedness of NIRF which is mentioned below:

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>
1	Prof. (Dr.) Radha Tamal Goswami	Pro-Vice Chancellor
2	Prof. (Dr.) Rudra Prasad Saha	Dean-Academics
3	Prof. (Dr.) Shauvik Roy Chowdhury	Registrar
4	Dr. Vaskar Sarkar	CoE
5	Mr. Siddhant Chaturvedi	Deputy, CFO
6	Prof. (Dr.) Moumita Mukherjee	Professor & Dean R&D
7	Prof. (Dr.) Sajal Saha	Professor & Associate Dean SoET, HoD-CSE
8.	Dr. Kausheyee Banerjee	Associate Professor, and Associate Dean-Student Affairs
9.	Dr. Saptarshi Chatterjee	Associate Professor and Associate Director-Incubation
10.	Prof. (Dr.) Snehamanju Basu	Professor & Dean, Students and Cultural Affairs and Director IQAC

The Office Order will be issued by the Registrar's office and the team will assess for which category the application has to be made namely Overall, Management, Pharmacy Engineering & Technology, Innovation etc. The University may also apply for Times Ranking.

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

### **Agenda Item No. 2: Formation of AQAR team criteria-wise**

It was decided in the meeting that an AQAR team has to be constituted criteria-wise with immediate effect for smooth submission of AQAR to IQAC. The details of the team members are given below:

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Criterion</b>
1	Prof. (Dr.) Rudra Prasad Saha, Dean-Academics	Criterion 1 - Curricular Aspects
2	Dr. Saptarshi Chatterjee, Associate Professor and Associate Director-Incubation	Criterion 2 - Teaching-learning and Evaluation
3	Prof. (Dr.) Moumita Mukherjee, Professor and Dean R&D	Criterion 3 - Research, Innovations and Extension
4	Dr. Vaskar Sarkar, CoE	Criterion 4 - Infrastructure and Learning Resources
5	Dr. Kausheyee Banerjee, Associate Professor, and Associate Dean-Student Affairs and Mr. Pradipta Biswas, Business Head & Group Vice President (Finance)	Criterion 5 - Student Support and Progression
6	Prof. (Dr.) Shauvik Roy Chowdhury, Registrar	Criterion 6 - Governance, Leadership and Management
7	Prof. (Dr.) Snehamanju Basu, Professor & Dean, Students and Cultural Affairs and Director IQAC	Criterion 7 - Institutional Values and Best Practices

The Office Order will be issued by the Registrar's office and the team will be solely responsible for the co-ordination of data collection from all departments and finally would hand over the data to IQAC accordingly.

*(Action to be taken by Office of the Registrar & the Co-ordinators of different Criterion)*

### **Agenda Item No. 3: AQAR Format**

The AQAR templates (i.e. Excel format) as per the NAAC guidelines to be sent by IQAC for the A.Y. 2023-24 within next 7 days to all the representatives of the different criterion and they will form their own team as it was done earlier for data collection from respective departments and compilation accordingly. Finally, the data should be submitted to IQAC. The NAAC assessment reports also to be sent by IQAC along with the AQAR templates.

*(Action to be taken by IQAC)*



#### **Agenda Item No. 4: *Implementation of Log Book***

A log book should be maintained at IQAC Office for incoming and outgoing documents for tracking all communication. The log book to be duly signed by the recipient as well as the proposer of the same. This system will help to facilitate the procurement, documentation and tracking of data required in the office of IQAC.

***(Action to be taken by IQAC)***

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

It was unanimously decided that IQAC will organize FDPs at regular intervals for faculty members towards NEP curriculum development and preparedness for NIRF. To start with, Prof. (Dr.) Snehamanju Basu, Director-IQAC, will communicate with senior academicians and concerned experts to organize 8-10 days' Workshop, FDP and STP during June, 2025 for the benefit and quality enhancement of teaching and non-teaching members of the University. The FDPs and STCs to be organized by different schools/departments through Academic Administrative Development Centre (AADC) and in collaboration with IQAC from immediate effect.

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

#### **Agenda Item No. 5: *Decision regarding sending of AQAR***

It was decided in the meeting that a query to be sent to NAAC office whether we have to submit the AQAR for the A.Y.2023-24 as we have received the accreditation only during February, 2025. If the report has to be submitted then whether we can submit the AQAR 2023-24 & 2024-25 simultaneously during December, 2025. The approval for sending the communication to NAAC must be taken from the Hon'ble Vice Chancellor Sir.

***(Action to be taken by IQAC)***

**Agenda Item No. 6: *Status of 12 B certificate***

The committee members have given emphasis for submission of proposal for obtaining UGC-12B status/accreditation. In this context it has been decided that in next IQAC meeting the previous application status reviewed and action taken reports pertaining to UGC-12B application will be presented and analysed under agenda item.

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

The meeting ended with vote of thanks to the Chair.



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



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