



Proceedings of the meeting of Internal Quality Assurance Cell (IQAC) held at Conference Hall, Central Administrative Building, Visva-Bharati on 25th August, 2018 at 3-30 pm.

Members present:

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| 1. Prof. Sabujkoli Sen | - Chairperson. |
| 2. Prof. Pritam Prasad Ray | - External Members |
| 3. Prof. Shelley Bhattacharya | - External Members |
| 4. Prof. Rup Kumar Kar, Deptt. of Botany. | - Director |
| 5. Prof. Nirmalya Banerjee, Deptt. of Botany. | - Member |
| 6. Prof. Souvik Ghosh, Deptt. of Agriculture. | - Member |
| 7. Prof. Sabyasachi Sarkhel, Deptt. of HCM | - Member |
| 8. Prof. Sanjay Kumar Mallik, Deptt. of History Art. | - Member |
| 9. Prof. Pranab Sarkar, Deptt. of Chemistry. | - Member |
| 10. Dr. Sujit Paul, Associate Professor, REC | - Member |
| 11. Shri Soumyendra Sen, Joint Registrar (Admin.) | - Member |
| 12. Shri Pradip Kr. Saha, Asst. Registrar (Recruitment) | - Member |
| 13. Smt. Sutapa Basu, Asst. Registrar (Pro-VC) | - Member |
| 14. Ms. Soumi Bhattacharya, Deptt. of Botany | - Student Nominee |
| 15. Dr. Arindam Chakraborty, Deptt. Statistics. | - Stakeholders |

Prof. Sabuj Koli Sen, Vice-Chancellor and Chairperson, IQAC presided over the meeting. Meeting started with welcome address by the Vice-Chancellor. In her address, she also emphasized on the role of IQAC in improving the quality of the University as a whole. Prof. Rup Kumar Kar, Director, IQAC confirmed and discussed the minutes of the earlier IQAC meeting held on 16.09.2016.

Resolutions:

1. Minutes of the earlier meeting were read and confirmed.
2. In view of a letter received from NAAC regarding Annual Quality Assurance Report (AQAR) discussion has been made to prepare the AQAR for the year 2017-18 within October 2018.
3. As has been decided in the earlier meeting, a workshop on IQAC of 1 week (5 days) duration is proposed to be organized before Puja vacation (2018).
4. As per the guidelines for IQAC, feedback from students regarding teaching quality has to be sought from students of Undergraduate (6th Semester) and Postgraduate (4th Semester) courses. Processing and assessment of the feedback forms will have to be done centrally by the IQAC committee. Feedback form will be prepared in consultation with Dr. Subhasree Sanyal, Department of Social Work, Visva-Bharati.
5. Principals of all the Bhavanas of Visva-Bharati will be requested to process and subsequently send the pending CAS applications, if any, of faculty members of their respective Bhavana within one month.
6. Thorough discussion has been made on UGC Regulations for Direct Recruitments and CAS Promotion 2018. Notification seeking applications from the faculties for CAS promotion will be made shortly giving an option for applying in the format under either existing regulations (2016) or new regulations (2018), as clarified in the UGC Regulations (2018).

7. A core committee comprising of the following members has been constituted for preparing AQAR:

- (i) Prof. Nirmalya Banerjee, Department of Botany, V.B.
- (ii) Prof. Rup Kumar Kar, Department of Botany, V.B.
- (iii) Dr. Arindam Chakraborty, Department of Statistics, V.B.
- (iv) Prof. Pranab Sarkar, Department of Chemistry, V.B.
- (v) Dr. Sujit Pal, REC, V.B.
- (vi) Dr. Subhasree Sanyal, Department of Social Work, V.B.
- (vii) Prof. Amrit Sen, Department of English, V.B.

8. Miscellaneous:

- (i) Prof. Pritam Prasad Ray, External Member, emphasized upon the academic and administrative improvement of the University. He further suggested that each Department should find out the way of improvement of their own.
- (ii) Prof. Sabuj Koli Sen, Vice-Chancellor proposed for holding weekly or fortnightly seminar in every department involving teachers and students.
- (iii) Vice-Chancellor as well as Prof. Nirmalya Banerjee emphasized on setting up of Counseling cum Guidance Centre to assist the students for their future career.
- (iv) Prof. Souvik Ghosh (member) mentioned the necessity of common platform for discussion of research activities of the faculty members at Department/Bhavana level.
- (v) An appeal from the temporary office staff of IQAC regarding increasing their monthly salary has been placed and discussed. They are suggested to submit their appeal again to the authority through proper channel for consideration.

Meeting ended with vote of thanks given by the Vice-Chancellor.

Rup Kumar Kar

निदेशक/संचालक
Director/Co-ordinator
IQAC
Visva-Bharati, Santiniketan

Rup Kumar Kar
14/9/2018

Rup Kumar Kar
14.9.18

JR
JR (ADMIN)

Nirmalya Banerjee
14/9/18

S. Basu
14/9/2018



Members Present at IQAC committee meeting on 25.08.2018.

Time: 3.30 P.M , Central Conference room.

1. *Dr. S. Banerjee 25/8/18*
2. *Prady*
3. *Shelley Bhattacharya*
4. *Souvik Ghosh*
5. *Chalyasachi Sarkhel.*
6. *Sijit Kumar Paul*
7. *Prans Sarkar*
8. *Sanjay Mallik*
9. *Arundhan*
- 10.
- 11.
- 12.
- 13.
- 14.
15. *Arindam Chakrabarty 25/08/18*
16. *Soumi Bhattacharya*
17. *S. Ban*
18. *Dr. S. Ban 25.08.2018*
19. *Dr. S. Ban 25/8/18*

Official Present -

1. *Subhamoy De*