



(IQAC)
Visva-Bharati, Santiniketan

Proceedings of the meeting of Internal Quality Assurance Cell (IQAC) held at Conference Hall, Central Administrative Building, Visva-Bharati on 18th February, 2019 at 3-00 pm.

Members present:

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| 1. Prof. Bidyut Chakrabarty, Vice-Chancellor | -Chairperson |
| 2. Prof. Rup Kumar Kar, Deptt. of Botany | -Director |
| 3. Prof. Pritam Prasad Ray | - External Member |
| 4. Prof. Shelly Bhattacharya | -External Member |
| 5. Prof. Nirmalya Banerjee, Deptt. of Botany | -Member |
| 6. Prof. Amrit Sen, Deptt. of English | -Member |
| 7. Prof. Sabyasachi Sarkhel, Deptt. of HCM | -Member |
| 8. Prof. Sanjay Kumar Mallik, Deptt. of History of Art | -Member |
| 9. Dr. Subhasree Sanyal, Assistant Professor
Deptt. of Social Work | -Member |
| 10. Dr. Sanjoy Ghosh, Joint Registrar (Aca & Res) | -Member |
| 11. Shri Pradip Kumar Saha, Assistant Registrar
(Recruitment) | -Invitee |

Following members were absent and expressed their inability to attend the meeting due to different reasons either over phone or e-mail:

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| 1. Mr. Sanjay Budhia | -External Member |
| 2. Prof. Souvik Ghosh, Deptt. of Agricultural Extension | -Member |
| 3. Prof. Pranab Sarkar, Deptt. of Chemistry | -Member |
| 4. Ms. Tandrima Pattrea, Associate Professor
Deptt. of Chinese Language & Culture | -Member |
| 5. Dr. Nilanjan Bandyopadhyay, Assistant Professor
ISERC | -Stakeholder |
| 6. Ms. Soumi Bhattacharya, Deptt. of Botany | -Student Member |

Prof. Bidyut Chakrabarty, Vice-Chancellor and Chairperson, IQAC presided over the meeting. Meeting started with welcome address by the Vice-Chancellor and introduction with all the members. At the outset, Prof. Chakrabarty made some comments on his observation relating to evaluation of CAS applications, like plagiarism and disparity about calculation of scores on teaching.

Prof. Rup Kumar Kar, Director, IQAC read the minutes of the earlier IQAC meeting held on 25.08.2018 and discussed followed by confirmation.

Resolutions:

- Minutes of the earlier meeting were read and confirmed.
- Regarding the processing of CAS applications (in 2016 format) submitted against last notification it is decided that the screening of these applications may be initiated in the office of the Principal of respective Bhavanas as soon as possible. Screening-cum-Evaluation Committee will be constituted as per UGC Guidelines (Base guidelines of 2010 with amendments made later) comprising of (i) Vice-Chancellor or his nominee as Chairperson, (ii) Principal of the Bhavana as member, (iii) Head of the Department as member, (iv) External Expert from outside University/Institute as nominated by Vice-Chancellor from a panel of Experts. In addition, the Committee will also include one Senior most Professor of the Department as invitee and two other invitee members nominated by Vice-Chancellor to assist in calculating score. After screening of the applications these forms along with all documents including best papers (three or five in case of applications

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for Associate Professor or Professor, respectively) and recommendation of the Committee are to be sent directly to the office of Assistant Registrar (Establishment) for further processing. In this connection, to prevent the cases of possible plagiarism an Undertaking/Declaration in a prescribed format will be sought from all the applicants and these have to be submitted during interview (for candidates who have applied earlier and are awaiting selection) or to the office of Principal of respective Bhavanas (for candidates who have applied against the last notification).

3. Principals of all the Bhavanas of Visva-Bharati will be again requested to process and subsequently send the pending CAS applications, if any, of faculty members of their respective Bhavana positively by 20.03.2019.
4. Regarding next notification inviting applications for CAS promotion (in 2018 format) it is proposed to be done tentatively by the end of April, 2019.
5. If anyone applied for CAS promotion to a stage in the earlier spell but has qualified by this time for the next stage upon maturity of the required period, the second application will be processed only after the successful placement in the earlier stage, in case he/she applied for both the stages together.
6. Regarding preparation of Annual Quality Assurance Report (AQAR) for the year 2017-18 progress in this regard has been discussed and Dr. Subhasree Sanyal has been requested to consult with the newly created University Statistics Cell under the office of Establishment for further necessary action. Also Core Committee has been reconstituted with the following members:

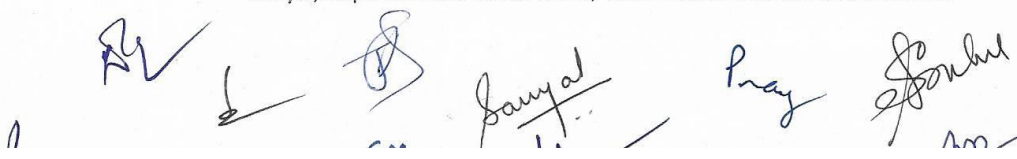
- (i) Prof. Nirmalya Banerjee, Department of Botany, V.B.
- (ii) Prof. Rup Kumar Kar, Department of Botany, V.B.
- (iii) Prof. Sudhansu Sekhar Maiti, Department of Statistics, V.B.
- (iv) Prof. Pranab Sarkar, Department of Chemistry, V.B.
- (v) Prof. Souvik Ghosh, Department of Agricultural Extension, V.B.
- (vi) Prof. Amrit Sen, Department of English, V.B.
- (vii) Dr. Subhasree Sanyal, Department of Social Work, V.B.

7. Miscellaneous:

- (i) For academic improvement of the Departments and University as a whole, members suggested for holding weekly seminars in the respective Departments with speakers from either faculty members or students.
- (ii) Once again proposal placed on setting up of Counseling cum Guidance Centre to assist the students for their future career.
- (iii) As per the guidelines for IQAC, feedback regarding teaching quality has to be sought from students of Undergraduate (6th Semester) and Postgraduate (4th Semester) courses on the last day of semester teaching. Such feedback forms have to be submitted to the Principals of respective Bhavanas. Feedback form will be prepared in consultation with Dr. Subhasree Sanyal, Department of Social Work, Visva-Bharati and will be circulated.

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- (iv) Appeal from the temporary office staff of IQAC regarding increasing their monthly salary has been placed again and 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.

Arundhati K.

N. M. Bandyopadhyay

Jayaram

Pradyumn K. Saha

Subhashree Sanyal

Pritam Prasad Ray

Sabyasachi Sarkhel.

Shelley Bhattacharya

Sanjay Mondal.

Dr. S.

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Internal Quality Assurance Cell
(IQAC)
Visva-Bharati, Santiniketan

IQAC Full Committee Meeting

18.02.2019

Time: 3 PM

Venue: Central Conference Room.

Members Present.

1) *For 8 members 21/2*

2) Pritam Prasad Ray

3) Shelley Bhattacharya

4) Sabyasachi Sarkhel.

5) *Amit Sen.*

6) Subhashree Samyal (*Samyal*) 18/2/19

7) *Sanjay Mallik* 18.2.2019

8) *Sanjay Mallik* 18/2/19

9) *Subhashree Samyal* 18.2.19

10) *Subhashree Samyal* 18/2/19

11)

12) *Subhashree Samyal* (Vice)

13) *Amit Sen.*

14)

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20)

Official Present -

Subhashree Samyal