

**VISVA-BHARATI
SANTINIKETAN**



INTERNAL QUALITY ASSURANCE CELL (IQAC)

**THE MINUTES OF THE MEETING OF THE IQAC HELD ON 28.09.2022 AT 3:30 P.M. IN THE
CONFERENCE HALL, CENTRAL LIBRARY, VISVA-BHARATI**

Members present:

Registrar (Acting) – Member Secretary; Prof. Anuman Chattopadhyay, Deptt. of Zoology, Siksha Bhavana; Prof. Souvik Ghosh, Deptt. of Agriculture Extension, PalliSiksha Bhavana; Dr. Mahesh Sawata Khetmalis, Associate Professor, Deptt. of Physical Education, Vinaya Bhavana; Dr. Ashis Mitra, Associate Professor, Silpa-Sadana, PSV; Dr. Nimai Chand Saha, Librarian (I/C); Dr. Surjya Kumar Saikia, Assistant Professor, Deptt. of Zoology, Siksha Bhavana; Dr. Kishore Ch Swain, Assistant Professor, Deptt. of Agricultural Engineering, Palli Siksha Bhavana; Dr. Saran Ishika Maiti, Assistant Professor, Deptt. of Statistics, Siksha Bhavana; Smt. Bhavna Khajuria Basumatary, Assistant Professor, Deptt. of Textile, Ceramic & Glass, Kala Bhavana; Dr. Md. Aliul Azim, Deptt. of Japanese, Bhasha-Bhavana; Mr. Lawanshaibha Kharmawlong, Assistant Professor, Deptt. of Sculpture, Kala-Bhavana; Mr. Koustav Karmakar, Assistant Professor, Deptt. of RSDD, Sangit-Bhavana; Prof. Sudipta Maitra, Deptt. of Zoology, Siksha-Bhavana – Director.

Members who could not attend the meeting:

Prof. Bidyut Chakrabarty, Vice-Chancellor, Visva-Bharati; Prof. Amit Kumar Hazra, REC, Palli Samgathana Vibhaga; Prof. Avijit Banerjee, HoD, Chinese Language & Culture, Bhasha-Bhavana; Prof. Adinath Majhee, Deptt. of Chemistry, Siksha-Bhavana; Dr. Atig Ghosh, Assistant Professor, Deptt. of History, Vidya-Bhavana; Mr. Utpal Hazra, Assistant Registrar, Meeting Section; Justice (Retd.) Jayanta Kumar Biswas, Former Judge, Calcutta High Court (External Member); Prof. (Retd.) Asha Mukherjee (External Member); Shri Sushil Chowdhury (External Member).

Invitee:

Prof. Pratap Kumar Padhy, HoD, Deptt. of Environmental Studies, Siksha-Bhavana.

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The Director IQAC welcomed the members and thanked them for attending the meeting on short notice despite their busy schedules.

He informed the members that the Secretariat of the Honorable Vice-Chancellor of Visva-Bharati and the Chairperson of the IQAC permitted the Director, IQAC, to go ahead with the meeting and discuss the recommendations of the panel with him (Vice-Chancellor) later.

He said that he took charge of Director IQAC on 23 September 2022 (A.N.) and expressed his confidence in working with the members for the practical realization of the objectives of the IQAC and improvement of the academic and administrative quality of the University in the coming years.

Director, IQAC outlined the background of the Academic Audit, the Administrative Audit and the Green Audit of the University and opened the meeting for agenda-wise detailed discussion and suggestions as detailed hereafter:

- a) Information shared with members on status of the Academic Audit Reports Received till 23.9.2022 and reminder sent on 27.9.2022 to all the Bhavana Principals to submit the same on or before 30.9.2022 (vide resolution of IQAC dated 13.7.2022).
- b) The format for the Administrative Audit was received by the IQAC on 28.9.2022 and placed in the meeting for consideration and necessary permission to circulate among Administrative Units of the University.
- c) The progress made by the IQAC regarding the Green Audit was presented before the members.
- d) He informed the members that he wrote an email/correspondence (dated 27th September, 2022) to the former Director, IQAC, regarding his correspondences, if any, with Dr. Sunil Sarkar, former Registrar, Visva-Bharati and Dr. Nazim Hussain Jafari, Registrar, Jamia Milia University nominated by the Vice-Chancellor, Visva-Bharati for Administrative Audit Committee of the University as well as Prof. Ashis Chatterjee, Pro-Vice-Chancellor, the University of Calcutta and Prof. V. K. Jain, Vice-Chancellor, University of Tezpur, Assam nominated by the Vice-Chancellor, Visva-Bharati for Academic Audit Committee of the University, as IQAC office records show no official communication with them. He also informed members that the former Director, IQAC, through his email (dated 27.9.2022), confirmed that no correspondence was sent to the nominated experts as above till that date.
- e) He requested Prof. Pratap Kumar Padhy, HoD, Deptt. of Environmental Studies, Siksha-Bhavana and the Chairperson of the Committee for Environmental and Green Audit of the University to share his inputs and insight with the members regarding the Green Audit of the University.

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Prof. Padhy informed the members that the Committee approached 15 agencies recognized by National Accreditation Board for Certification Bodies (NABC). Out of them, five agencies sent an expression of interest to the Committee. The Committee did not consider the expression of interest of two agencies because they do not fulfill the requirement of the University. He also informed the members that the Committee sent the information sought and compiled to the three agencies namely, Q Con Quality System Pvt. Ltd, Kolkata; Indian Register Quality Systems (A Division of IRCLASS Systems and Solutions Pvt. Ltd.), Kolkata; and Bureau Veritas (India) Pvt. Ltd., Kolkata on 27th September, 2022 for their quotations by 10th October, 2022.

He also requested Dr. Surjya Kumar Saikia to shed some light on the AQAR of the University for the year 2020-2021 and 2021-2022 and the works needed to be done for its timely submission to the NAAC.

After a detailed discussion on the agenda, the Committee adopted the following recommendations and asked the Director, IQAC to place it to the Vice-Chancellor for his suggestions and amendments, if necessary.

Recommendations:

1. The Committee authorized the Director, IQAC, to approach Dr. Sunil Sarkar, former Registrar, Visva-Bharati, Dr. Nazim Hussain Jafari, Registrar, Jamia Milia University, Prof. Ashis Chatterjee, Pro-Vice-Chancellor, University of Calcutta and Prof. V. K. Jain, Vice-Chancellor, Tezpur University, Assam;
2. The Committee recommended setting the 10th November, 2022 as the deadline for submission of Academic Audit Reports by the Principals of Bhavanas to the IQAC office;
3. The Committee recommended setting the 15th November, 2022 as the deadline for submission of AQAR by the Principals of Bhavanas to the IQAC office. Principals will share the link with IQAC to access the AQAR;
4. The Committee recommended Dr. Kishore Ch. Swain, Assistant Professor, Deptt. of Agricultural Engineering, PSB, and Member of IQAC to work as Liaison Officer for coordination and collection of Academic Audit Reports from Departments/Bhavanas;
5. The Committee recommended forming a committee consisting of Dr. Surjya Kumar Saikia, Smt. Bhavna Khajuria Basumatary, Dr. Kishore Ch Swain, Dr. Saran Ishika Maiti, Mr. Lawanshaibha Kharmawlong and Dr. Ashis Mitra for compilation AQAR and uploading the same to the NAAC website;
6. The Committee recommended for generation of short audio-visual tutorials regarding Academic Audit and AQAR by IQAC members Dr. Surjya Kumar Saikia, Smt. Bhavna Khajuria Basumatary, Dr. Kishore Ch Swain, Dr. Saran Ishika Maiti and sharing the same with the Principals and HoDs of the academic units and upload in the University website;

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7. The Committee requested Dr. Nimai Chand Saha, I/C, Central Library and Member of the IQAC, to prepare a format for highlighting library resources of the University in the AQAR;
8. The Committee recommended the adoption of the format for Administrative Audit of the University for 2020-2021 and 2021-2022 prepared by the Joint Registrar, Academic and Research, Visva-Bharati and sending the same to the administrative units of the University before the Autumn Recess of 2022 with a deadline for sending back the Administrative Audit Reports by the Administrative Units to the IQAC office by 31st October 2022;
9. The Committee recommended approaching Rabindra-Bhavana with a request to prepare a separate format for the Administrative Audit of Rabindra Bhavana for cataloguing and highlighting the heritage and treasure of Rabindra-Bhavana like Tagore's books, arts, music, sculpture etc and manscriptorium for incorporation in the AQAR of the University; and explore avenues to project Rabindra-Bhavana as an Academic Department before the UGC/Govt. Govt. of India;

Miscellaneous:

10. The Committee recommended Smt. Bhavna Khajuria Basumatary to explore the possibilities of cataloguing of the artworks by Gurudev Rabindranath Tagore and others at Nandan Art Galley and Kala Bhavana;
11. The Committee advised the IQAC office to collect the guidelines of UNESCO regarding mapping and documentation of cultural resources like murals, sculptures etc., of the University and the policies of the West Bengal Govt. Pollution Board regarding setting up of observatory in the University for collection of data related to pollution and air quality and the guidelines of Ministry of Urban Development, Govt. of India regarding engagement of self-help groups for collection of garbage from the Registrar, Visva-Bharati;
12. The Committee recommended for creation of a Resources Center (Library) with IQAC-related guidelines and literature in the IQAC office;
13. The committee recommended Prof. Souvik Ghosh, Deptt. of Agriculture Extension, Palli Siksha Bhavana and Smt. Bhavna Khajuria Basumatary, Assistant Professor, Deptt. of Textile, Ceramic & Glass, Kala Bhavana to expedite the matter related to sending a letter to UGC Care regarding recognition of NAAS listed journals at par with UGC Care list;
14. The Committee recommended that the authority which formed the MOOCs Committee may request the Committee to call a meeting with the IQAC for better coordination between the two in its academic matters;
15. Members resolved that Bhavana level Libraries will submit their academic audit report and AQAR through the Principal of the respective Bhavana.

The meeting concluded with the vote of thanks to the Director, IQAC, Visva-Bharati.