

Minutes of the Meeting of IQAC held on 13.04.2023 at 3:30 PM in the Conference Room, Central Administrative Building, Visva-Bharati.

Members present:

1. Prof. Sudipta Maitra, Dept. of Zoology, Siksha-Bhavana – Director *h. m. 13/4*
2. Prof. Amit Kumar Hazra, REC, PSV -- Member
3. Prof. Bipasha Raha, Dept. of History, Vidya-Bhavana -- Member *B. R. 13/4/23*
4. Prof. Souvik Ghosh, Dept. of Agriculture Extension, PSB-- Member
5. Prof. Avijit Banerjee, Dept. of Chinese Language and Culture, Bhasha-Bhavana -- Member *Avijit Banerjee 13/4/23*
6. Dr. Mahesh Sawant Khetmalis, Associate Professor, Dept. of Physical Education, Vinaya-Bhavana -- Member *M. S. K. 13/4/23*
7. Dr. Ashis Mitra, Associate Professor, Silpa-Sadana, PSV -- Member
8. Dr. Nimai Chand Saha, Librarian (I/C), Visva-Bharati -- Member *N. C. S. 13/4/23*
9. Dr. Surjya Kumar Saikia, Assistant Professor, Dept. of Zoology, Siksha-Bhavana -- Member *S. K. S. 13/4/23*
10. Dr. Kishore Ch. Swain, Assistant Professor, Dept. of Agricultural Engineering, PSB -- Member *K. C. S. 13/4/23*
11. Smt. Bhavna Khajuria Basumatary, Assistant Professor, Dept. of Design, Kala-Bhavana-- Member *B. K. B. 13/04/23*
12. Dr. Saran Ishika Maiti, Assistant Professor, Dept. of Statistics, Siksha-Bhavana-- Member *S. I. M. 13/4/23*
13. Dr. Prosenjit Saha, Assistant Professor, Dept. of Education, Vidya-Bhavana-- Member
14. Dr. Md. Aliul Azim, Assistant Professor, Dept. of Japanese, Bhasha-Bhavana-- Member *M. A. A. 13/4/2023*
15. Mr. Lawanshaibha Kharmawlong, Assistant Professor, Dept. of Sculpture, Kala-Bhavana-- Member *L. K. M. 13.4.2023*
16. Dr. Koustav Karmakar, Assistant Professor, Dept. of RSDD, Sangit-Bhavana-- Member *K. K. K. 02/05/2023*
17. Dr. Kalipada Pramanik, Associate Professor, Dept. of Agronomy, PSB -- Member *K. P. P. 13.04.23*
18. Prof. (Retd.) Asha Mukherjee – External Member --Nominee from Alumni
19. Shri Sushil Chowdhury – External Member --Industrialist (attended online).

Members who could not attend the meeting:

1. Registrar (Acting) – Member Secretary -- Member
2. Prof. Adinath Majhee, Dept. of Chemistry, Siksha-Bhavana-- Member
3. Joint Registrar, Academic & Research, Visva-Bharati -- Member
4. Shri Jayanta Narayan Chattopadhyay, Advocate – External Member-Nominee from Local Society
5. Miss Olivia Sarkar, Dept. of Zoology, Siksha-Bhavana – Member-Student Nominee.

Invitees present:

1. Prof. Sarbajit Sengupta, Chairperson, Administrative Audit Committee, Visva-Bharati
2. Prof. Pratap Kumar Padhy, Chairperson, Green Audit Committee, Visva-Bharati

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The Director IQAC welcomed the members and thanked them for attending the meeting.

He informed that the Honourable Vice-Chancellor, Visva-Bharati and the Chairperson of IQAC would not be able to attend the meeting and that he nominated Prof. Bipasha Raha, Principal, Vidya-Bhavana, to preside over the meeting as Chairperson. He then welcomed her and requested her to preside over the meeting as Chairperson.

The Chairperson requested the Director IQAC to start the proceedings of the meeting.

Agenda 1:

The Director IQAC presented the Minutes of the IQAC meeting held on 28.09.2022 and the Action Taken Report (ATR) on it in the meeting.

The members reviewed the Minutes and the ATR of IQAC.

Resolution 1: The Minutes were confirmed. The ATR was noted.

Agenda 2:

The Director IQAC presented the update of IQAC activities for the year 2022-2023, which includes organizing the visit of the Academic Committee to Academic Departments during class hours on December 02-09, 2022, as part of IQAC's efforts to enhance the academic quality of the University and conducting the Academic Audit, Administrative Audit and Green Audit of the University for the year 2021-2022 and submission of the AQAR of the University for the year 2021-2022 to NAAC Portal.

Members discussed the issues involved in these processes and noted the activities of IQAC.

Resolution 2: The update of IQAC activities was noted.

Agenda 3:

The Director, IQAC informed that the Library Administrative Audit Format for the year 2021-2022 submitted by the Librarian, Visva-Bharati, as per the recommendations of the IQAC meeting held on 28.09.2022 was approved subject to its ratification in this meeting and the Library Administrative Audit of the University for the year 2021-2022 was done based on this Format.

The members noted the action taken by the Librarian and IQAC

Resolution 3: The Library Administrative Audit Format for the year 2021-2022 was ratified.

Agenda 4:

The Director, IQAC briefed the members about the AQAR, Academic Audit, Administrative Audit and Green Audit of the University for 2021-2022 and the underlying processes. He sought suggestions from the members regarding any change or improvement in these processes. He requested Prof. Sarbajit Sengupta, Chairperson, Administrative Audit

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Committee, Visva-Bharati, to enlighten the members regarding the Administrative Audit of the University for the year 2021-2022.

Prof. Sengupta suggested that, per NAAC guidelines, the Academic and Administrative Audit (AAA) in Universities is usually done once in 2/3 years, incorporating the actions taken in previous Audit observations. He outlined some general limitations that he observed while conducting the Administrative Audit of the University for the year 2021-2022, such as lack of adequate space in offices, internet problems, inadequate staff, lack of ICT facilities in various departments and proper training among some staff members in ICT and slow processing of files.

Prof. (Retd.) Asha Mukherjee suggested that the Library and the Computer Centre may organize a training program on ICT for academic and non-academic staff of the University. Prof. Souvik Ghosh suggested that ICT will work in the University if all offices are ICT-enabled and office staff are trained. Dr Nimai Chand Saha suggested that staff need to be trained in ICT awareness and that ICT infrastructure needs to be augmented. All academic and non-academic heads may be trained in ICT. The Director IQAC suggested that a workshop on ICT may be organized and ICT may be implemented phase-wise.

Prof. Pratap Kumar Padhy, Chairperson Green Audit Committee, Visva-Bharati, was requested to share his insight regarding the Green Audit of the University for the year 2021-2022. Prof. Padhy informed that as per NAAC Advisory, the Green Audit Committee of the University arranged all the groundwork for the Green Audit of the University by an external agency recognized by the National Accreditation Board for Certification Bodies (NABCB). The Green Audit Report and Certificate have already been uploaded to the University website.

Resolution 4:

- (a) Academic & Administrative Audit of the University may be done once in 2/3 years.
- (b) A workshop on ICT for academic and non-academic heads may be organized.
- (c) The Green Audit Committee of the University may take timely initiative for implementation of the Recommendations and the Future Plan of Actions outlined in the Green Audit Report.

Agenda 5:

The Director, IQAC informed that the IQAC office had received two journals: one entitled *Social Work Chronicle*, submitted by Dr Paramita Roy, Dept. of Social Work and the other entitled *Sumedhah*, submitted by Prof. Niranjan Jena, Dept. of Sanskrit, Pali and Prakrit, for onward submission to UGC.

Prof. Souvik Ghosh referred to the proposal submitted by the Principal, PSB, regarding the inclusion of Journals with NAAS (National Academy of Agricultural Sciences) scores in the UGC-CARE list and the IQAC action on it. He pointed out a technical problem, as the proposal deals with hundreds of journals and needs to fit into the prescribed Format.

Dr Surjya Kumar Saikia pointed out that papers published in the NAAS Science Journals & similar other Journals not enlisted in the UGC-CARE list could not be accommodated in

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