

## VISVA-BHARATI



### Internal Quality Assurance Cell (IQAC)

#### Report on 'Soft Skill Development Program' held on May 17-18, 2023

As per NAAC guidelines, it is mandatory for a University to submit its Annual Quality Assurance Report (AQAR) to NAAC Portal in December every year. This process involves IQAC and various Academic Departments/Bhavanas and Administrative Units of the University and requires soft skills for data collection, compilation, processing and uploading in prescribed formats within a given time. In order to meet this requirements, IQAC and Central Library, Visva-Bharati jointly organized a 'Soft Skill Development Program' on May 17-18, 2023 at the Conference Hall, Central Library.

#### **Program: Day 1 - May 17, 2023**

Sri Soumyendra Sen, Joint Registrar, IQAC highlighted the need and importance of soft skills in academic and administrative arenas and introduced the speakers of the program Dr. Surjya Kumar Saikia, Assistant Professor, Department of Zoology and Dr. Kakali Datta, Assistant Professor, Department of Computer and System Science and the topic of their deliberation : 'Data Organisation for AQAR Submission'.

Dr. Saikia explained the process of AQAR submission to NAAC Portal and its importance as per NAAC guidelines. He emphasised on the role of IQAC, DQAC, Academic Departments/Bhavanas and Administrative Units of the University in data organization for this process.

Dr. Datta showed and explained the data inputs in Excel sheet and data sorting and preparation in separate files and folders and the process of storing, editing & sharing data through in Google Drive.

53 faculty members and officials of the University attended the program.

The program concluded with the vote of thanks delivered by Ms. Bhavna Khajuria Basumatary, Assistant Professor of Department of Design – Textile, Ceramics and Glass and Member of IQAC.

A handwritten signature in blue ink, appearing to be 'B. Khajuria'.

**Program: Day 2 - May 18, 2023**

Dr. Prajnalankar Bhikkhu, Joint Registrar, IQAC, welcomed the participants and explained the importance of research publication as one of the matrices of NAAC evaluation of a University. He introduced Dr. Nimai Chandra Saha, Librarian, Central Library, Visva-Bharati and his topic of deliberation: 'Handling Research Tool (Ouriginal supported by Turnitin).'

Dr. Saha showed the research process and key points to be followed while preparing abstract, paper, dissertation and thesis. He also explained the importance of 'OWL' (Purdue University) in this context. He elaborated on the pros and cons of plagiarism with reference to UGC guidelines. He requested the faculty members to use their own user ID in VBLN and Ouriginal for plagiarism check. Ouriginal and its importance were explained for research in Higher Education System.

Question & Answer session was followed after the presentations of the speakers.

A number of participants asked questions regarding the above topics. The experts tried to answer all their questions. It was a very fruitful and successful program.

33 faculty members and officials of the University participated in the program.

Ms. Bhavna Khajuria Basumatary, Assistant Professor of Department of Design – Textile, Ceramics and Glass and Member of IQAC moderated the program as Anchor and Dr. Dr. Mahesh Sawata Khetmalis, Associate Professor, Department of Physical Education and Member of IQAC and IQAC Sub-Committee for Seminars/Conference delivered the vote of thanks in the program.

The program concluded with a photo session with all participants.

Some photos of the program are attached herewith.

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



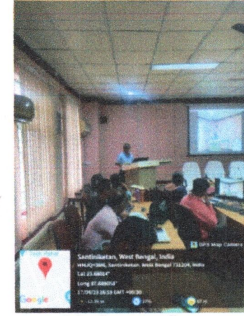
## Glimpses of the Program



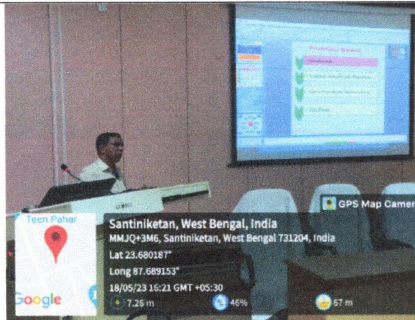
Dr. Bhavna  
Session Coordinator



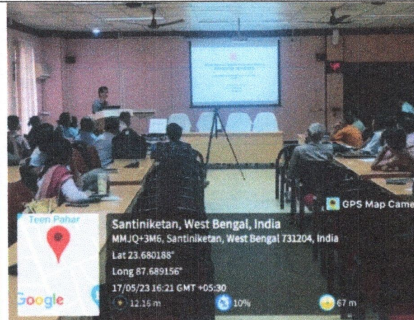
Dr. Prajalankar Bhikhu  
Jt. Registrar  
Visva-Bharati



Mr. Soumen Sen  
Sr. Joint Registrar  
Visva-Bharati



Dr. Nimai Chand Saha  
University Librarian  
Introduction to NFOI program



Dr. Surjya Saikia  
AQAR preparation & maintenance  
Members IQAC



Dr. Kakali Dutta  
Soft Skills

## Participants at a glance



Thank you

*Handwritten signature*