

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 01

Date: 02/07/2019

Meeting of IQAE held on 02.07.2019
in the chamber of Hon'ble Vice-chancellor.

Members present

- 1) 02.07.19
- 2) Pr 2/7/2019
- 3) Ra a k Sar 2/7/2019
- 4) JH 2.7.19
- 5) Ashok (Ashok Kumar Ghosh) 2/7/19
- 6) Subrata Ghosh 2/7/19
- 7) Soumendramam Ranjiri 2/7/19
- 8) ANINDYA BOSE 02/07/19
- 9) ARJIT GHOSHAL 02/07/2019
- 10) Gopa Samanta
- 11) Kalyan Kumar Maitra 2/7/19
- 12) Subha Prasad Nandi Majumdar 2/7/19
13. Sujit Kumar Choudhary - 2/7/19
- 14) Sudipto Ghosh 2/7/19
- 15) Somasree Sam 2/7/19
- 16) Tannoy Mandal 2/7/19
- 17) Chatterjee 2/7/19
ARJIT CHATTERJEE
- 18) Ray 02 07/19
- 19) Sourangshu Mukherjee 02/07/2019

Internal Quality Assurance Cell (IQAC)
University of Burdwan
Composite Building, 1st Floor, Golapbag
Burdwan - 713104, W.B., India



Members present in the urgent meeting called by the Director, IQAC under the Chairmanship of the Hon'ble Vice-Chancellor:

List of the members present in the meeting is attached in Annexure I

Proceedings of the meeting.

Item: NIRF & NAAC preparedness for the Current year and due years respectively.

Members had first considered the recommendations of the previous NAAC evaluation Report of Nov. 2016 and discussed some of the other relevant issues relating to application for NIRF during the current year and issues for NAAC preparation for evaluation during November –December, 2021. It was decided that:

A. Two teams, one for NIRF scheme and other for NAAC are to be framed for the said purpose in a Workshop to be organised by the IQAC on 12.7.19.

B. The following issues are to be considered as preparatory actions to be initiated in the University as preparedness:

- i) **Feedback of students, parents, alumni:** Collection, analysis, implementation [Format for getting students' feedback should be prepared keeping the format of NAAC and the process should be initiated from this year, current final year students, who have at least 60% attendance; regarding parents' feedback respective departments will take initiative and will prepare a report of the meeting and will submit to IQAC]
- ii) **Preparation of Programme Outcomes (PO)s, Programme Specific Outcomes (PSO)s, Course Outcome (CO)s etc. for all disciplines:** [These aspects will be highlighted in the forthcoming meeting of all Heads of the Departments]
- iii) **Updating/Revision of syllabus as much as possible at PG level:** [In the forthcoming combined FC meeting of Science & Arts etc., this issue will be discussed with all the PG departments to update their syllabus at least 30% following the usual procedure]
- iv) **Development of Learning Management Systems (LMSs), e-resource etc.:** [These aspects will be highlighted in the forthcoming meeting of all Heads of the Departments]
- v) **Development of mechanism of Students' satisfactory Survey:** [Both the secretaries and Dr A. Bose of Physics Department will take proper initiatives in preparing the mechanism for the said purpose. These aspects will be highlighted in the forthcoming meeting of all Heads of the Departments]



- vi) **Enhancement of Interdisciplinary and Interdepartmental research activities and resource sharing:** [Documentary evidences should be preserved and a copy of that to be submitted to IQAC, e.g. formal permission endorsed by the Head of the Departments of the respective departments]
- vii) **Encourage the effective consultancy:** [Faculty members should be encouraged to go for consultancy, either in terms of financial or academic initiatives]
- viii) **In Library due initiatives should be taken on the following issues:**
- Full automation LMS/Computerised network with other Departmental Libraries/Other Libraries
 - Records of e-resources & books, journals, old books & manuscripts
 - Enhancement of reading room facility
 - Facilities for checking plagiarism and keeping their records properly.
 - Keeping the records of visitors both for students and teachers year wise (1st July to 30th June of the respective year)
- ix) **Some administrative issues were also highlighted. e.g.,**
- Preparation of full records of free student fee-ship, scholarship from Govt & Non-Govt organisations, Donors etc.
 - Preparation of full records of free student fee-ship, half-free student fee-ship of the University itself
 - Records of students progression/placement through departments
[Both the secretaries should take the initiatives to expedite the process of getting these records by providing the mail ids, phone nos etc., to the concerned departments, subsequently Head of the Departments will prepare the records in a prescribed format prepared by the secretaries and Dr A Bose of the Physics Department.]
 - Maintenance of proper documents for every activity
[Department must maintain the records of all the academic activities performed by the departments like, Workshop, Seminars, Conferences National or International or any other programmes and must prepare a report to submit IQAC]
- x) **Proper documentation of outreach activities/extension activities/community services by the students**
[Departments must keep records of such activities and will submit to IQAC]
- xi) **Activities of Alumni Association be documented**, like mobilization of resources through financial and non-financial means, as well as other initiatives
[University authority will take a serious initiative to meet some of the Office Bearer of the Alumni Association to prepare a road map of activities of Association]
- xii) **Finance department will consider the following issues seriously and will prepare the records accordingly:**
- Records of available funds from Government and other sources
 - Regular audit both internal and external
 - Budget for green management

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d. Budget for research (seed money)

[A Committee should be framed for the said purpose and the each freshly appointed Asstt. Professors (confirmed last year) will be given a seed money to frame a research proposal: for Science faculty, it will be Rs 1,00,000.00 and for Arts, Commerce etc.. Rs 50,000.00 (those who have no projects right now)]

- xiii) **More skill development courses, development of entrepreneurship, value added courses and training programmes for the non-teaching staff members through HRDC**
[Department of Lifelong learning and RTC will prepare some relevant short-term courses maintaining the stipulation of 30 h or more as per UGC rules; HRDC will also be requested to organise some skill development courses for the non-teaching members of the University]
- xiv) **Enhancement of Industrial collaboration and interaction**
[Concerned departments must explore the possibilities to establish the interaction and collaboration with industries as much as possible]
- xv) **Preparation of academic calendar**
[The concerned body constituted by the Vice Chancellor should expedite the process and upload it in the University web site]
- xvi) **Departments should be encouraged for publication of journals with proper ISSN:**
[As an outcome of the Workshop/Seminar/Conference etc., department will make a publication with proper ISSN]
- xvii) **University must take initiative for Academic and Green Audits year wise**
[In this regard a first each department will prepare their departmental profile as per NAAC format and authority will subsequently proceed further; these aspects will be highlighted in the forthcoming meeting of all Heads of the Departments]
- xviii) **Some data sheets will be prepared based on NAAC format** which will be highlighted in the forthcoming meeting of all Heads of the Departments]

C. Regarding application for NIRF, authority has papered the 'Data Management Cell' to procure the departmental data as per format of the NIRF.

It was also decided that different groups will be made and entrusted for the respective works to expedite the entire process of NIRF as well as NAAC. Dean, Faculty of Science, had elaborated and described the titbits of the NIRF.

Meeting ended with vote of thanks to the Chair.

Date:-05.07.2019

S. Mukhopadhyay
2.7.2019
Director

Internal Quality Assurance Cell
The University of Burdwan
Burdwan-713104

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 02

Date: 12/07/2019

MINUTE BOOK - 20...19..

Date - 12.07.2019

Time - 2.00 PM.

Place - Kadambini Hall, B.U.

Proceedings of the workshop held on
12.07.2019. for preparation
of NIRF, NAAE + AQAR reports.

1. Dr. Anindya Bose presented the activities to be followed in NIRF Report preparation.
2. Prof. Apurba Ratan Ghosh - presented the activities to be followed for NAAE report preparation.
3. Heads of different departments, members of IQAE and the members of data management cell were present in the meeting.
4. Following teams are developed for performing different works related to report preparation of NAAE, NIRF, AQAR etc.

(i) NIRF team.

- (a) Dr. Anindya Bose (Co-ordinator)
- (b) Dr. Abhigyan Dutta (Physics)
- (c) Dr. Joydeep Chakraborty (Physics)
- (d) Dr. Tanmoy Banerjee (Physics)
- (e) Dr. Partha Sarkar. (MBA HR)
- ~~(f) Dr. Indrajit Roy (D.O)~~
- ~~(g) Dr. Arijit Chatterjee (Asst. Dir. Life-Long Ed.)~~

MINUTE BOOK - 20.....

Date -

Time -

Place -

NAAC team

- (a) Prof. Apurba Ratan Ghosh. (co-ordinator)
- (b) Prof. Mantu Saha.
- (c) Prof. Sunil Karforma.
- (d) Dr. Abhisekh Mishra. (MBA)
- (e) Dr. Susobhan Ghosh (AO)
- (f) Mr. Debmalya Ghosh (AR)
- (g) Prof. Rajib Bandyopadhyay (Botany)

AQAR team

- (a) Prof. Pravat Kumar Kauri
(Co-ordinator)
- (b) Prof. Swati Mukhopadhyay
- (c) Prof. Abhisit Mazumdar
- (d) Dr. Subhra Kanti Mukhopadhyay
- (e) Dr. Arijit Chatterjee (Asst. Director
Life long edu
ation)
- (f) Mr. Krishnendu Mazumdar (AEB)

Hon'ble Dean of Science and Hon'ble Dean of Arts, commerce etc described in detail the importance of this workshop for preparation of NAAC, NIRF, AQAR reports etc.

A. Mukhopadhyay
12.07.2019.

Attendance of HODs in the
Workshop held on 12.07.2019.

Sl. No.	Name	Department	Signature
1	UDIT CHATTERJEE	Physics	Udit Chatterjee 12/7/19
2	NABA KUMAR MONDAL	Environmental Science	Naba Kumar Mondal 12/7/19
3	For TIC, Ananta Kumar Biswas	Sociology	Ananta Kumar Biswas
4	For HOD: DR.S.GANGOPADHYAY MUGDHA SENGUPTA	Mass Communication	Mugdha Sengupta 12/7/19
5	Pravat Kumar Kiri	Economics	Pravat Kumar Kiri 12.07.19
6	For HOD-Commerce ARINDAM LAHA	Commerce	Arindam Laha 12/7/19
7	Soumendranath Chatterjee	Zoology	Soumendranath Chatterjee 12/7/19
8	ARJIT GHOSHAL	MATHS.	Arjit Ghoshal 12/07/2019
9	PARANITA MANDAL	Zoology	Paranita Mandal
10	BIPLAB BISWAS	Geography and Geospatial Se.	Biplab Biswas 12/7/19
11	RAJESH DAS	Library and Information Science	Rajesh Das 12/7/19
12	ARINDAM GUPTA	Statistics	Arindam Gupta 12/7/19
13	Md. Shamim Nizami	Arabic	Md. Shamim Nizami 12/07/19
14	HIRALAL ADHIKARI	Physical Education	Hiralal Adhikari 12/07/19
15	JOGENDRANATH MURMU	SANTALI	Jogendranath Murmu 12/7/19
16	Goutam Kumar Nag	Foreign Languages	G. K. Nag 12/7/19
17	Santosh Kumar Pal	Philosophy & Womens Studies	Santosh Kumar Pal 12/07/19
18	Malabika Roy	HISTORY	Malabika Roy 12/07/19
19	SUBAJIT KARMAKAR	USIC	Subajit Karthak 12/7/2019
20	SUSOBHAN GHOSH	Finance	Susobhan Ghosh 12/07/19

attested
S. Maiti
578/2019
Director
Internal Quality Assurance Cell
The University of Burdwan
Burdwan-713104

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 03

Date: 08/08/2019

MINUTE BOOK - 20.....

Date -

Time -

Place -

Meeting of AQAR team
on 08.08.2019.

Members present

1. Souvranika Mukhopadhyay 08/08/2019
2. Pravat Kumar Kuri 08.08.19
3. Abhijit Mazumdar 08.08.19
4. ~~Abhijit~~ Chatterjee 08/8/19
5. Subha Kanti Mukhopadhyay 08.08.2019
6. Krishnendu Mazumdar 08.8.19

Resolution

A meeting of All POCs should be held on 22nd August, 2019, for preparing AQAR report.

POCs are also required from Registrar Section, Finance Section, Controller of Exam. Section, IC Section, Engineering Section, Life Long Education Section. IQAC, Director may approach for these POCs to Registrar.

It is decided that by September 2019, AQAR uploading should be complete.

Souvranika Mukhopadhyay
08.08.2019

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 04

Date: 20/12/2019

MINUTE BOOK - 20.....¹⁹

Date - 20.12.2019

Time - 12.00 noon Place - Hon'ble VC's chamber

IQAC meeting held on 20.12.2019.

Members

Present.

- 1) ~~20.12.19~~
- 2) ~~20.12.2019.~~
- 3) ~~20/12/19~~
- 4) ~~20.12.19~~
- 5) Sourangshu Mukhopadhyay 20.12.2019.
- 6) Mr. Saha 20¹²/19
- 7) Sukhopadhyay 20.12.19.
- 8) ~~20/12/19~~
- 9) ~~20.12.19~~
- 10) ~~20/12/19~~
- 11) ~~20/12/19~~
- 12) ~~20/12/19~~
- 13) ~~20/12/19~~
- 14) Somasi Dam 20/12/19
- 15) ~~20/12/19~~
- 16) Soumen Sarawat 20/12/19
- 17) Indrani Chandra 20/12/19
- 18) Pravat Kumar Kum 20.12.19
- 19) Sunil Kumar 20.12.19
- 20) ~~20.12.19.~~
- 21) ~~20/12/19~~
- 22) ~~20¹²/19~~
- 23) ~~20/12/19~~
- 24) Tanmay Mondal 20.12.19.

Hon'ble Vice-Chancellor Sir, Chaired
The meeting.

Proceedings of the meeting of IQAC of The University of Burdwan, held in the chamber of Hon'ble Vice Chancellor on 20.12.2019 at 12.00 Noon.

24 Members attended the meeting. (Copies of the Signatures of the members present attached herewith)

Professor Nimai Chandra Saha, Vice-Chancellor , The University of Burdwan chaired the meeting.

At the beginning of the meeting Professor Sourangshu Mukhopadhyay , Director , IQAC , BU and Professor Aprfessor Apurba Ratan Ghosh described their experiences on the discussion in the ' National level workshop for dual mode Universities' , organized by NAAC in the NAAC premises at Bangaluru. They informed the meeting that UGC is going to take some actions for converting some Universities (where distance learning mode is going on simultaneously with regular mode) to Dual Mode Universities. That is why by June 2020 assessment and accreditation by NAAC is a must . To do it the concerned Universities have to go for uploading the up-to-date AQAR by 31st December 2019 in NAAC portal. After that 31st January is the dead line of application for doing the necessary formalities NAAC peer time visit.

The members of the IQAC discussed this issue with deep concern, as it is very difficult and Herculean task to do all the formalities with in a very short time interval left to us. As only 12 days are left to reach the deadline of uploading the up-to-date AQAR reports of our University. Our University has already conducted the NAAC evaluation in 2016 and it got ' A ' grade . This score is valid up-to end of 2021. Therefore the university was preparing for NAAC evaluation in the end of 2021. Under this circumstances following points are resolved in the meeting.

- 1) IQAC thinks that our University should get at least two more years (which is exactly due for us) for facing the NAAC evaluation. Therefore Department of Higher Education , Government of West Bengal, may be urgently informed as soon as possible regarding this difficult situation, suddenly came to us.
- 2) An urgent meeting of all heads of the Department on 23rd December, 2019 noon in the chamber of Hon'ble Vice-Chancellor will be held.
- 3) It is resolved that our University have to take all the necessary drives to face the coming evaluation in 2020 .

Date
T

4) The IQAC proposed the following committees to look after and execute all the issues related to the preparation of coming NAAC visit.

a) Advisory Committee of NAAC team

- i) Professor Pabitra Kumar Chakrabarti, Dean, Faculty of Science
- ii) Professor Ramen Kumar Sar, Dean, Faculty Council of Arts etc.
- iii) Professor Tafajol Hossain, Registrar, BU.
- iv) Professor Arijit Ghosal, Department of Mathematics
- v) Professor B.B.Parida, Department of Tourism Management
- vi) Professor Pravat Kuri, Department of Economics.

b) NAAC team

- i) Professor Apurba Ratan Ghosh, (Coordinator) Dept. of Environmental Science.
- ii) Prof. Mantu Saha, Department of Mathematics,
- iii) Professor Sunil Karforma, Department of Computer Science,
- iv) Finance Officer, BU,
- v) Professor Udit Chatterjee, Department of Physics,
- vi) Professor Angshuman Kar, Department of English,
- vii) Dr. Abhishek Mishra, Department of MBA(HR),
- viii) Dr. Susobhan Ghosh (Accounts officer),
- ix) Mr. Debmalya Ghosh (Asst. Registrar),
- x) Dr. Rajib Bandopadhyay, Department of Botany,
- xi) Director, DDE,
- xii) University Placement Officer,
- xiii) University Development Officer,
- xiv) Mr. Subrata Nandi (Asst. Registrar),
- xv) Dr. Anindya Bose (Sr. Scientific Officer),
- xvi) Mr. Krishnendu Mazumder (Asst. Controller),
- xvii) Dr. Partha Sarkar, Department of MBA(HR),
- xviii) Dr. Arijit Chatterjee, Life long Education.

The meeting is ended with the vote of thanks to the chair.

Signature

(Chairman, IQAC, BU)

S. Mukherjee
23.12.2019
Director
Internal Quality Assurance Cell
The University of Burdwan
Burdwan-713104

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 05

Date: 23/12/2019

MINUTE BOOK - 20.....

Date - 23.12.2019

Meeting of all Heads of the Department

Time - 2.00 AM.

Place - Hon'ble V.C.'s Chamber

Date: 23.12.2019

Members Present

- A) [Signature] 23.12.19
 B) [Signature] 23.12.19
 C) [Signature] 23.12.19
 D) [Signature] 23.12.19

	Name	Department	Signature
1.	DR. SHASHI KR. SHARMA -	HINDI	<u>[Signature]</u> 23.12.2019
2.	DR. PARTHA SARKAR	Business Administration (HR)	<u>[Signature]</u> 23/12/19
3.	DR. K.N. CHATTOPADHYAY	EDUCATION	<u>[Signature]</u> 23/12/19
4.	DR. S.N. CHATTERJEE	Zoology	<u>[Signature]</u> 23/12/19
5.	Dr. Md. Shamim Nizami	Arabic	<u>[Signature]</u> 23/12/19
6.	Dr. Namita Chakrabarti	Geography	<u>[Signature]</u> 23.12.19
7.	Dr. Subhjit Karmakar	USIC	<u>[Signature]</u> 23/12/2019
8.	Dr. Arindam Gupto	Statistics	<u>[Signature]</u> 23/12/19
9.	Dr. Seeta Mukhopadhyay	Mathematics	<u>[Signature]</u> 23.12.19
10.	Dr. Indrani Chandra	Biotechnology	<u>[Signature]</u> 23/12/19
11.	Dr. Pundarikumar Kr. Tripathy	Business Administration	<u>[Signature]</u> 23/12/19
12.	S. Sen Gupta	English and Culture Studies	<u>[Signature]</u> 23/12/19
13.	Dr. Smit Kumar Choudhury	I.C.	<u>[Signature]</u> 23.12.19
14.	Dr. Debdatta Das	Law	<u>[Signature]</u> 23/12/19
15.	<u>[Signature]</u>	Bengali	<u>[Signature]</u> 23/12/19
16.	Dr. Partha Mites	Physics	<u>[Signature]</u> 23/12/19
17.	Dr. Partha Prabin Das	Sanskrit	<u>[Signature]</u> 23/12/19
18.	Arindam Das	Commerce	<u>[Signature]</u> 23/12/19
19.	Arindam Das	Physical Education	<u>[Signature]</u> 23/12/19
20.	<u>[Signature]</u>	English	<u>[Signature]</u>
20.	A. CHATTERJEE		<u>[Signature]</u>
21.	JOGENDRANATH MURMU	SANTALI	<u>[Signature]</u> 23/12/2019
22.	SUKUMAR MANDAL	Dept of Lib. & Inf. Sc.	<u>[Signature]</u> 23/12/19
23.	GOUTAM KUMAR NAG	Foreign Languages	<u>[Signature]</u> 23/12/19
24.	SUDIT KRISHNA KUMAR	Dept. of History	<u>[Signature]</u> 23/12/19
25.	BILLET KUMAR DAS	Tourism mgmt.	<u>[Signature]</u> 23/12/19
26.	DEBASIS DAS	Chemistry	<u>[Signature]</u> 23.12.19

MINUTE BOOK - 20.....

Date -

Time -

Place -

Sl. No.	Name	Department	Signature
27	G. Mousumuddin Midhya, Director, DDE		<i>M Midhya</i> 23.12.19
29	Rubhattacharyya	Head, Pol. Sc. B.U.	<i>Rubhattacharyya</i> 23/12/19
30	Dr Anindya Bose	Physics	<i>A Bose</i> 23/12/19
31	Poovath Ko. Kuri	Economics	<i>Poovath</i> 23/12/19
32	Santosh Kumar Pal	Philosophy	<i>S Pal</i> 23/12/19
33	Naba Kumar Mondal	Env. Sc.	<i>N Mondal</i> 23/12/19
34	Ananda Mohan Kar	TIC, Sociology	<i>A Mohan Kar</i> 23.12.19
35	MUGDHA SENGUPTA FOR PROF. S. GANCO PADHUKAN	New Curriculum	<i>Mugdha Sengupta</i> 23/12/19
36	SOMASRI DAM	MICROBIOLOGY	<i>S Dam</i> 23/12/19
37	SUNIL KARRPARMA	Head, Comp Sc	<i>S Kar</i> 23.12.19
38	Sougata Chakrabarti	Finance Officer	<i>S Chakrabarti</i> 23/12/19
39	Abir Baran Ghosh		<i>Abir Baran Ghosh</i> 23/12/19
40	ANGSHUMAN GOSWAMI	AD (ARB), DDE	<i>A Goswami</i> 23.12.19
41	Nani Gopal Sen	AD (AGA) DDE	<i>N Gopal Sen</i> 23/12/19
42	KRISHNENDU MAZUMDER	DEPT. OF CONTROLLER OF EXAM	<i>K Mazumder</i> 23/12/19
43	Subrata Nandi	Test Registrar	<i>S Nandi</i> 23/12/19
44	JAI PRAKASH KESHRI	BOTANY	<i>Jai Prakash Keshri</i> 23/12/19
45	Sikhan Dutta	BOTANY	<i>Sikhan Dutta</i> 23/12/19

Resolutions.

Hon'ble Vice-Chancellor Sir chaired the meeting.

- All The issues relating to coming NAAC external evaluation in 2020 are discussed.
- A committee is formed to look after the issues relating to ABAR submission (online) and NAAC visit. The committee members are (i) All the members of ABAR team, and (ii) NAAC team members and (iii) Partha Sarathi Choudhury,
- The works related to ABAR uploading will be started on and from 23.12.2019.
- The meeting is ended with the vote of thanks to the chair.

J. Mukhopadhyay
23.12.2019

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 06

Date: 02/01/2020

MINUTE BOOK - 20.....

Date - 02.01.2020

Time - 4.00 PM.

Place - Hon'ble V.C's Chamber

Meeting of NAAC team.

Members Present

1. ~~P. Murthy~~ 02-01-2020
2. P. Murthy 02/01/2020
3. P. Murthy 02/01/2020
4. -
5. Sourangshu Mukhopadhyay 02.01.2020
6. Pravat Kumar Kuris 02.01.2020
7. P. Murthy 02.01.2020
8. Subha Kanti Mukhopadhyay 02.01.2020.
9. Sevati Mukhopadhyay 02-01-2020
10. Abhijit Mazumdar 02/01/2020
11. Abirika Ratan Ghosh 02/01/2020
12. Krishnendu Mazumdar 02.01.2020
13. Joydutta 2/1/2020
14. Anindya Bisoi 02/01/2020
15. Chatterjee 2/1/2020

Resolutions

1. P Hon'ble V.C chaired the meeting.
2. All the issues relating to the on-line AQAR uploading are discussed.
3. A meeting with all Heads of the Departments, BU will be organized on 7.1.2020 to discuss the on-line data uploading ^{process} for AQAR for 2016-2017, 2017-2018, and 2018-2019 @ years.
4. The meeting is ended with the vote of thanks to the Chair.

P. Murthy

2-1-2020

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 07

Date: 07/01/2020

MINUTE BOOK - 20.....

Date - 07/01/2020

Time - 3.00 PM.

Place - Hon'ble VC's Chamber

Meeting of all Heads of the Departments
and respective officer

- 1) ~~Pr~~ 07.01.2020 (Chairman)
- 2) ~~Pr~~ 07.01.2020
- 3) ~~Pr~~ 07.01.2020
- 4) Sourangshu Mukhopadhyay 07/01/2020
- 5) Ralindramati Ghattacharyya 07/1/2020
- 6) Swati Mukhopadhyay 07-01-2020
- 7) Indrani Chandra 7/1/2020
- 8) Saswati Gangopadhyay (MASS/LOWA) 07/01/2020.
- 9) PRADYUMNA KR. TRIPATHY (BUSINESS ADMIN.) 07/01/20
- 10) ~~Subra~~ Kamakar (USIC) 07/01/2020
- 11) Partha Mitra (PHYSIC) 07/01/2020
- 12) Anindya Basu (NAAC data collection team) 07.01.2020
- 13) Bhatterjee (NAAC Team).
14. Namita Chakrabarti, Geography 7.1.2020
- 15) Debdatta Das 7/1/2020.
- 16) Aparajita Aher 7/1/2020.
- 17) Ananda Mohan Kar (TIC, Sociology) 7/1/2020
- 18) Goutam Kumar Nag (Foreign Language) 7/1/2020
- 19) Debasis Das (Chemistry) 07-01-2020
- 20) Khageshramati Chattopadhyay 07.01.2020
21. Seemita Batabyal 07.01.2020.
22. ~~Subra~~ Kamakar 07.01.2020
23. Naba Kumar Mondal 07.01.2020
24. Manjit Das 07.01.2020
25. Subhra Kanti Mukhopadhyay 07.01.2020.
26. Somasi Das 07/01/2020
27. Mohy Rana 07/01/20
28. Mr. Abhilash Singh JAO/200 Dept of the HR

MINUTE BOOK - 20.....

Date -

Time -

Place -

29. ~~Sanjay Kumar~~ 07/01/2020
30. Santosh Kumar Pal (Philosophy & Women's Studies) 07/01/2020
31. Anub Kumar Singh (English & Culture Studies) 7.01.2020
32. Anandam Gupta (Statistics), 7/01/2020
33. Shyamal K. Hsu (Mathematics) 07/01/2020.
34. ~~Sujit Ghosh~~ 07/01/2020
35. Anandam Datta 07/01/2020
36. Dr. Neeraj Sharma 7/1/2020
37. Dr. Md. Shamim Nizami (Arabic) Ban Niy 7/01/2020
38. Sumanta Bhattacharya, Librarian (In-charge), Central Lib, 07/01/2020
39. Jogendranath Murmu, (Santali) 07/01/2020
40. Sukumar Mandal (Deptt. of Lib. & Inf. Sc.) 07/01/2020
41. ENDRASIT RAY. 07/01/2020
42. Swati Adhikari 07.01.2020
43. Partha Sarathi Choudhuri 07-01-2020
44. Pravat Kumar Kuro 07.01.2020
45. Anindya Tyagi Pal 7/1/2020.
46. Sujit Kumar Chowdhury 7.1.20.
47. C. Chakrabarti 07/01/2020
48. ~~Sanjay Kumar~~ Secretary, P.O. 7/1/2020
49. ~~Sujit Ghosh~~ 7/01/2020
50. ~~Anandam Datta~~ Deptt. of Physical Education. 7/1/2020.
51. Subhasprasad Nandi Majumdar, Sr. Secy, Faculty Council (Sr) 07/01/2020
52. Paramita Mandal, Asst. Prof., Zoology 7/1/2020
53. Soumen Choudhuri Zoology Deptt. 7/1/2020

Proceedings.

Professor P. K. Chakrabarti (Hon'ble Vice-Chancellor (in-charge)) chaired the meeting.

MINUTE BOOK - 20.....

Date -

Time -

Place -

Professor Apurba Ratan Ghosh delivered a power point presentation, where he described in detail the method of filling of preparation of AQAR report for the session of 2016-2017, 2017-2018, & 2018-2019.

J. Mukherjee

07.01.2020

Director, IQAR

B.U.

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 08

Date: 27/01/2020

IQAC,

Meeting of Core Committee, in the Chamber of
Hon'ble Vice-Chancellor, on 27.01.2020 at 12.00 Noon.

Members present.

1. ~~27.01.2020~~ 27.01.2020
2. Anugundan 27/1/2020
3. Sourangshu Mukhopadhyay 27.01.2020
4. ~~Phib~~ 27.1.2020
5. Chatterjee 27/1/2020
6. Anidya Bar. 27.01.2020
7. Pravat Kumar Kuri 27.01.2020
8. Anjan Chakrabarti: 27.01.2020
- 9.

Hon'ble Vice-Chancellor Sir chaired the meeting

Proceedings

1. One faculty council meeting should be held in each month.
2. Two Ec meetings should be held in each month.
3. Three Court meetings should be held in each year.
4. By 15th February, 2020, 2018-2017, 2017-2018, 2018-2019 AQAR reports will be submitted.
5. 10th February 2020 IQAC meeting will be organized in the Chamber of Hon'ble VC. at 2.00 P.M.

The meeting is ended with the vote of thanks to Hon'ble

Vice-Chancellor.

S. Mukhopadhyay
Director, IQAC, BU

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 09

Date: 04/02/2020

Meeting of IQAC, held in Dept. of Physics, B.U
on. 04.02.2020 at 11.00 AM.

1. 04.02.2020
2. Anugunder 4/02/2020
3. ~~PH~~
4/02/2020
4. ~~PH~~ 04/02/2020.
5. L. Chakrabarti
04.02.2020
6. ~~MJ~~ 04/02/2020
7. Sourengha Mukhopadhyay
4/2/2020
8. ~~S~~ 04/02/2020
9. ~~KEV~~
04.02.2020
10. ~~PH~~
04/02/2020
11. ~~Choudh~~ 04.02.2020
12. Pravat Kumar Kuroi 04.02.2020
13. Anindya Borj, 04.02.2020
14. Nilay Kumar Belhikun 04.02.2020
15. Jaydip ~~or~~ 4/2/20
16. Chatterjee 4/2/2020
17. ~~PH~~ 4/2/2020
18. ~~PH~~ 4/2/2020
19. Mukhopadhyay 04.02.2020

Proceedings

Please see page 2.

Proceedings of the meeting of IQAC, The University of Burdwan , held on 04.02.2020 in the Department of Physics, The University of Burdwan.

Hon'ble Vice-Chancellor Sir chaired the meeting.

- **Members present in the meeting discussed different issues related to the AQAR uploading to the NAAC portal for the years 2016-17,2017-18, and 2018-19, IIQA uploading in connection to the coming NAAC assessment and accreditation for the University. The members also observed carefully the notification of NAAC done on 03.02.2020 in NAAC Website and the letter from UGC to our University on 31.01.2020 regarding Process of Accreditation /Re-accreditation for Dual Mode Universities by the NAAC . Again it was discussed that University has received no reply from Government of West Bengal till now regarding conversion from General University to a Dual mode type of University , as our University has already approached Government of West Bengal seeking the permission for such conversion.**
- **Observing all the above points the members attended in the meeting felt that we should proceed for IIQA submission as per the General University Manual latest by the deadline given by NAAC (29th February,2020). The copies of UGC notification as well as NAAC notification are attached herewith.**

Meanwhile University may take the following necessary actions / may consider the following points for DDE, so that the Distance learning process of the University can be upgraded as per the requirement of NAAC.

- 1. Use of electronic media and other digital components in Programmes offered by DDE**
- 2. Development of digitized SLM**
- 3. Necessary arrangement of uploading in the website/online repository/e-content app/LMS available to learners**
- 4. Development of mechanism of academic counseling**
- 5. More number of Full-time teachers and other academics in position**

6. Development of process of Standard Operating Procedures for continuous (internal) assessment
7. Conduct more number of Workshop/Seminar on ODL Process – on:
 - i) Self-learning material development
 - ii) Learner support services and academic counseling
 - iii) Intellectual property right
 - iv) Open education resources (OERs)
 - v) Massive open online courses (MOOCs)
 - vi) Technology-enabled learning
 - vii) Learning management system
 - viii) Development of e-content and
 - ix) Other innovative technologies
8. Publications of number of books, chapters in books, articles and research papers in journals by the teachers and other academics of DDE
9. Development of physical facilities
10. Regular conduct of academic counseling
11. Development of ICT facility in Class room
12. Online admission
13. System of attending learners' queries through automated interactive voice response system/call centre/online help desk/ social media/App based support/chat box/E-mail support/Interactive radio counseling/Teleconferencing/Web-conferencing/Student service centres/Inquiry Centre
14. Grievances redressal cell

Sourav Prasad
Director, ISK, B U
4.2.2020

15. Proper maintenance of records on Submission of assignment

* The members also feel that the whole matter is to be placed before EC for necessary action, if any.


- The AQAR reports of the years 2016-2017 , 2017-2018, and 2018-2019 are prepared and it is reported by the NAAC team of the University in the meeting . This report is based on the required data available from the administrative and academic sections of the University. These reports are unanimously recommended for uploading in the NAAC portal as well as in the University Website.
- It is also decided that this will be reported to University EC for necessary action.

S. Mukhopadhyay
04.02.2020

Hon'ble Registrar

S. Mukhopadhyay
04.02.2020

BFA
Hon'ble V.C.
JK
04/02/2020

Approved

04.02.2020

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 10

Date: 13/02/2020

Meeting of I & AC, BU. held on 13.02.2020 at 12.00 noon, in the Chamber of Computer Lab of Physics, Dept. B.U.

Members present

1. 13.02.2020
2. Anuguden 13/02/2020
3. PD 13.02.2020
4. P 13.02.2020.
5. Swati Adhikari 13.02.2020
6. Aroor Dutta. 13/02/2020
7. Sowangshu Mukhopadhyay
8. Biplob Saha
9. Poojat Kumar Kaur
10. Bhattacharya
11. Subhas Kant' Mukhopadhyay 13.02.2020.
12. Swati Mukhopadhyay 13.02.2020
13. Mantu Laha 13/02/2020
14. Shubh 13/2/2020
15. Somnari Zam 13.02.2020
16. Paramita Mandal 13/2/2020
17. Jydeph or 13/2/2020
18. Nilay Kumar Adhikary 13/2/2020

MINUTE BOOK - 20.....

Date -

Time -

Place -

Proceedings of the meeting.

In Presence of Hon'ble Vice-Chancellor, The University of Burdwan, Burdwan (Chairman, IQAC, BU) different issues related to the AQAR submission and IQAC activities are discussed. It was also resolved that AQAR report of each academic year must be submitted to the NAAC portal and in the University Website within the stipulated time. IQAC, BU is entrusted to look after the matter.

It was also discussed about the current NAAC evaluation of the University which will be held in the end of 2021. Prep. It was resolved that proper preparation should be taken by IQAC to face the NAAC team, which will visit the University campus in the end of 2021 for evaluation.

The meeting was ended with the thanks of Hon'ble Vice-Chancellor, (Chairman of IQAC), BU.

P. Murshidkhan
13.02.2021

Director,
IQAC, BU.

Period: July 01, 2019 to June 30, 2020

IQAC Meeting Number: 11







Date: 06/03/2020

THE UNIVERSITY OF BURDWAN

March 06, 2020.

A meeting of IQAC, The University of Burdwan is held on today, March 06, 2020 to discuss different issues related to academic activities as well as some other matters.

Members Present.

1.   06.03.2020 (Hon'ble V.C. Sir)
2.  06.03.2020 (Pabitra Kumar Chakrabarti)
3.  06/03/2020
4. Sourangshu Mukhopadhyay 06.03.2020.
5. Soumendranain  06/03/2020
6.  06/03/2020
- 7.

MINUTE BOOK - 20.....

Date -

Time -

Place -

Proceeding

Hon'ble VC. Sir chaired the meeting.

In Connection to ~~of~~ Coming NAAE visit in our University following resolutions have been taken unanimously.

(i) One Seminar on 'eye and eye related problems should be ~~be~~ organized soon for generation of eye-awareness, in presence of one eye-doctor.

(ii) One Seminar on Gynecological issues / problems should be organised in the Campus exclusively with women faculty, scholars and students, in presence of one female gynecologist.

(iii) One Seminar on NAAE preparation will be organized and one NAAE official should be invited in the Seminar.

(iv) Each P.G. Department will be requested to organize a Seminar a interdisciplinary area, where students, scholars and faculties of the concerned department will attend the seminar. For this Seminar ~~one~~ one/two experts from the allied department of ~~the~~ ^{our} University should be invited.

(v) One seminar on procedure of application for CAS will be organised with ~~Asst Assistant Prof & Associate Prof~~ ^{Asst Assistant Prof & Associate Prof} one University.

The meeting is ended with the vote of thanks to the chair.

S. Mukhopadhyay
Director IDAE BU

06-03-2020