



# VIDYASAGAR UNIVERSITY

Internal Quality Assurance Cell  
MIDNAPORE - 721102, WEST BENGAL, INDIA

Ref. No.- VU/IQAC/ 080 /2024

Dt.- 23-08-2024

## Minutes and ATR of the Meeting of Internal Quality Assurance Cell (IQAC)

Vidyasagar University

On 31.01.2024 at 12 Noon

Venue: Surya Sen Sabhakaksha

### Members Present:

1. Prof. Susanta Kumar Chakraborty, Hon'ble Vice-Chancellor - Chairperson
2. Registrar, Dr. Jayanta Kishore Nandi - Member
3. Finance Officer, Mr. Gautam Pal - Member
4. Controller of Examinations, Mr. Biplab Chakraborty - Member
5. Senior Information Scientist, Mr. Biplab Chakraborty - Member
6. Secretary, Council for PG Studies, Dr. Tarun Kanti Mandal - Member
7. Prof. Ajay Kumar Misra, Professor, Dept. of Chemistry - Member
8. Prof. Ramkrishna Maiti, Professor, Dept. of Geography - Member
9. Prof. Sebak Kumar Jana, Professor, Dept. of Economics - Member
10. Prof. Pinaki Das, Professor, Dept. of Economics - Member
11. Dr. Jolly Das, Associate Professor, Dept. of English - Member
12. Dr. Tarak Nath Sahu, Associate Professor, Dept. of Business Administration - Member
13. Dr. Prabhash Kumar Singh, Assistant Controller of Examinations - Member
14. Prof. Debdulal Banerjee (Alumni) - Member
15. Dr. Annapurna Chatterjee (local society) - Member
16. Mr. Sukumar Roy, Industrialist - Member
17. Director, IQAC, Prof. Madhumangal Pal - Convener

Professor Madhumangal Pal, the Director of IQAC, extended a warm welcome to Professor Susanta Kumar Chakraborty, the Honorable Vice-Chancellor, as he joined the committee. Professor Pal also expressed his gratitude to the outgoing Vice-Chancellor, Professor Pabitra Kumar Chakrabarti, for the valuable suggestions and support he provided to IQAC during his tenure. Professor Susanta Kumar Chakraborty, the Honorable Vice-Chancellor and Chairperson of the IQAC committee, assumed the chair and presided over the meeting.

### Agenda 1: Consideration of the proceeding of the last meeting held on 07.06.2023

**Resolution:** During the last meeting held on 7th June 2023, the Director, IQAC shared the resolutions that were taken. The Hon'ble Vice-Chancellor suggested that all drafted policies should be submitted to the EC through him for ratification, and later be notified by the Registrar. Regarding the resolutions drawn against Agenda 7 of the last meeting, the Director, IQAC was suggested that the resolutions adopted in the IQAC committee meeting be forwarded as a proposal to the Dean of Student's Welfare for discussion and acceptance in the



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concerned committee. It should further be adopted as a policy for awarding scholarship/fellowship for PG students. Other resolutions from the meeting held on 13th April 2023 were read and confirmed. Furthermore, the Hon'ble Vice-Chancellor suggested that IQAC should place the resolutions, policies, and decisions made to the EC for ratification on a bi-monthly basis. Such an agenda should be done for EC in consultation with the Registrar.

*ATR: The committees for various policies, including research, consultancy, animal ethics, and others, have been established. Each committee has framed the respective policies, which have all been approved by the Hon'ble Vice-Chancellor. These policies have been submitted to the Registrar's office for approval by the Executive Council (EC).*

**Agenda 2: Discussion regarding signing MoUs with other universities, colleges and institutions.**

**Resolution:** During the discussion, the Chairperson highlighted that the university should focus on three categories of MoUs which include regional, national, and international. The university's stakeholders should make an effort to establish MoUs with other institutes, both within and outside the state. It was also suggested that relevant departments such as Physics, Chemistry, Computer Science, MBA, etc. should explore the possibility of internships, field projects, etc. with companies belonging to industrialist Mr. Sukumar Roy, a member of the IQAC committee. Signing a MoU that benefits both parties should be a priority and done as soon as possible. The Hon'ble Vice-chancellor and Chairperson of the IQAC committee emphasized that academic decisions should be made swiftly in the best interest of the university. Normally, the Registrar of the University is responsible for signing the MoU. However, if the Department of Higher Education, Govt. of West Bengal does not give permission or delays in giving permission to Registrar to sign on the MoU then the same shall be placed before him for signing. Subsequently, the relevant details of the MoU be forwarded to the Government for information and justification to be provided as when required.

*ATR: Sixteen (16) MOUs have already been signed with national & international organizations and industries. These MOUs have been signed by the Hon'ble Vice Chancellor.*

**Agenda 3: Organisation of a meeting involving officers, teachers, and non-teaching staff to discuss the code of conduct.**

**Resolutions:** It was resolved that the existing code of conduct policy should be reviewed and redesigned to ensure better understanding. The Registrar was requested to design this policy in consultation with IQAC, and it will be notified by the Registrar after necessary approval. Additionally, the IQAC will call a separate meeting of officers, teachers, and non-teaching staff to discuss and raise awareness about the new code of conduct.

*ATR: The meeting conducted by IQAC on 19.06.2024, consisting of three separate sessions for faculty members, officers, and non-teaching staff, was successfully completed.*



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**Agenda 4: Planning for the introduction of add-on/skill-development/soft-skill development courses across all departments.**

**Resolutions:** The committee has requested the Director, IQAC to convene a meeting with the Head of Departments (HOD) and Teacher-in-Charge (TIC) of academic departments to discuss the introduction of add-on, skill development, and soft skill development courses. It is important to take all necessary steps to increase the number of such courses.

*ATR: Two meetings have already been conducted by IQAC with all Heads of Departments (HODs), the Directors of the Research Centres, and both Academic Deans. Eleven (11) departments have submitted their syllabus and course proposals to IQAC. The IQAC has forwarded the syllabi to the PG Secretary for approval by the appropriate bodies, such as the Faculty Council and/or Executive Council.*

**Agenda 5: Discussion regarding coursework on “research ethics” for the research scholars of affiliated colleges.**

**Resolutions:** It was resolved that the IQAC director shall send a proposal to the Hon’ble Vice-chancellor regarding coursework on “research ethics” for the research scholars. The course can be conducted through online mode if it is not feasible to be conducted in offline mode. The old method of conducting the course work on Research ethics can be revived. A committee is formed comprising of the following members to look into the coursework on “research ethics” for the research scholars.

Members:

1. Registrar, Vidyasagar University
2. Director, IQAC
3. Controller of Examinations, Vidyasagar University
4. Secretary, Council for PG Studies, Vidyasagar University

*ATR: The proposal is under process.*

**Agenda 6: Consideration of the installation of energy-efficient bulbs, tube lights, fans, etc.**

**Resolutions:** It was decided that the issue of energy conservation at Vidyasagar University would be referred to the Energy Audit committee. The committee is expected to provide recommendations on the installation of energy-efficient bulbs, tube lights, fans, and other devices on campus. Additionally, the committee will be requested to suggest other possible advancements that the university can undertake to promote sustainability and energy efficiency.

*ATR:- IQAC has purchased 50 motion sensor bulbs. A policy is needed for their installation.*



**Agenda 7: Discussion for the development of software to manage the records of research scholars and Career Advancement Scheme (CAS) files.**

**Resolutions:** The committee resolved that for the development of software to manage the records of research scholars and Career Advancement Scheme (CAS) files be outsourced to a trusted vendor. The system shall be flexible as it can be for uploading of the data by the users. It was also suggested that a hard copy of the documents shall be kept in the concerned office for future reference. An amount of Rs. 50,000/- may be allocated for the development of the software to manage the records of research scholars and Career Advancement Scheme (CAS) files.

*ATR: A software for assessing faculty members' promotion through CAS is currently being developed. Additionally, discussions have been held with two vendors to create software for managing the records of research scholars.*

**Agenda 8: Review and potential revision of the current policy about full and half-free ships for postgraduate students.**

**Resolutions:** The committee suggested the Director, IQAC to request the Dean of Students' Welfare to review the current policy about full and half-free ships for postgraduate students taking into consideration of the resolutions adopted by the IQAC committee in its meeting dated 07.06.2023 and 31.01.2024.

*ATR: The committee was formed, and a meeting was held in which the draft policy was adopted. The meeting's resolutions, along with the adopted draft policy, were forwarded to the Hon'ble Vice Chancellor for approval.*

**Agenda 9: Discussion regarding the introduction of MOOC for PG students.**

**Resolutions:** After thorough discussions, the committee has decided to adopt MOOC courses for PG students as soon as possible. In this regard, the IQAC Director has been requested to send a letter to the Registrar for notification of the decision. All possible efforts will be taken to start the MOOC course for PG students from the forthcoming academic session 2024-2025. The committee has also decided to discuss the implementation of the MOOC course with the faculty members of the University. The discussion will take place with the presence of Director, IQAC, Controller of Examinations, PG Secretary, and Prof. Pinaki Das.

*ATR: A specific decision must be made by the Faculty Council meeting and subsequently approved by the Executive Council.*



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## Agenda 10: Miscellaneous

- a) It was brought to the notice of the committee by the Director, IQAC that Dr. Asim Kumar Bera, Ex-Principal, Mahishadal Raj College and member of the IQAC committee has retired and therefore a replacement may be made.

**Resolutions:** The committee requested the Director, IQAC to send a letter in this regard to the Hon'ble Vice-chancellor with a request to suggest a name as replacement of Dr. Asim Kumar Bera, Ex-Principal, Mahishadal Raj College and a member of the IQAC committee.

**ATR:** A notice was issued by the Registrar's Office on 21.02.2024.

The meeting ended with thanks to and from the chair.

**Director**  
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