



INTERNAL QUALITY ASSURANCE COMMITTEE

Minutes of the IQAC Meeting held Online on 7th July, 2023, 12:30 P.M. to 2:30 P.M.

(Via Zoom: <https://adamasuniversity-ac-in.zoom.us/j/92526471224?pwd=S0FERFF0TUpzVlo4UkdpSlZpbkp6Zz09>)

Members present: 35

Chairman: Prof. (Dr.) Suranjan Das, Vice Chancellor

IQAC Convener: Prof. (Dr.) Sushanta Kumar Mandal, Dean QAA and Dean Academics

Members Present:

1. Prof. (Dr.) Suranjan Das, Vice Chancellor
2. Prof. (Dr.) Naveen Das, Pro Vice Chancellor- Training, Placement and Corporate Relations
3. Prof. (Dr.) Sushanta Kumar Mandal, Dean- QAA and Dean- Academics
4. Mr. Sunil Kumar Sarkar, Executive Vice Chairman – SKRMT
5. Prof. (Dr.) Dipankar Bhattacharyay, Pro-VC (Research & Innovation), Dean-SoBAS
6. Prof. (Dr.) Santanu Roy, Dean- SoBE
7. Prof. (Dr.) Moumita Mukherjee, Professor and Dean, Research & Development
8. Prof. (Dr.) Shauli Mukherjee, Director-SoE, Associate Dean-SoLACS
9. Prof. (Dr.) Sujoy Bhattacharya, Professor- Dean- SoET
10. Prof. (Dr.) Rudraprasad Saha, Professor & Dean-SoLB
11. Prof. (Dr.) Sajal Kumar Jha, Professor and Associate Dean- SoMS
12. Prof. (Dr.) Sandip Banerjee, Professor & Associate Dean- SoSA
13. Prof. (Dr.) Souvik Roy, Professor & Associate Dean- SoLJ
14. Dr. Gouranga Patra, Associate Professor, School of Business and Economics.
15. Dr. Moumita Dey, Associate Professor, School of Basic and Applied Sciences.
16. Dr. Natraj Mishra, Associate Professor, School of Engineering and Technology.
17. Mr. Jitendra Kumar Nayak, Assistant Professor, School of Liberal Arts and Cultural Studies.

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18. Mr. Pranay Pandey, Assistant Professor, School of Education.
19. Dr. Ishita Chatterjee, Professor, School of Law and Justice.
20. Dr. Tanmay Guria, Associate Professor, School of Medical Sciences.
21. Mr. Soubik Roy Chowdhury, Registrar
22. Dr. Vaskar Sarkar, Joint Controller of Examinations
23. Dr. Koushik Chakraborty, Assistant Registrar(Academics)
24. Dr. Aditya Ghosh, Assistant Director, QAA
25. Dr. Pragyan Mohanty, Associate Professor and Associate Director – Social Responsibility
26. Mr. Atin Banerjee, Head, Admissions
27. Dr. Kausheyee Banerjee, Associate Professor and Assistant Dean-Student Affairs
28. Dr. Bimal Kumar Sarkar, Director- Planning and Monitoring

In Attendance (by Invitation)

1. Ms. Debjani Chatterjee Sen, Head HR
2. Mr. Somnath Chatterjee, Senior Vice President, Chancellor's Office
3. Ms. Pooja Vasudeva, Vice President, Business Development, Campus Technology
4. Mr. Suman Nandy, Campus Technology
5. Ms. Sucharita Nandi, Assistant Manager- Quality Assurance & Accreditation
6. Ms. Sudeshna Chakraborty, Executive Assistant- Dean, Academics


Leave of Absence

1. Mr. Chandan Majumdar, Group CEO & MD-Techverita
2. Prof. (Dr.) Debkumar Chakraborti, Professor & Dean- SOMC
3. Dr. Chiranjib Chakravarty, Professor, School of Life Science & Biotechnology
4. Mr. Sayak Pal, Assistant Professor, School of Media and Communication
5. Mr. Abhijit Giri, Director-Career Development Cell
6. Mr. Ranen Seal, President-Administration, Infrastructure and Project Development
7. Mr. Prasenjit Pal, Chief Financial Officer
8. Dr. Saptarshi Chatterjee, Associate Professor and Associate Director – Incubation
9. Dr. Sajal Saha, Professor and Director – Product & Innovation
10. Mr. Nirmalya Chakraborty, Law Officer

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11. Mr. Subhayan Bhattacharjee, Vice President, Chancellor's Office and Administration and Joint Director, International Relations.
12. Dr. Samir Kumar Ghosh, Local Society Representative
13. Mr. Sumit Das, Industry Representatives
14. Mrs. Mittra Singha Roy, Stakeholder Representative
15. Mr. Bhaskar Ghoshal, Employer Representative
16. Ms. Purbasa Maiti, Alumni Representative
17. Debomita Dey, Student – AU
18. Sreemoyee Chakraborty, Student – AU
19. Hindol Ray, Student – AU
20. Sufia Arshi, Student – AU
21. Payodhi Das Chaudhuri, Student – AU



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Welcome Note by Prof. (Dr.) Suranjan Das, Vice Chancellor

The chairperson of the meeting and Vice Chancellor, Prof. (Dr.) Suranjan Das welcomed all the members of the Special IQAC Meeting of the Academic Year 2022-23 and the 10th IQAC Meeting of Adamas University. He has also introduced the members with Campus Technology, a company engaged in providing Campus Management and Data Management Software services. After appraising the meeting quorum, the Chairperson informed about the update on NAAC Data upload in the Campus Technology portal and submission. Prof. (Dr.) Sushanta Kumar Mandal, Dean QAA and Dean Academics informed about the latest activities of the Quality Assurance Cell. The following agenda items were discussed and resolutions were made.

Agenda Item No. 1: Update on Academic Council and BOS department wise

In the meeting, it was decided that the Board of Studies (BOS) and Academic Council (AC) need to be ready and in accordance with the claim. Apart from that syllabus highlighting is also required for the same, which need to be completed by 15th July 2023.

(Action Taken by Department and School)

Agenda Item No. 2: Update on Teacher and Student issues

The Chair appraised that the letter for sanctioned post year wise need to be checked. The student teacher ratio, Ph.D certificate of teachers, Experience Letters for faculty members need to be tallied with the list of 5 years faculty members. Also, it is advised to maintain the institutional experience letters for all faculty members.

(Action Taken by Office of the Registrar)

Agenda Item No. 3: Update on Examination and Evaluation

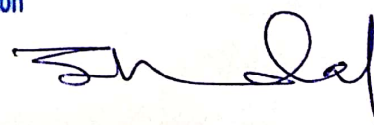
Based on the observation of Examination related data, a tentative deadline was provided to create all data for 5 years by last week of July. The Chair suggested to do some significant changes maintaining the Academic Calendar and verify once.

(Action Taken by COE)

Agenda Item No. 4: Update on Research and Innovation

The chair suggested to re verify the award letters of teachers receiving national/international fellowship/financial support by various agencies for advanced studies/ research

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during the last five years. For MoU, the verification is required and to note the start date, end date and duration of the MoU along with the activity report for the same.

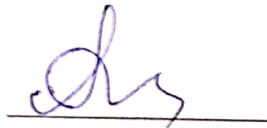
(Action Taken by Dean, R & D)

Agenda Item No. 5: Update on Finance

The Committee suggested the Accounts department to do the Finance mapping (Criteria wise) and to seek for Donation letters from all stakeholders who provides donation. Also, the scholarship letter need to be prepared individually (student wise) for institutional scholarship.

(Action Taken by Finance Department)

The meeting ended with vote of thanks by Prof. (Dr.) Sushanta Kumar Mandal, Dean QAA.



Prof. Suranjan Das

**Vice-Chancellor
Adamas University
Baraat-Barrackpore Road
Kolkata - 700 126
Glimpses of the event:**



Prof. (Dr.) Sushanta Kumar Mandal

Dean, QAA

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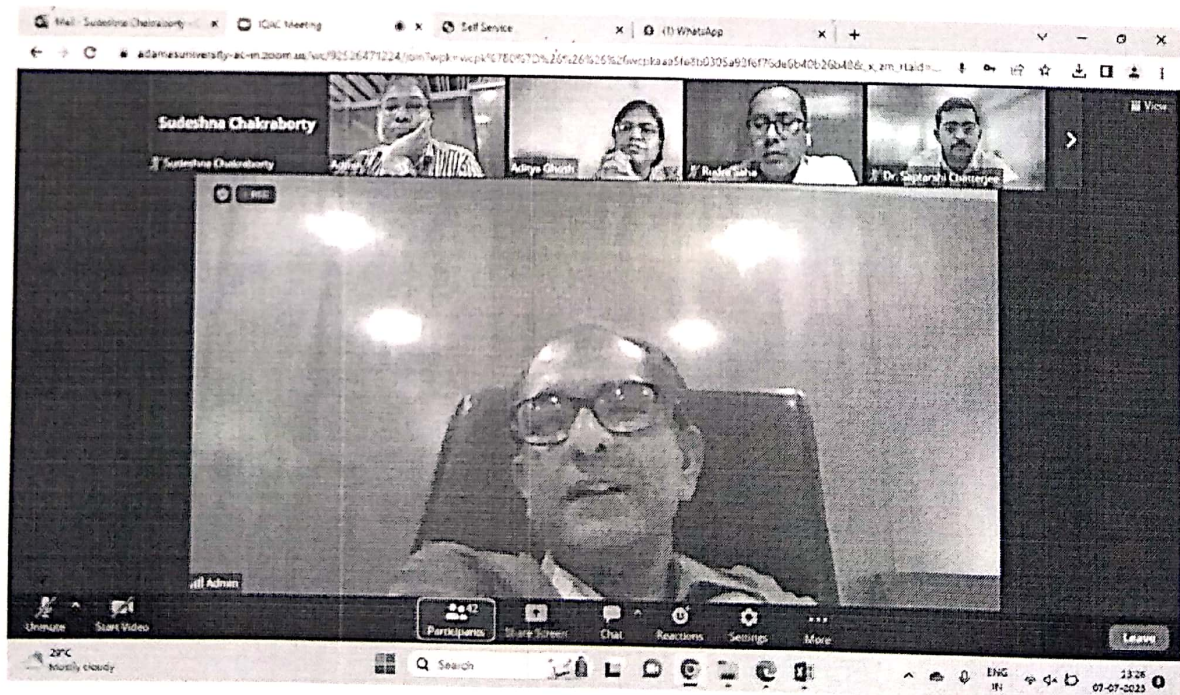


Image 1: Prof. Suranjan Das addressing the audience with his welcome speech



Image 2: Prof. (Dr.) Sushanta Kumar Mandal speaking on NAAC update

A handwritten signature in black ink, appearing to be 'Sushanta Mandal'.

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