



Ref. No. 672/IQAC/19

Date: 19.03.2019

Proceedings of the 8<sup>th</sup> meeting of IQAC, North Bengal University, held on 19.03.2019 at 2.30 p.m.

**Members Present:**

1. Prof. Subires Bhattacharyya (The Hon'ble Vice-Chancellor & Chairman, NBU) in Chair.
2. Prof. B. C. Paul (Dean Science, NBU)
3. Registrar, NBU
4. Prof. D.R.Mal (Member, IIT- Kharagpur)
5. Prof. P.Ghosh (Member, NBU)
6. Prof. A. Misra (Member, NBU)
7. Prof. A. K. Jana (Member, NBU)
8. Prof. A. Mukhopadhyay (Member, NBU)
9. Prof. S. De (Director & Member Secretary, NBU)

The meeting started with the permission of the Chair. At the outset Director welcomed all the members.

**Agendum 1:** To report the activities undertaken from 2018-19.

Director, IQAC placed the following report for the consideration of the members:

**REPORT ON ACTIVITIES OF IQAC 2018-19**

1. CAS : 16 Cases were processed. (Details enclosed).
2. Direct Recruitment of Teachers and Other Academic Staff: 191 Nos of applications were processed by screening and API calculation.
3. IQAC also was actively associated with direct recruitment of Contractual supervisory staff and other administrative staff like University Engineer.
4. IQAC also worked in relation to CAS of non-teaching staff and officers.
5. IQAC communicated some questionnaire for the purpose of administrative audit to different offices, some of which did not respond and hence follow up actions could not be initiated.





6. IQAC decided to review CBCS structure and demanded copies of all syllabi for review but did not receive any from FCACL and hence review is still awaited.
7. IQAC has begun the preparation for taking students' feedback in 2019.
8. IQAC has prepared the draft copies of all stakeholders' feedback for consideration of its members.
9. IQAC has started work in developing Alumni database, Students' database and Parents' database.
10. IQAC needs to introduce online feedback and is exploring the technological options.

**Decision:**

The report was noted and approved

**Agendum 2:** To consider overall report of feedback taken in the year 2018 and consider recommendations.

Director IQAC placed the following consolidated report on the students' feedback on Form A and Form B with suggestions for follow up actions:

**Consolidated Report on Students' Feedback Form A (on Faculty)**

Department	Total No's of Teachers for Feedback (A)	No's of Teachers with Positive Feedback	No's of Teachers with Scope for improvement
History	6	5	1
Political Science	7	7	0
Commerce	8	8	0
Mass Communication	2	2	0
Management	4	4	0
Economics	8	8	0
Hindi	2	2	0
Library & Information Science	2	2	0
Philosophy	10	10	0
English	5	5	0
Bengali	4	4	0
Nepali	4	4	0
Sociology	5	5	0
Lifelong Learning & Extension	4	4	0
Law	4	4	0





Centre for Himalayan Studies	5	5	0
Anthropology	3	3	0
Biotechnology	4	4	0
Physics	8	6	2
Microbiology	5	5	0
Mathematics	5	5	0
Geography & Applied Geography	8	8	0
Zoology	6	6	0
Botany	8	8	0
Computer Science & Application	5	5	0
Chemistry	10	10	0
Tea Science	5	5	0
Total	147	144	3

**Consolidated Report on Students' Feedback Form A (on Faculty)**  
**Jalpaiguri Campus**

Department	Total No's of Teachers for Feedback (A)	No's of Teachers with Positive Feedback	No's of Teachers with Scope for improvement
Bengali	5	4	1
English	6	5	1
Sanskrit	9	9	0
Geography & Applied Geography	9	9	0
Total	29	27	2

**NOTE:** The above analysis of five point scale based responses does not include additional comments, nor does it reflect on excellent feedback received by individual teachers. On a 50 % cut off point for individual students' responses and on total number of forms for a teacher, feedback scores seem to be satisfactory. Teachers with scope for improvement may be confidentially communicated for necessary action.

Director placed Department wise feedback data on learning and infrastructure. Director explained that as per IQAC's method of analysis corrective/remedial actions are necessary whenever there is more than 20% dissatisfaction score regarding any item. Form B has two sections: Section A relates to each Department (Program & Infrastructure). It is proposed that each Department be apprised of the item-wise analysis for its deliberation and corrective actions and Departmental resolutions on these items may be communicated to IQAC.





Section E of Form B relates to nine facilities of the University. Separate feedback came from Jalpaiguri Campus. On highlighted items there seems to be scope for improvement.

**Decision:**

The report was noted and approved. Director was requested to provide separate suggestions for Jalpaiguri Campus to the hon'ble Vice Chancellor for remedial measures.

**Agendum 3:** To consider necessity of MIS for online AQAR for NAAC and other preparatory steps including integration of database for NAAC and NIRF.

Following technical staff were invited to discuss the issue:

1. Sudip Basu, System Engineer
2. Anirban Biswas, Systems Officer
3. Amitava Debbarman, Programmer.

**Decision:**

The Director IQAC briefed the members about the need of MIS. Members deliberated on the need of MIS and opined that in-house system may be developed. Once the system is set up data input mechanism may be decided by IQAC. The Chairman also impressed on the need to consult experts for NAAC assessment and guide the developers. However, to expedite the matter the members decided to form a committee to suggest plan of action and appraise hon'ble Vice-Chancellor for necessary support. The Committee will be as follows:

1. Director, IQAC, Chairman
2. Sudip Basu, System Engineer
3. Anirban Biswas, Systems Officer,
4. Amitava Debbarman, Programmer.
5. Prof. Anirban Misra, convener and memb

**Agendum 4:** To consider replacement of Form B by NAAC mandated SSS.



# OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

## UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with Grade A



ENLIGHTENMENT TO PERFECTION

P.O. North Bengal University  
Raja Rammohunpur,  
Dist. Darjeeling,  
West Bengal  
PIN-734013

Phone No: +91 8900318265(O)

Visit us at: [www.nbu.ac.in](http://www.nbu.ac.in)

E-Mail: [directoriqacnbu@nbu.ac.in](mailto:directoriqacnbu@nbu.ac.in)

### Decision:

The Director IQAC placed the NAAC format for Students' Satisfaction Survey and proposed that online system for this and other feedback may be developed.

The members resolved also to continue the existing students' feedback in addition to SSS.

**Agendum 5:** To consider questionnaire for comprehensive feedback from all stakeholders.

### Decision:

The Director placed the following forms for introduction:

#### 1. Alumni Feedback

#### Name of the Alumni:

#### Degree/year obtained:

U.G Degree Programme

B.A/B.Com/BSC

M.A

MSC/MCA

MBA

M.Phil

Ph.D

Current Employment: Designation and Name and address of the Company

Your Feedback:

1. First Job                      Campus Placement                      Self effort  
(tick)

2. Your opinion, please rate

Rating                      1-Minimum

5-Maximum

- (a) Campus environment
- (b) Teaching standards
- (c) Quality of Lab Training
- (d) Student amenities



**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)  
UNIVERSITY OF NORTH BENGAL**

Accredited by NAAC with Grade A



ENLIGHTENMENT TO PERFECTION

P.O. North Bengal University  
Raja Rammohunpur,  
Dist. Darjeeling,  
West Bengal  
PIN-734013

Phone No: +91 8900318265(O)

Visit us at: [www.nbu.ac.in](http://www.nbu.ac.in)

E-Mail: [directoriqacnbu@nbu.ac.in](mailto:directoriqacnbu@nbu.ac.in)

- (e) Assessment & Examination System
- (f) How would you rate the teachers?
- (g) How would you rate this Institution?
- (h) Public perception of Institution
- (i) Placement efforts of the University

Please mail your response in a week's time as the University would need this data for NAAC Accreditation.

**2. FEEDBACK FROM PARENTS**

You choose the University because of

(You may choose any or all)

- (a) Its vicinity and location
- (b) Reputation as a disciplined institution
- (c) Environment and ambience
- (d) Affordable fee structure



# OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

## UNIVERSITY OF NORTH BENGAL

Accredited by NAAC with Grade A



ENLIGHTENMENT TO PERFECTION

P.O. North Bengal University  
Raja Rammohunpur,  
Dist. Darjeeling,  
West Bengal  
PIN-734013

Phone No: +91 8900318265(O)

Visit us at: [www.nbu.ac.in](http://www.nbu.ac.in)

E-Mail: [directoriqacnbu@nbu.ac.in](mailto:directoriqacnbu@nbu.ac.in)

(e) Recommended by an Alumni

Please rate the University from parent's perspective (tick one box for rating)

1 Minimum  
5 Maximum

	1	2	3	4	5
1. Scrutiny of the Ward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Quality of Teaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Extra curricular activates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Campus atmosphere	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Sports facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





7. Laboratory facilities

8. Examination System

9. Student amenities such as

Bus, WiFi, Library, etc.

10. Any specific suggestion for improvement in about 50 words.

The members noted and approved the forms for implementation.

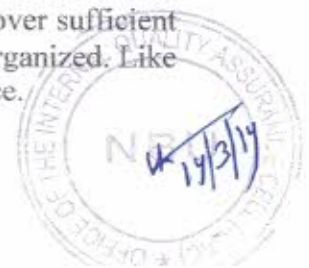
**Agendum 6:** To consider preparatory steps in the light of last report of NAAC for next cycle of NAAC such as facilities for PWD, NSS units and activities, Research Support, budgets for students' welfare, NAAC criteria wise committee formation involving Departments/Centres etc.

The Director placed the following note for consideration of the members:

**Note on Item No 6.**

**1. N.S.S**

The University previously had 10 NSS units during previous cycle of NAAC. Now it is 5. For coming Cycle we need to increase the Number of NSS units. Moreover sufficient number of extension activities and neighborhood programmes need to be organized. Like other Universities NSS may adopt a local panchayet area and provide service.







**2. NCC**

Effort should be made to start NCC unit in the University.

**3. Research Support Division**

A Research Support Division may be set up under a designated senior faculty with support staff for project application processing, and preparation of final report including accounting support.

**4. Students' Welfare**

A budgetary allocation may be made for students' welfare and a committee may be formed to administer the fund.

**5. Ethics**

University should evolve its own ethics policy.

**6. Departmental/Official Quality Committee**

Keeping in mind the next level of SSR it is proposed that each Department/Centre/Office may set up its own Quality Committee to improve score under NAAC criteria. Such committees may prepare in advance for NAAC evaluation.

Name of one representative from each such committee may be sent to the IQAC for IQAC to set up **7 criteria wise committee**. Each Criterion wise committee will review University data and suggest improvement measures in terms of Q<sup>m</sup>M. Each committee may hold a monthly meeting and all committees should meet quarterly and make consolidated recommendations to IQAC for actions to be taken.

**7. Programme Code/Course Code and Outcome**

C.E. & Secretaries of UG and PG Councils should immediately create alpha-numeric course code for each programme/course. After this all Chairmen of PGBS & UGBS may incorporate in the syllabi programme objective and outcome as per NAAC criteria.

**8. Collaboration and Extension Activities**

Effort should be made by all academic centers/departments to increase collaborative research/events. Each should also take up at least one extension activity to local neighborhood either on its own or in partnership.

**9. Students' Mentor**

Each Department may allot one mentor to a student and publish the list of students/assigned mentors in the Department. From this year all existing students may be assigned mentors. From the next academic session mentors should be assigned in the first semester. The Mentors may counsel the students and interact with the Administration.

**10. P.W.D**

The Cell for this category of students is inactive. Suitable steps may be taken to provide some basic facilities like lift, handicapped toilet, wheel chairs, handicapped parking, basic equipments like Braille, especially in the Library. Secretaries may be asked to prepare a report.

**11. Campus Maintenance**

Waste management and drainage system may be reviewed for improvement. Policies are necessary for e-waste management.

Efforts should be made to use alternative energy for campus lighting.





**12. Waste Management**

Faculty Council may formulate norms to reduce paper wastage in submission of thesis and consider e-submission. Meanwhile, submission of thesis with both sided printing be made mandatory.

Administration may consider introduction of e-office.

**13. Audit**

Gender Audit, Energy Audit and Environmental/Green audit need to be introduced.

**14. Quality of Affiliated Colleges.**

An annual inspection of all affiliated colleges may be undertaken and quality reports may be sent to IQAC.

**15. Online Programme**

Deans of respective faculties may discuss with the Department the modalities of offering online modules by faculties through SWYAM portal, MOOCS platform. A nodal officer to support launching of such programmes may be identified by the Authority.

**Decision:**

The members noted and approved the propositions. Director was requested to initiate the follow up actions by issuing advisory/circular as relevant and coordinate the development of policies. The criteria wise committees may suggest measures to University authority through IQAC for satisfactory score under Q<sup>m</sup>M. of NAAC.

**Agendum 7:** To consider holding an external mid-term peer evaluation in late 2019

**Decision:**

The members welcomed the proposal and resolved that such evaluation be undertaken after preparatory steps as proposed.

**Agendum 8:** To consider formation of University journal expert committee

The Director proposed the following:

The term of previous Journal Expert Committee with Director IQAC as the Chairman is over. Some Journals of the University have been removed from UGC list because they lack website and other information which are mandatory. Moreover without the Journal Expert Committee applications for UGC approved journals cannot be made.

Hence it is proposed that (i) A Chairman need to be appointed for University Journal Expert Committee.

(ii) IQAC would communicate the guidelines to the departments/Centers for approval criteria including website.



**OFFICE OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)  
UNIVERSITY OF NORTH BENGAL**

Accredited by NAAC with Grade A



ENLIGHTENMENT TO PERFECTION

P.O. North Bengal University  
Raja Rammohunpur,  
Dist. Darjeeling,  
West Bengal

PIN-734013

Phone No: +91 8900318265(O)

Visit us at: [www.nbu.ac.in](http://www.nbu.ac.in)

E-Mail: [directoriqacnbu@nbu.ac.in](mailto:directoriqacnbu@nbu.ac.in)

(iii) Each Department/Centre should nominate one faculty to consider a particular journal which needs to be applied for to UGC. For multidisciplinary journal such relevant members may consider. All these members would constitute University Journal Committee for two years with a Chairman to be nominated. The Chairman of the Journal Expert Committee shall log in to the UGC portal and do the needful.

**Decision:**

The proposal was considered and approved and University's journal Expert Committee may be formed for a term of two years. Director was requested to initiate the process and act through the office of the Registrar.

**Agendum 9. Misc**

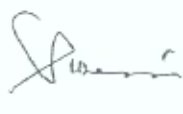
Director placed the following note for consideration of the members.

A Staff structure for IQAC was approved in 2011 (1 Gr. C and 1 Gr. D). One Gr. D staff has been working on casual basis since inception as per rules. One Gr. C staff has been working on man-days periodically. Steps may be considered to give a stable staff structure to enable IQAC to continue its functions effectively in view of increasing work load. In view of increasing data based work throughout the year at least two Gr. C staff are needed for IQAC.


**Decision**

The note was considered and approved. Director may take necessary action with the approval of the Vice-Chancellor.

The meeting ended with the vote of thanks to the Chair.

 19.3.19

Dr. Subires Bhattacharyya  
(The Hon'ble Vice-Chancellor)  
Chairman, IQAC,

 19/3/19

Prof. Soumitra De  
(Director & Member Secretary)

IQAC, NBU

Director

IQAC

University of North Bengal