

UNIVERSITY OF NORTH BENGAL
 OFFICE OF THE DIRECTOR & MEMBER SECRETARY
 INTERNAL QUALITY ASSURANCE CELL (IQAC)

Professor (Dr.) B. BASU
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Ref. No.: IQAC/2nd Meeting/2010-11

Date: 17-09-2010

The following members were present in the 2nd Meeting of IQAC held on 17-09-2010 at 3:00 PM.

1. The Vice-Chancellor (In the Chair)
2. Professor Prabir K. Sarkar (Member)
3. Professor Ranjit K. Samanta (Member)
4. Professor Ananda G. Ghosh (Member)
5. Dr. Amitabha Mukherjee (Member)
6. Sri Dyutish Chakraborty (Member)
7. Dr. Debabrata Mitra (Member)
8. Dr. Rathin Bandyopadhyay (Member)
9. Sri Pradip K. Ghosh, Finance Officer (Member)
10. Dr. Meenakshi Chakraborty, Development Officer (Member)
11. Professor Sudipti Banerjee, Director, IQAC, Calcutta University (Member)
12. Sri Soumen Nag (Member)
13. Professor Basudeb Basu (Member Secretary & Director)
14. Dr. S. N. Saha A & A.O. and Officer-in-Charge, Health Centre (as Invitee)

Resolutions:

Agendum 1: To consider the Minutes of the 1st Meeting of the IQAC Cell held on August 02, 2010 (Annexed).

Decision: The minutes of the 1st Meeting of the IQAC were confirmed.

Agendum 2: To consider the "Action Plan" on the basis of issues as suggested by the NAAC Peer Team in their second visit to University of North Bengal in April, 2006 (Annexed).

Decision: The draft "Action Plan" was considered and resolved that the actions outlined in the draft be approved with certain modifications as mentioned below along with incorporation of new items.

- i. The Proforma for Students' feedback can be framed in the light of website and information from other Universities in W.B. and be applicable only for the outgoing students (after completion of Semester-IV).
- ii. The IQAC should prepare the AQR and in this connection, a committee be constituted comprising: The Dean, PGF, Sc.; The Dean, PGF, ACL; Development Officer and the Director, IQAC (Convenor).
- iii. The Director should submit a proposal to the Chairman, IQAC, which is being prepared in consultation with Professor R. K. Samanta, Professor of Computer Science & Applications for creating a hyperlink for IQAC in the university website.
- iv. The IQAC shall request the University authority to increase the number of Mess Staff (of permanent nature) and for the creation of the new Posts of Mess Staff, a proposal be prepared with justification by the appropriate committee and submitted to the State Govt. for consideration and sanction.
- v. Partial renovation and amenities have been done or provided to all Hostels: FO Connectivity and internet connections; Kitchen & toilets were renovated. Resolved that all Hostels be fenced with boundary walls to augment security and the Jt. Chief Engineer be requested to prepare a plan / estimate for submission to the State Govt.

Further resolved that a proposal be prepared for construction of Hostels for Boys' and Girls' studying in the Department of Law and the Jt. Chief Engineer be requested to prepare a plan / estimate for submission to the State Govt.

- vi. The IQAC recommends that there is need for the creation of few posts at the Health Centre: one Lady Doctor and two Nurses. Resolved that a proposal be prepared for taking further actions.
- vii. Regarding computerized Library facilities it was decided that the Librarian and the Information Scientist of the University Central Library be requested to submit a detail report relating to this matter, which will be considered in the next meeting of IQAC.
- viii. A proposal in regard to creation of the Post of Placement Officer has already been submitted to the State Govt. for consideration and sanction.
- ix. Decided that a meeting be organized by IQAC involving members and all HoDs to share views for future development plans and actions for Quality assurance and quality enhancement. Professor Sudipti Benerjea be invited to attend the meeting.
- x. Regarding financial support to Central Major Equipment Facilities, it was decided that different funding agencies be approached with definite proposal.
- xi. As regard to Quality Enhancement, the following achievements were noted:
 - (a) The University has prepared a Detail Project Report (DPR) and submitted to the State Govt. on setting up Jalpaiguri Campus of the University of North Bengal. In this connection, the University has already taken over a piece of land of 36.138 acres adjacent to Jalpaiguri Govt. Engineering College as per direction of the State Govt. The approach road and fencing of the land is under progress with funding from the State Govt.
 - (b) The University has been sanctioned with 24 (twenty four) posts of Teachers by the UGC under 11th Plan Period and subsequent concurrence of the State Govt. has also been received.
 - (c) Proposal for introduction of 05 (Five) new departments viz. Departments of Microbiology, Mass Communication, Management, Food Processing Technology, Pharmaceutical Technology, which will offer courses in M.Sc. and M. Tech., have been approved by the UGC. Earlier, the University was offering self-financed courses in Microbiology and Management.
- xii. Opening of Faculty of Technology has been approved by the State Govt. by its Gazette notification in 2007. Resolved that necessary actions be taken to insert statutory provisions/clauses in the NBU Act, Statute & Ordinance. A committee be constituted to prepare the necessary courses of actions comprising Jt. Registrar, PG Faculty of Science and Professor R. K. Samanta.
- xiii. Further resolved that any developmental actions as decided by different committees of the University be communicated to the Director, IQAC for information and necessary action, if any. The Vice-Chancellor was requested to take appropriate action informing the decision to all Heads of Department/Centers/Offices, as well as Conveners of Statutory Bodies or Bodies constituted by the Executive Council and/or Vice-Chancellor.
- xiv. The Director, IQAC was requested to communicate the decisions adopted in IQAC meetings to the concerned Heads of Department/Centers/Offices for information and further necessary actions, if any.

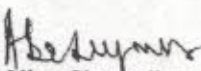
Agendum 3 To consider the format on "Students' feedback on the performance of teachers, teaching learning process and campus environment"

Decision: The Director and Secretary reported that the format on the above subject could not be prepared and also it was discussed under agendum 2. The item was therefore deferred.

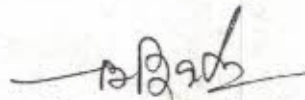
Agendum 4 To consider a budget proposal for the FY 2010-11 (remaining period) and FY (2011-2012)

Decision: The Budget proposal submitted to the Vice-Chancellor and also to the Finance Officer was approved with modification on the remuneration of daily-wage engaged staff to be engaged in IQAC be calculated as per the existing rates. Resolved that the Director be requested to utilize the fund as proposed and approved.

Agendum 5 Any other items with the permission of the Chair.



The Vice-Chancellor



Director & Member Secretary

University of North Bengal

Office of the Director & Member Secretary Internal Quality Assurance Cell (IQAC)

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Ref. No.: IQAC/Meeting-002/2010-11

Date: August 30, 2010

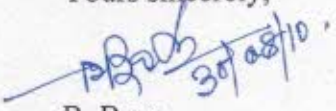
The 2nd meeting of the **Internal Quality Assurance Cell (IQAC)** is being held on **September 17, 2010 (Friday) at 3:00 PM** in the Meeting room of the Vice-Chancellor. The Hon'ble Vice-Chancellor shall act as the Chairman of the IQAC.

Agenda:

1. To consider the Minutes of the 1st Meeting of the IQAC Cell held on August 02, 2010. (Annexed).
2. To consider the "**Action Plan**" on the basis of issues as suggested by the NAAC Peer Team in their second visit to University of North Bengal in April, 2006. (Annexed)
3. To consider the format on "Students' feedback on the performance of teachers, teaching learning process and campus environment".
4. To consider the budget proposal for the FY 2010-11 (remaining period) and FY (2011-2012)
5. Any other items with the permission of the Chair.

Your kind presence and cooperation is earnestly requested. Thanking you,

Yours sincerely,


B. Basu,
Professor of Chemistry
Director, IQAC

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Ref. No.: IQAC/VC/01/2009-10

Date: August 19, 2010

A Draft of Action Plan of IQAC

As decided in the 1st Meeting of the IQAC held on 2nd August, 2010, an **ACTION PLAN** has been drafted based on functioning guidelines of the IQAC as mentioned in the 11th Plan Period and the suggestions made by the NAAC Peer Team during their visit in April, 2006.

1. The process of filling up the vacant posts of Teacher (24%), Officer (23%) and Non-teaching employee (28%), as on 1st August, 2010, should be initiated as early as possible. The IQAC will request the authorities to take necessary steps on an urgent basis.
2. Arrangements for obtaining feedback from Stakeholders and others (Students, Parents, Alumni and Peers) should be evolved.
In this connection: (i) A Feedback Receiving Centre (FRC) may be opened at the office of IQAC, (ii) An email address may be opened so as to receive the feedback from the stakeholders through email. All feedback received will be placed in the meeting of the IQAC from time to time.
3. A mechanism be sorted out for introducing Students' feedback on: (i) the performance of teachers; (ii) teaching-learning process; (iii) campus environment and suggestions for development.
4. The IQAC should create its hyperlink on the University portal to disseminate information on various quality enhancement parameters and other IQAC activities with an email address for contact as well as documenting the agenda, minutes and Action taken reports electronically in a retrievable format.
5. Efforts must be taken to introduce modern hygienic kitchen equipment in the Hostels.
6. Health Centre should have more specialist doctors with modern equipment and beds.
7. A permanent Placement Centre with a permanent Placement and Students' Welfare Officer must be recruited.
8. Library facilities to Students and research scholars should be made fully computerized and lending/issuing of books be processed through computerized automation (introducing Bar Code).
9. The inter-departmental Office-Order / Circular / Memo / Letters etc. (except of confidential nature) shall be made in pdf files through LAN at the receivers' end.
10. Organizing intra-institutional workshop/seminar on quality related themes.
11. The University may provide more funds to Central Major Equipment Facility to procure sophisticated major equipment with a view to strengthen inter-departmental research activities.
12. Any other activities, as may be proposed by the members of IQAC.

Professor B. Basu
Director, IQAC