

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

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Date: 02-08-2010

The following members were present in the 1<sup>st</sup> Meeting of IQAC held on 02-08-2010 at 3:00 PM.

1. The Vice-Chancellor (In the Chair)
2. The Dean, Faculty of PG Studies in Science
3. Professor Prabir K. Sarkar
4. Professor Ranjit K. Samanta
5. Dr. Amitabha Mukherjee
6. Professor Mohan P. Dahal
7. Professor Ananda G. Ghosh
8. Dr. Debabrata Mitra
9. Dr. Rathin Bandyopadhyay
10. Sri Pradip K. Ghosh, Finance Officer
11. Dr. Meenakshi Chakraborty, Development Officer
12. Ms Gangotri Dutta, The Mayor, Siliguri Municipal Corporation
13. Sri Soumen Nag
14. Professor Basudeb Basu (Member Secretary & Director)

Resolutions:

Agendum 1: To report on the present position of the IQAC.

Decision: With the permission of the Chair, the Director & Member Secretary welcomed the members and reported that the Internal Quality Assurance Cell (IQAC) was constituted by Hon'ble Vice-Chancellor as per UGC 11<sup>th</sup> Plan Guidelines and was approved by the Executive Council in its meeting held on 19.07.2010. The Director & Member Secretary further reported the following:

- 1) There are significant changes made in the composition, guidelines and functioning of the IQAC during 11<sup>th</sup> Plan period, (Guideline copies are distributed).
- 2) The UGC has mentioned in the Guideline regarding seed money for IQAC's multifaceted and all-round coordinating activities. The Development Officer has requested to the UGC for releasing the grants.
- 3) The University authority has provided one Office and Chamber of the Director, IQAC in the Annex of Administrative Building.
- 4) Records of the previous meetings of the IQAC revealed that the NAAC Peer Team visited our University second time in April, 2006. Detail proceedings were not available.
- 5) Since the 2<sup>nd</sup> visit was arranged in April, 2006, the University may invite for the 3<sup>rd</sup> visit of NAAC Peer Team in the year 2011-12, keeping in mind that Year 2011 is the Golden Jubilee Year of the University.
- 6) Regarding next visit of the NAAC Peer Team, the IQAC may consider devising guidelines for implementation of the suggestions made by the Peer Team for quality assurance and quality enhancement.

- Regarding non-receipt of the fund from the UGC as recommended in the XI<sup>th</sup> Plan Guidelines, the Development Officer was requested to contact with the UGC and any development in this regard may be communicated to the Vice-Chancellor, Finance Officer and the Director, IQAC.
- Regarding financial support from the University besides the seed money from the UGC, which is yet to receive, it was resolved that the Director, IQAC shall submit a budget estimate showing different heads of A/c under recurring and Non-recurring expenses for the remaining period of this FY 2010-11 and a budget proposal for the FY 2011-12.

Agendum 2: To consider the report of the NAAC Peer Team (April, 2006) and to decide on appropriate actions to be taken for Quality Assurance and Quality Enhancement. [Copy of the Commendations and Suggestions of the NAAC Peer Team (April 2006) was circulated.]

Decision: The report (the part of Commendations and Suggestions) was considered and on the basis of the suggestions made by the Peer Team, following actions were recommended.

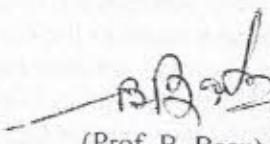
- A Committee comprising the Dean, Faculty of PG ACL, Dean, Faculty of PG Science, and the Director IQAC be constituted to prepare a format on Students' feedback on the performance of teachers, teaching learning process and campus environment, which shall be exchanged between concerned students and the teacher.
- Further decided that a mechanism be evolved for obtaining feedback from Parents, Peers and other stakeholders of the University. The above committee be requested to formulate the mechanism.
- The members observed that some of the suggestions of the NAAC Peer Team (2006) have already been taken care of to full or partial extent. The Director was requested to prepare an "Action Plan" on the basis of other points as suggested by the NAAC Peer Team. It was decided that the "Action Plan" be circulated before the next meeting of the IQAC for consideration.
- IQAC shall have a portal on NBU website, where suggestions from stakeholders may be invited. In this connection, the Director was requested to consult with Professor R. K. Samanta, Professor of Computer Science & Application and member of the University Website Committee.

Misc.: (I) The Director, IQAC reported that a letter has been received from Professor H. A. Raghunath, Director, NAAC, addressed to the Vice-Chancellor, NBU, inviting to send the University's best practices specially the one appreciated by the NAAC Peer Team.

Decided that the matter be discussed at length in the next meeting of the IQAC and the Director was requested to prepare a "back up" note in this context.

The meeting was ended with Vote of thanks to the Chair.

S/d  
(Prof. A. Basumajumdar)  
The Vice-Chancellor

  
(Prof. B. Basu)  
Director & Member Secretary

02/8/10