1st Meeting of Internal Quality Assurance Cell (IQAC) held on 20th May, 2014

Minutes of the meeting :

Resolved that the implementation of CAS shall be guided as per the conditions laid down in the Govt. order No.1197(28)-Edn(U)/1U-41/11(pt) dated 31.12.2012. At the end of every calendar year, each teacher will have to submit a Self-Assessment Report (SAR) in the prescribed format along with signed copies of all supporting documents to the Head of the Department (H.O.D) concerned, where the scores based on API (Academic Performance Indicators) would be calculated by the incumbent teacher himself/herself. These would be subsequently authenticated after necessary verification by the IQAC. Each such authenticated report (SAR) would be maintained in the Personal Files of the teacher. Additionally, soft copy including all such reports arranged department-wise and alphabetically for the year is to be duly preserved in the institution for future reference or use.

In case the H.O.D himself/herself is the candidate then in that case Vice-Chancellor shall nominate any one from within the University to officiate the necessary proceedings.

For verifying the API score after being endorsement by the H.O.D it shall be forwarded to the expert for further verification. As the incumbent are from Computer Science/ IT, Biotechnology and Mathematics, it was decided for CSE/IT Prof. Avijit Kar shall officiate as the subject expert. In case of Biotechnology and Mathematics, it was left to the Vice-Chancellor to nominate the subject expert.

It was also resolved that the faculty members who have submitted their credentials have to do it afresh as per the guidelines laid in the order.

The clause (b) mentioned in the order which states that "attendance of the teachers in their work-place must be recorded in the appropriate registers(s) regularly by noting their arrival and departure times and by mentioning the number of classes allotted and actually taken by them and also by noting the other administrative, academic work, research work, co-curricular and extra-curricular work etc. done by them on the day in the interest of the institution" came up for discussion. The procedure that is being followed in other Universities was also taken into consideration.

The meeting was attended by:

(1) Prof. Ranjan Bhattacharya – Chairman & Vice-Chancellor, WBUT
(2) Prof. Avijit Kar – Member (Expert) from JU, Dept. of CSE
(3) Prof. S. K. Dey – Member, Dept. of Biotechnology, WBUT
(4) Dr. Raja Banerjee – Member, Dept. of Bioinformatics, WBUT
(5) Dr. Sriyankar Acharya – Member, Dept. of CSE, WBUT
(6) Dr. Debashis De – Member, Dept. of CSE, WBUT
(7) Dr. Sriparna Banerjee – Member, Dept. of CSE, WBUT
(8) Dr. Indranil Mukherjee – Member, Dept. of Management & Natural Sciences, WBUT
(9) Dr. Rafikul Islam – Registrar, WBUT

Sd/-   Sd/-

Chairman   Member Secretary
(Prof. Ranjan Bhattacharya)   (Dr. Syed Rafikul Islam)