

# THE UNIVERSITY OF BURDWAN

## MINUTES OF THE MEETING OF THE ADVISORY COMMITTEE, INTERNAL QUALITY ASSURANCE CELL, THE UNIVERSITY OF BURDWAN

28.02.2024, 12 noon

Venue: Chamber of the Hon'ble Vice Chancellor, BU and Chairman, IQAC-  
Advisory Committee The meeting was chaired by Prof Goutam Chandra, Vice  
Chancellor, The University of Burdwan Agenda

### 1: To consider and approve the Annual Quality Assurance Report (AQAR) :2022- 23

The committee considered the AQAR 2022-23 comprising Part A, Extended profile and Part B to be submitted to NAAC. After a detailed discussion, it has been resolved to recommend the approval of the Report for submission at the NAAC portal within the stipulated date.

### 2. To consider the Students Feedback and Satisfaction Survey

The Committee noted that feedback has been collected from the students of Semester II (Session 2022-24) and Sem IV (Session 2021-23) and the responses have been analysed. It has also been noted that as per NAAC guidelines, Student Satisfaction Survey (SSS) has been conducted. The salient aspects of Students Feedback and SSS have been discussed and it has been resolved that action be taken by the University administration by discussion with the Heads and faculty members of the departments for facilitating effective teaching-learning. It has been resolved that as per NAAC requirement, Students Feedback and SSS will be uploaded on the University website; the results and details will be provided as a web link to NAAC.

### 3. To consider the preparation of the AQAR: 2023-24 and 2024-25

It has been resolved that AQAR of 2023-24 will be prepared in accordance with the new format of NAAC guidelines and structured feedback from stakeholders like Students, Alumni, and Teachers will be obtained by IQAC as per guideline. The significant contributions made by IQAC during the current year have been identified and discussed. The outline of plan of action in the beginning of the Academic year 2024-25 towards quality enhancement has also been chalked out in the next meeting of IQAC. The outcome achieved towards the end of the academic year 2023-24 have also been identified.

### 4. To propose some initiatives for the proposed forthcoming NAAC visit

It has been resolved that as a precursor to NAAC visit, efforts will be taken for submission of Institutional Information for Quality Assessment (IIQA) within 30.06.2024 and the subsequent course of actions including the preparation of Self Study Report (SSR) for the assessment period 2018-2023 have been identified.

It has been resolved to take necessary preparations for the same and a meeting of the NAAC preparatory committee will be convened at the earliest. It has been further been resolved that the meetings of the various committees/cells formed by the University will be convened by the respective conveners in consultation with the Director, IQAC. Department-wise visits for NAAC sensitization will also be conducted by the IQAC in consultation with the University authority.

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## **5. To plan for conducting Academic Audit; Gender audit; Energy audit; Environmental audit**

It has been resolved to conduct Academic Audit; Gender audit; Energy audit and Environmental audit strictly following the prescribed guidelines. For planning the Academic Audit, identifying the terms of reference and compliance therein the following team has been formed: Dean Sc, Dean Arts, Director-IQAC (Convener), Prof. Abhijit Majumdar, Prof. Partha Sarkar, Development Officer, Audit and Accounts Officer, BU.


## **6. Miscellaneous**

The members felt the necessity of strengthening the alumni relations at the central level as well as at the department level. The University authority under the aegis of IQAC will provide necessary support and guidance in undertaking the registration formalities of the departmental alumni associations. Provision will also be made on the university website for alumni registration and for collecting alumni information in a structured manner.

It has also been resolved to keep a record of all the activities undertaken by the University as per UGC notification from time to time. The events /activities undertaken by the University will be upload on University Activity Monitoring Portal. For this, a team has been formed comprising: The Development Officer, BU, Dr Arijit Chatterjee, Dr Ajay Auddy, Dr Sumit Kr Hira and Dr Rajesh Das.

*The meeting ended with a vote of thanks to and from the Chair.*

Dated 28<sup>th</sup> February, 2024

 28.02.24  
Vice Chancellor & Chairman, IQAC  
The University of Burdwan