



THE NEOTIA UNIVERSITY

Minutes of the Meeting dated 21.12.2021
(IQAC Committee meeting (IQAC/2021-22/M1), The Neotia University)

Date: December 21, 2021

Time: 3.30 pm

Mode: Online (MS Teams)
(https://teams.microsoft.com/l/meetup-join/19%3ameeting_NGJjZTk5MDUtYTA0OC00NmFILWizMzItYjBkZDUwZTM3YTU5%40thread.v2/0?context=%7b%22Tid%22%3a%22131726cc-abd7-4136-8425-bb458174c3c5%22%2c%22Oid%22%3a%22368acec8-3f40-427a-8074-db513c538bf2%22%7d)

Members Present:

- Mr. Pradipjyoti Agrawal, Hon'ble Pro-Chancellor, TNU
- Prof. (Dr.) Biswajit Ghosh, Hon'ble Vice Chancellor, TNU (in Chair)
- Prof. (Dr.) Partha Kumar Mukherjee Dean (Officiating), School of Science & Technology, TNU
- Prof. (Dr.) Niloy Sarkar, Dean of Academics and Dean, School of Health Sciences, TNU
- Prof. (Dr.) Malay Kumar Samanta, Dean, School of Pharmacy, TNU
- Prof. (Dr.) Rakesh Kumar Singh, Associate Dean, School of Humanities, Law and Management, TNU
- Prof. Rupam Ghosh, Deputy Director, School of Hospitality and Culinary Arts, TNU
- Mr. Suhas Mukherjee, Assistant Vice President, Administration, TNU
- Prof. Samik Samanta, Assistant Registrar, TNU
- Prof. Sunanda Chatterjee, Assistant Registrar-Students Affairs, TNU
- Dr. Prosun Tribedi, Convenor, R & D, TNU
- Dr. Ankush Ghosh, Associate Professor and Head, Department of Robotics Engineering, TNU
- Dr. Pulok Pattanayek, Controller of Examination, TNU
- Dr. Anindita Dutta, Assistant Professor and Head, Department of English, TNU
- Captain Diptesh Bhattacharya, Head, Department of Nautical Science, TNU
- Dr. Shivani Santosh, Associate Professor and Head, Department of Psychology, TNU

- Prof. Supriyo Chatterjee, Head, Academic Unit of Optometry, TNU
- Dr. Amit Sarkar, Assistant Professor and Head, Department of Biotechnology, TNU
- Dr. Chandranath Chakraborty, Assistant Professor, Department of Hospital Management
- Dr. Debajyoti De, Assistant Professor of Physics (Lien)
- Mr. Prabir Pramanik, Executive Assistant, TNU
- Dr. Manashi Chakraborty, Coordinator, IQAC, TNU (Convenor)

Members Absent:

- Prof. (Dr.) Sushil Kothari, Dean, School of Agriculture and Allied Sciences, TNU
- Mr. Somen Rai, HOD, Department of Marine Engineering, TNU
- Dr. Rajashree Kar, Teaching Associate, Department of Physiotherapy, TNU

Minutes

Agenda_1: Welcome address by Prof. (Dr.) Biswajit Ghosh, Hon'ble Vice Chancellor, TNU

The meeting started with the Welcome address by Prof. (Dr.) Biswajit Ghosh, Hon'ble Vice Chancellor, TNU. The meeting was recorded with the permission of the chair and consent of all the members present.

Agenda_2: Upcoming UGC Visit to The Neotia University: Presentation by Dr. Manashi Chakraborty, Assistant Professor of Chemistry and Coordinator, IQAC, TNU

Dr. Manashi Chakraborty, Assistant Professor of Chemistry and Coordinator, IQAC, TNU presented an elaborate proposal for the preparation of the upcoming UGC Visit, comprising of the following points:

- Discussion on the expected constitution of the UGC Visit Team
- Purpose and Target of the UGC Visit
- Mission and Vision of TNU towards the UGC visit
- Proposed UGC Visit Committee
 - Structure Outline
 - Internal Advisory Board
 - External Advisory Board
- Proposal of different sub-committees
- Proposed constitution and Mode of operation of the sub-committees
- Discussion on immediate action to be taken

IQAC Committee meeting (IQAC/2021-22/M1)

The presentation was followed by a brief discussion by Prof. Partha Mukherjee, Dean (Officiating), School of Science and Technology regarding the Proposed Team structure and their functioning protocol.

Based on the presentation, subsequent discussion and advice of the Hon'ble Pro-Chancellor, TNU and Hon'ble Vice Chancellor, TNU the following resolutions were undertaken:

- All preliminary preparation to be completed by 15th January, 2022.
- The following sub-committees to be prepared:

Serial Number	Name of the Committee	To be proposed by
1	Classrooms	Dean/Director of respective School
2	Academic Laboratories	Dean/Director of respective School
3	Research Laboratories	PI/Co-PI
4	Library	Library Head
5	Computer and Internet facilities	System Administrator
6	Hostel/Canteen	Hostel Superintendents
7	Transportation facilities	Mr. Suhas Mukherjee
8	Medical Harbour	Resident Doctor
9	Sports and Recreational facilities	Mr. Gopal Bhandary under the guidance of Mr. Suhas Mukherjee
10	Extra Curricular facilities	Club Mentors under the guidance of Mr. Suhas Mukherjee
11	Faculty and Staff Meeting Committee	Dr. Manashi Chakraborty under the guidance of Hon'ble Vice Chancellor
12	Evaluation system / Examination Cell	Controller of Examination
13	R & D Visit Committee	Convenor, R & D Committee
14	IQAC Visit Committee	Coordinator, IQAC Committee
15	Office Visit / Compliance Committee	Assistant Registrar
16	Meeting with University Office Bearers	Under the guidance of Hon'ble Pro-Chancellor and Hon'ble Vice-Chancellor
17	Placement / Alumni	Head, T & P Cell
18	HR Section	Head, HR
19	Hospitality of the UGC Visit Team	Mr. Suhas Mukherjee

- All the committee heads were requested to submit a **Gap Analysis Report** of their respective domain to the UGC Visit Nodal Officer within three days.
- Dr. Prosun Tribedi was requested to share his experience of conducting UGC Visit in his former place of employment.

Agenda_3: AQAR (2020-2021)

Dr. Manashi Chakraborty, Coordinator, IQAC communicated with the respected members that we shall start the preparation of AQAR (2020-2021) and hence shall require relevant information from the respective units as per the latest proforma.

The members promised complete cooperation in this regard.

The meeting concluded with a Vote of Thanks to all the members present by Dr. Manashi Chakraborty, Coordinator, IQAC, TNU (Convenor).