

CORRECTED

**THE WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES**

**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting held on 18 April 2022  
in Room No. 107 at 4:30 p.m.**

The following members were present in person in the meeting with the Hon'ble Vice Chancellor in the Chair:

Prof. (Dr.) Sandeepa Bhat B. – Co-ordinator, IQAC  
Mr. Ujjwal Kanti Karan, Executive Engineer, Bidhannagar Municipality  
Prof. (Dr.) Kavita Singh – Member  
Dr. Bikramjit De – Member  
Dr. Sarfaraz Ahmed Khan – Member  
Dr. S. K. Chakraborty - Member  
Dr. Shameek Sen – Member  
Dr. M. P. Chengappa – Member  
Ms. Garishma Bhayana – Member  
Mr. Rongeeet Poddar – Member

The Hon'ble Vice Chancellor welcomed all the members who were present in the meeting.

Following points were discussed and disposed of:

**Agenda No. 1**

**AQAR, Minutes of meetings & Academic Calendar to be uploaded in the website  
AQAR & minutes of meetings to be placed before AC & EC**

**Resolution:**

*It has been decided by the IQAC that the Office of the Vice Chancellor will prepare the Academic Calendar for the next Academic Year 2022-2023 and to be circulated among the Faculty fraternity and Student Body by the Academic Section. The Academic Calendar will also to be uploaded in the University Website.*

*A Sub-Committee will be formed for preparation of the Academic Calendar with the following members:*

- a) Prof. Dr. N. K. Chakrabarti – Chairman, IQAC*
- b) Prof. (Dr.) Sandeepa Bhat B. – Member*
- c) Dr. Sarfaraz Ahmed Khan – Member*

*It has also been decided that henceforth all the Minutes of the IQAC Meetings to be placed before the Academic Council (AC) and the Executive Council (EC).*

*N.K. Chakrabarti*

## **Agenda No. 2**

### **Chalking out plan of action for academic progress in the beginning of every academic year**

#### **Resolution:**

*It has been decided that Faculty Development Programme, Legal Aid Clinic, Conferences, Seminars, Workshops and Outreach Programme to be organized throughout the year. A small Committee is to be created to look into the matter.*

*It has also been decided that each Academic Year at least 02 (Two) Seminars/Workshops/Conferences and 01 (One) Research Project needs to be conducted by each Centre of the University. Each Centre should submit a detailed Proposal of all activities by the end of June each year. Feedback is to be taken from the external expert/s after receiving the detailed Proposals from the Centres before finalizing the programme.*

*Various Awareness Programmes are also to be conducted. After receiving proposals of Awareness Programme, the same are to be sent to the Mayor of the Bidhannagar Municipal Corporation (BMC) for their support services.*

*Staff Development Programmes (SDPs) on Communication Skills, Hospitality Management, Office Management etc. are to be conducted for the Administrative Staff of the University under IQAC. Dr. S. K. Chakraborty, Member of the IQAC will be the Co-ordinator of such SDPs.*

*Also, Advisory Programmes are to be organized by the Alumni of the University who are particularly in the Judicial Service. Those Alumni who are in Foreign Country are also to be contacted for such Programmes.*

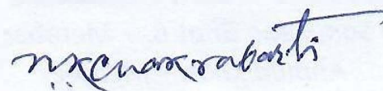
## **Agenda No. 3**

**Quality initiatives by IQAC – Quarterly meeting & report, Feedback collection, analysis and improvement, Academic Administrative Audit (AAA) & follow-up action, Participation in NIRF All India Survey on Higher Education (AISHE) etc .AAA to be held by both external agency & internal authority**

#### **Resolution:**

*It has been decided that henceforth the IQAC will meet quarterly in a year. The next meeting of the IQAC shall be held in the First Week of July 2022.*

*The University collects Feedback from the students of LL.B and LL.M Courses after each semester (Monsoon/Winter) concludes. The Committee has decided that apart from students, feedback to be collected from parents, Alumni, faculty members and employers' of the Alumni. Dr. Sarfaraz Ahmed Khan, Member of the IQAC will co-ordinate the matter.*





*It has been resolved that an Internal Audit Report (Academic Administrative) to be prepared on the basis of Annual Reports of the University and to be placed before the Governing Bodies of the University. In this regard, a Sub-Committee will be formed with the following members:*

- a) Prof. Dr. N. K. Chakrabarti – Vice Chancellor, Chairperson*
- b) Mrs. Sikha Sen, Registrar (Acting) – Member*
- c) Dr. Rajasree Banerjee – Controller of Examinations – Member*
- d) Dr. Sarfaraz Ahmed Khan - Member*
- e) Mr. Prithwish Saha, Assistant Registrar (Planning & Development) – Member*

*The University will participate for NIRF, All India Survey on Higher Education (AISHE) etc. for ranking purpose. Regarding AISHE, details to be verified from the Office of the Registrar.*

#### **Agenda No. 4**

**New and employment/entrepreneurship/skill development oriented courses to be developed, and regular revision of syllabus (at least once in two years) to be done**

##### **Resolution:**

*The IQAC decided that Entrepreneurship/Skill development oriented courses to be developed to enhance employability. Also, a regular revision of syllabus of all degree courses to be done once in two years.*

*It is unanimously decided that detailed Syllabus of current subjects of B.A. LL.B, LL.M and M.Sc. in Forensic Science courses to be placed before the Academic Council.*

#### **Agenda No. 5**

**Apart from students, feedback to be obtained from teachers, employers, alumni & parents**

##### **Resolution:**

*The University regularly collects Feedback from the students of LL.B and LL.M Courses after each semester (Monsoon/Winter) concludes. The IQAC decided that apart from students, feedback to be collected from parents, Alumni, faculty members and employers' of the Alumni. Dr. Sarfaraz Ahmed Khan, Member of the IQAC will co-ordinate the matter.*

#### **Agenda No. 6**

**Resource mobilization for research – At least one research proposal by each faculty member every three years (individual or joint); University allocation of funds for sponsoring projects**

##### **Resolution:**

*The IQAC proposed that each faculty member should submit one Research Proposal in every three years either in individual capacity or jointly. Also, Collaborative Research Proposal is to be taken into consideration.*



#### **Agenda No. 7**

**Each faculty member to organise minimum 01 (One) National/International Conference/Workshop/Training Programme (individually or jointly) every two years**

#### **Resolution:**

*The IQAC proposed that each faculty member should organize at least 01 (One) National/ International Conference/Workshop/Training Programme in every two years either in individual capacity or jointly or in collaboration with other Universities or Research Institutes.*

#### **Agenda No. 8**

**Each faculty member to present papers in minimum two conferences, and publish minimum one paper in SCOPUS/Web of Science/UGC CARE list/Indian Citation Index journals or as a chapter in an edited book every year**

#### **Resolution:**

*The IQAC recommends that each faculty member should present papers in minimum two Conferences, and publish minimum one paper every year in SCOPUS/Web of Science/UGC CARE list/Indian Citation Index journals or as a chapter in an edited book.*

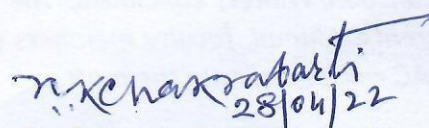
#### **Agenda No. 9**

**Collaborations – Exploring faculty exchange programme along with the student exchange; Joint research initiatives**

#### **Resolution:**

*It has been unanimously decided that the IQAC will adopt collaborations with other Universities in way of faculty exchange programme beside student exchange programme and for joint research.*

Meeting ended at 6:30 p.m.

  
28/04/22  
**Prof. Dr. N. K. Chakrabarti**  
**Vice Chancellor**