

Meeting of IQAC (local members & officials) held on 15th July 2012 at 10:30 am in the Conference Room of Central Administrative Building

Members & Invitee:

1. Professor Sushanta Dattagupta, Vice-Chancellor, Visva-Bharati – Chairperson
2. Prof Tapati Mukherjee, Director, Rabindra Bhavana
3. Prof Udaya Narayana Singh, Rabindra Bhavana
4. Prof G Subbiah, Dept of AIHC&A, Vidya Bhavana, Visva-Bharati
5. Prof Rameshwar Prasad Mishra, Dept of Hindi, Bhasha Bhavana, Visva-Bharati
6. Prof Indrani Mukhopadhyay, Dept of RSDD, Sangit Bhavana, Visva-Bharati
7. Prof Samit Ray, Dept of Botany & Proctor, Visva-Bharati
8. Prof Abhijit Sen, DEOMEL, Bhasha Bhavana, Visva-Bharati
9. Prof Manoranjan Pradhan (for Adhyaksha, Bhasha Bhavana, Visva-Bharati)
10. Prof Prasanta K Ghosh, Adhyaksha, Palli Samgathan Bhavana, Visva-Bharati
11. Prof Arun K Ray, Adhyaksha, Siksha Bhavana, Visva-Bharati
12. Prof Benudhar Chinara, Adhyaksha, Vinaya Bhavana, Visva-Bharati
13. Dr (Col) Mani Mukut Mitra, Registrar, Visva-Bharati
14. Sri Ashok K Mahato, Deputy Registrar & In-Charge, Establishment Section
15. Smt Shyamala Roy, PS & CS to Upacharya, Visva-Bharati
16. Dr SN Ojha, Coordinator & Member-Secretary, IQAC

The meeting was held to address certain issues which arose in the course of processing and computerised recording of the applications for CAS and stage-promotions. The members and officials, after due deliberations, took the following decisions:

1. The faculty members applying for Career Advancement or stage promotion in accordance with the UGC Regulations 2010 are required to submit only three copies of filled-in Annual self-appraisal report, PBAS proforma (both based on the proforma as adopted in Siksha Samiti meeting dated 17th June 2012 and available on the university website under IQAC link) and CV to their Head of the Department / Centre. The processing of applications and or Annual self-appraisal reports shall be as below:
 - a. The Head of the Department / Centre are required to process and recommend the application to the Adhyaksha (Principal) of their Bhavana.
 - b. The Adhyaksha of Bhavana shall constitute a Screening Committee by including Head of the Department / Centre and one or more external subject experts in terms of the UGC Regulations 2010 (No.F.3-1/2009 dated 30/6/2010). The designated committee shall scrutinise and verify the applications to authenticate or revise the API scores and approve / reject an application by unambiguously citing the reason there for. The Adhyaksha of Bhavana shall be ex-officio chairperson of Bhavana level Screening Committees.
 - c. The Adhyaksha of Bhavana shall have the powers to formulate a transparent system for constitution of Screening Committee(s), nominate external subject experts and decide upon the list of subject-wise journals, periodicals, publishers, artwork exhibition (type, forum, venues etc.), performance specifications with or without multimedia production etc. under categories IIIA & B of PBAS which shall be used for ranking of publications and / or performances. The details of screening system and approved lists are to be forwarded to the Coordinator, IQAC at the earliest.

- d. The Adhyaksha of Bhavana shall send each scrutinised application (two copies) along with Committee's minutes and recommendation to Coordinator, IQAC in separate closed (confidential) cover.
 - e. The Coordinator, IQAC shall have the responsibility to open and process the closed covers and place these before the Vice-Chancellor (Chairman, IQAC) to take further action.
 - f. The applications shall be finally approved by the Chairman, IQAC and shall be forwarded to the Registrar's office (Establishment Section) for scheduling the meetings of Selection / Scrutiny Committees for Career Advancement / stage promotion, respectively. The Upacharya shall have the prerogative to nominate the external expert(s) on the Selection Committee/Stage Promotion Committees.
2. The Adhyaksha of Bhavana shall collate, compile and recommend a list of external subject experts with their affiliation and contact details for all subject areas under the Bhavana's ambit for consideration of Siksha Samiti in the next meeting. The list should provide five or more names for each specialisation in a subject. The validity period of such approved list, which may extend up to three years, shall also be decided by the Siksha Samiti. Pending the approval of Siksha Samiti, the list of subject experts in a duly secured and marked cover may be forwarded to the Coordinator, IQAC to enable holding of impending meetings of Selection /Scrutiny Committees.
 3. The letter No.1-36/2009-U.II of M/HRD dated 26 August 2010 and addressed to UGC was considered for its implementation. It is decided that the eligible applicants shall exercise their option for Career Advancement to Assistant Professor (Selection Grade) in agreement with the letter. The pertinent applicants, through a written request to Adhyaksha of their Bhavana, may be allowed to revise or withdraw their applications. However, it was also noted that the letter is confusing in the context of Career Advancement to the position of Associate Professor and thereby putting this category of applicants in a disadvantageous position. Therefore, the Registrar shall request UGC and / or M/HRD to clarify the applicability of the policy stated therein.
 4. The Adhyaksha of Vinaya Bhavana shall arrange for scrutiny of applications belonging to fine and performing arts specializations by including a suitable faculty member from Kala or Sangit Bhavana.
 5. The application for Career Advancement to the scale/grade of Senior Professor shall be invited through an administrative notification.
 6. The PBAS proforma, as proposed by the Librarian, shall be circulated among the members for their feedback and shall be taken up for approval in the next meeting of IQAC.
 7. A sub-committee with Prof Prasanta K Ghosh (Chairman), Prof Rameswar P Mishra, Prof Benudhar Chinara, Prof Debasis Bhattacharya and Dr SN Ojha (Member-Secretary) shall scrutinise and authenticate the applications for CAS, Stage Promotion and M.Phil/Ph.D increments. If necessary, the Adhyaksha of relevant Bhavana and/or the applicants may be associated for further processing and additional information. The Deputy Registrar & In-Charge of Establishment Section shall provide the requisite manpower to facilitate this process.


Coordinator, IQAC


Upacharya / Chairman, IQAC