

A meeting of all the Heads, Directors, <sup>NAAC</sup> Conveners (NAAC 2nd cycle) and Compilation Committee members as per the notice Memo no. VBU/IQAC/115/2022 dated: 10/5/2022 was held from 11:30 A.M. in the M.B.A Seminar Hall, Kautilya Bhawan for ~~AA~~ deliberation and discussion on NAAC (2nd Cycle) preparation and required soft and hard copy from different departments/offices for NAAC formalities

Following were present in the meeting:

- Prof (Dr) M.K. Singh, Director IQAC 12/5/22
- Head of Department, Anthropology Sikka 12/5/22
- Head of deptt., Botany 12/5/22
- Head of deptt.: Chemistry 12/5/2022
- Head of deptt. Physics 12/05/2022
- Head of deptt. Commerce 12.5.22
- Head of deptt. Economic
- Head of deptt. Hindi
- Head of deptt. English Savita 12/5/22
- Head of deptt. Geography
- Head of deptt. Geology
- Head of deptt. History Aslam 12/5/22
- Head of deptt. Home Science 12.05.22
- Head of deptt. Mathematics
- Head of deptt. Philosophy Bun 12.05.22
- Head of deptt. Pol. Science
- Head of deptt. Psychology
- Head of deptt. Sanskrit Bathak 12.5.22
- Head of deptt. Urdu 12/5/22
- Head of deptt. Zoology 12/05/2022
- Head of deptt./Diabeto CND 10/5 Sushma Kumar 12/5/22



Head of Department, TRL — 12/05/2022

Director, M.Ed

Director, MBA

Director, Physiotherapy

Director, DLS

Director, Bio-Technology

Director, M.C.A

12.5.22

12/05/2022

12/05/2022

Dr. Indrajit Kr, Chemistry, Member S.S.R. (Compilation Committee)

Dr. S. Rezaque, Psychology, Member S.S.R. (Compilation Committee)

Dr. Raju Ram, Hindi, "

Dr. Avinash Kr, Botany, "

Dr (Ms) Johnny R Turkey, Anthropology

Sri Siddhant Chandra, ULC

Dr. S. Moitra, Pol. Sci, Convenor (Cr-1)

~~Dr. Gange Nand Singh~~ (NAR Coordinator)

12.5.22

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# **IQAC, VBU**

## **Minutes of meeting with Heads, Directors, Convenors (7 point criteria committee) and Compilation Committee members of Vinoba Bhave University on 12.05.2022 at 11:300 a.m.**

**Venue:** M.B.A. Seminar Hall

**Agenda:** NAAC (2<sup>nd</sup> Cycle) Preparation and Requirements

The meeting commenced with the welcome of all the Heads, Directors, Convenors (7 point criteria committee) and Compilation Committee members of V.B.U. by the Director, IQAC.

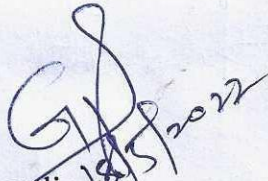
Then, the NAAC Coordinator discussed and deliberated agenda wise and unanimously resolved the following:

1. The Heads & Directors, VBU should submit the Hard & Soft copy of Student Feed-back format and Student Satisfaction Survey (SSS) to the IQAC Office at the earliest.
2. Programme outcome, Course outcome (General & Specific) of each University Department be submitted to IQAC Office at the earliest.
3. All University Departments including Departmental Library and Central Library should display Code of Conduct and Programme/Course outcomes.
4. University Regulations/Guidelines should be available in each department for students' guidance.
5. Research Publication (soft copy) if not sent, be sent to the IQAC Office soon.
6. Each Research Scholar along with the Faculty Members is expected to register himself/herself to Academic platform like Research Gate, Google Scholar, Scopus, NDL etc. to upload his/her Research Publications.
7. Student Feedback form 2016-17 to 2020-21 be sent soon to IQAC Office.
8. Student details of current session Semester-II & IV should be submitted in the given S.S.S. details format at the earliest.
9. Training for Online NAAC Student Satisfaction Survey (SSS) to be given regularly to the current students and feedback as per the SSS questionnaire provided to the department be taken and submitted to the IQAC Office at the earliest.

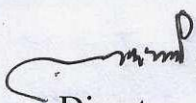


10. All the Departments should prepare and submit the Departmental Presentation (Soft Copy) to the IQAC Office at the earliest.
11. Department file should be prepared in accordance with the dos and don'ts for the NAAC Peer Team Visit and other instructions provided to the Departments.
12. All the HoDs and Directors of the Department should prepare themselves in accordance with the detailed information provided to the department regarding NAAC Peer Team Visit.
13. A comprehensive proposal for utilization of Rs. One Lac for NAAC purpose should be submitted to the competent authority for perusal and approval. A copy of the same may be sent to the IQAC Office for information and further necessary action. A meeting of the Heads & Directors with Financial Advisor and Finance Officer, VBU under the Chairmanship of Hon'ble Vice-Chancellor be conducted to sort-out the related issue.
14. Parents Teacher meeting be conducted and feed-back form to be sent the IQAC Office of last five academic sessions from 2016 to 2021.
15. Alumni meeting should be held by the department regularly and record to be forwarded to IQAC Office of last five years.
16. HODs and Directors are requested to check Email and Whatsapp regularly for NAAC purposes.
17. Internal Academic Audit to be completed soon to facilitate External Academic Audit of each University Department.
18. NAAC related notified committees are requested to conduct the regular meetings to expedite NAAC (2<sup>nd</sup> Cycle) preparation.

The meeting ended with vote of thanks by Dr. S.S. Suman, HOD, Chemistry to all the Heads, Directors, Convenors (7 point criteria committee) and Compilation Committee members for their active cooperation and support.

  
Coordinator  
NAAC

Vinoba Bhave University  
Hazaribag

  
Director  
IQAC

Vinoba Bhave University  
Hazaribag