



UNIVERSITY OF CALCUTTA

PROF (DR). SWAPNA BANERJEE
DIRECTOR, IQAC

DEAN, Faculty Council for Post-Graduate
Studies in Education, Journalism & Library
& Information Science (Acting)

Date: 03.06.2022

To
The Hon'ble Vice-Chancellor,
University of Calcutta

Sub: Permission to hold a seminar.

Approved
Scb
3.6.22

Respected madam,

I beg to inform you that the IQAC requires to hold a seminar on AQAR and Administrative data on 09.06.2022, to aware the administrative staff of the requirements of AQAR for NAAC visit. Respected Sanjib Maharaj will be the invited speaker, with your permission. Please find enclosed the list of invitees for the seminar.

I therefore request you to grant permission for the same.

Sincere regards,

Swapna Banerjee
Prof. Swapna Banerjee
Director, IQAC

DIRECTOR
Internal Quality Assurance Cell
(IQAC)
University of Calcutta

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24	Assistant University Librarian	Dr. Tanmay De Sarkar	tdesarkar@caluniv.ac.in
25	System Analyst	Shri Malayendu Mazumder	malayh@rediffmail.com
26	Information Scientist	Shri Jitendra Nath Shaw	jnshaw@caluniv.ac.in
27	Sports Officer -	Dr. Aminul Hoque	haqueamin80@yahoo.com; departmentofscu@gmail.com
28	Officer of Placement and Training	Krishnendu Banerjee	krishnendu.2511@gmail.com; placementofficer@caluniv.ac.in
29	Deputy Registrar	Dr. Debarati Das	das.debarati2010@gmail.com

Proceedings of the seminar held on 09.06.2022.

A seminar on "AQAR and Administrative Data" was held on 9.6.22 in Room no, 313, Asutosh Bldg., 2nd floor, University of Calcutta, College Street Campus. The participants were the administrative officers of the University of Calcutta. 22 officers attended the seminar. It was inaugurated by Hon'ble Pro Vice-Chancellor. (Academic Affairs), Swami Shastragnanananda was the invited speaker of the seminar.

The following points were discussed in the Seminar:

- Total number of programmes carried/offered by a Department is required.
- Total number of students each year, with their unique enrolment number is required. Apart from these, number of final or outgoing students, number of full time teachers, number of sanctioned post. (How the University creates/ sanctions a post) all are mandatory.
- The corresponding documents related to the sanctioned posts should be made ready to be given to NAAC team, if necessary.
- The document stating the number of applications for re-evaluation during the year is very important; and these should be properly arranged, merged, scanned and uploaded. Data regarding total expenditure of the University, number of computers in the campus is required.
- Regarding admission related data, it is to be explicitly stated in the admission report the following details - name of students, their unique ID, the programme in which they have taken admission, required reservation quota, filled up reservation quota, demand of applications of a programme, resolution of the intake capacity (approved by appropriate University authority) & existing Government norms must be uploaded. These should be signed by suitable administrative authority.
- For Exam related data, date of publication of result of all the programmes of last completed year should be uploaded. Attachment of Ph.D. data should be done in the examination related data. For Ph.D. related data, registered student number & names, passed out students, enrolled students - all are to be mentioned. The software which is used by the exam section in their work related to automation should be explicitly explained.
- Data related to annual expenditure of books, subscription of journals should be uploaded.
- Annual audit report should be uploaded.
- Report of each year's incremental improvement by IQAC is needed.
- Report related to waste management, water conservation facility like rain water conservation, and maintenance of water body is needed. Information on ban of plastics, restricted use of automobiles, green audit, energy audit, and environmental audit is to be uploaded.
- The activity report of every year is to be uploaded.

The important points which came out in conclusion was that 1) Matching of data template with SOP is necessary;

2). Accurate documentation is necessary.

3). At the time of filling up of quantitative data, care should be taken while uploading data. Data of academics & administration should match.

The seminar ended with vote of thanks.

Swarna Banerjee
14.6.22

DIRECTOR
Internal Quality Assurance Cell
(IQAC)
University of Calcutta

S. Das
14.6.22

DEPUTY DIRECTOR
Internal Quality Assurance Cell
(IQAC)
University of Calcutta

Done
15/6/22

Attendance 09/06/2022

Sl No.	Name	Department
1.	Prof (Dr.) J. K. Das	Library
2.	Malayendu Mazumdar	Registrar
3.	Dr. Dipak Kumar Bera Janda	Librarian, ATM
4.	Ashis Kr. Samanta	Registrar
5.	Dr. Subrata Karmakar	UCSTA
6.	Debashis Biswa	IC
7.	Syed Saifuddin Khan	DBA
8.	Gurupada Saren	Secretary, U.G. Council
9.	Dr. Raj Gopal Sen	IA / APO (Acting)
10.	Dr. Anil Ray	Secretary, UCSTA
11.	Nikhil Aluru	Jy. Inspector of Colleges
12.	Subhasish Samal	University Engineer
13.	Dr. Aminul Hoque	Sports Officer
14.	Dr. Anindam Baul	Asst. Secy. - VCAE
15.	P K Panigrahi	Secretary (Acting) UCAE
16.	Dr. Yanna	Dr. Univ. Lib.
17.	I. D. Sarkar	Asst. Univ. Lib.
18.	Dr. James Ch. Doro	System Manager
19.	Jitendra Nath Shaw	Information Scientist, Central Lib.
20.	Krishnendu Banerjee	Officer of Placement and Train.
21.	Kausik Bal	D.P.O.
22.	Zupati Hembram	Controller

Signature

Phone No.

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Attorney

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