

MINUTES OF MEETING DATED 15/03/2021

Meeting of IQAC members was conducted in Room No. 28A on 15/03/2021 at 4.30 PM with following Members Present-

- 1. Dr. Arun Kumar Singh *Arun Singh*
- 2. Col. Sanjeev Banerjee *Sanjeev Banerjee*
- 3. Dr. Shweta Jain *Shweta Jain*
- 4. Dr. Arun Kumar Saini *Arun Saini*
- 5. Dr. Archana Rathore *Archana Rathore*
- 6. Dr. Vidhu Mathur *Vidhu Mathur*
- 7. Dr. Priyanka Jain *Priyanka Jain*
- 8. Dr. Rana Mukherjee *Rana Mukherjee*
- 9. Mr. Nitin Tripathi *Nitin Tripathi*
- 10. Mr. Jitender Kumar *Jitender Kumar*
- 11. Mr. Ashok Sharma *Ashok Sharma*

It was resolved as under-

- 1. University would have all the Non Statutory Bodies as per mandate of UGC and In-charge of each Committee would frame the norms, functioning, roles and responsibilities, frequency of meeting of particular committee, of each Non Statutory committee. Same shall be properly documented. It was found that University still does not have Grievance Appeal Committee, Admission Committee, Library Committee, Student Welfare Committee, University Sports Board, Alumni Advisory Committee, etc. Hon'ble President Sir would be requested for the same.
- 2. University was established in 2011. Still does not have separate Examination Cell to look after the evaluation and preparation of results. Each department is having its own system of relative grading and preparation of result. There is no check on the process. Hence it is proposed that the separate cell be created for examination related activities.
- 3. Mission and Vision of the University should be specifically highlighted in each department for faculty as well as students.
- 4. It was emphasized that record keeping of all the meetings (minutes), be it of department, various non- statutory committees, etc. must be properly maintained by respective in-charges of the department. Every transaction of the department must be documented.
- 5. It was emphasized upon that there must be uniformity in various formats of transactions (Communications) within the University. Standardization of the formats has to be done by Registrar office for smooth conduct of the business and he was requested for the same.
- 6. It was proposed by Dr. Priyanka Jain that there must be Alumni Corpus Fund which could be used for Alumni related activities.
- 7. To start with the functioning at ground level it was stressed upon that proper documentation was required at the level of each department and each department Head would ensure the same. Following are the suggestive documents amongst others that need to be prepared:-
 - (a) Registration File

- (b) Attendance Register File
 - (c) Board of Studies File
 - (d) Academic Counseling Committee
 - (e) Institutional Scholarship File
 - (f) Government Scholarship File
 - (g) Handout File
 - (h) Syllabus (Year and batch Wise File)
 - (i) Visiting Faculty Remuneration File
 - (j) Regular & Visiting Faculty File along with relevant Documents
 - (k) Students Personal Files
 - (l) Circular and Notesheet File
 - (m) Various Committees of the Department File
 - (n) Faculty Feedback Documents
 - (o) Timetable File (Year wise and Batch Wise)
 - (p) Student achievement and Faculty Achievement Files
 - (q) Internship File
 - (r) Examination File- Attendance file, Mark sheet list file, Question Paper file, Copy of Grade sheet file, Degree and relevant document file, Answer scripts.
 - (s) Admission File- Students Registered Year wise, Withdrawal File, Student on Roll Year wise,
 - (t) Placement File, Withdrawal from Placement file
 - (u) Library- Number of Journals, Number of magazines, Number of Text and Reference books File.
 - (v) Extra-Curricular and Co-Curricular Files
 - (w) Hostel Resident details of Students
 - (x) Student Welfare related details
 - (y) Statutory Committees
 - (z) Employee welfare Schemes
 - (aa) Faculty Enrichment- Seminars, workshops, etc
 - (bb) Faculty Publications
 - (cc) Parent Teacher Meetings, Feedback
 - (dd) Alumni Collaborations, Outreach Programs
 - (ee) Best Practices
 - (ff) Consultancy
 - (gg) Revenue Generation Efforts
 - (hh) Mentor Mentee File etc.
8. As per the directions of the President (Chairman), it was decided to share the responsibilities of seven parameters from amongst committee members and it was decided that below mentioned would be the distribution of responsibility :-

S. No.	Activity	Name of Faculty
1	Curricular Aspects	Dr. Vidhu K. Mathur
2	Teaching, Learning and	Dr. Shweta Jain

	Evaluation	
3	Research, Innovations and Extension	Dr. Priyanka Jain & Dr. Rana Mukherjee
4	Infrastructure and Learning Resources	Col. Sanjiv Banerjee
5.	Student Support and Progression	Dr. Archana Rathore & Dr. Pramod Arya
6.	Governance, Leadership and Management	Ms. Radha Naruka
7.	(g) Institutional Values and Best Practices	Dr. Arun Kumar Saini

9. Respective In-Charge of the Department (Heads) were requested to share the names of individual responsibility holders/contact persons from each department for 7 above mentioned criteria latest by wednesday.
10. All activity In-Charge (7 parameters) would prepare the modalities of their respective Activities.
11. Next date of Meeting 15/04/2021. Schedule shall be shared shortly.

Meeting ended with thanks to Chairperson.

