

**Minutes of the meeting of HOD and NAAC Criterion Conveners held on 1<sup>st</sup> August, 2022 at 12.30 P.M. in VC Committee Room**

A meeting of all the Deans, HODs, Coordinators, IQAC officials and Conveners of NAAC criterion was convened in the Committee Room of the Vice Chancellor office at 12.30 P.M. to review and discuss the progress of efforts being taken for betterment of NAAC grade and bringing about efficiency into the university system.

Hon'ble Chairman of the meeting, the Vice Chancellor welcomed the present members and apprised them about the agenda of the meeting in view of the forthcoming academic session 2022-23.

The following points were discussed :

**1. Counseling for Admissions**

Hon'ble Vice Chancellor emphasized the need for enhanced qualitative and quantitative admissions in all the departments to ensure sustenance and development of the University. He advised all present faculty members to deal with the existing as well as prospective students' queries and needs with positive attitude to ensure better brand image of the University.

Director, Admissions Prof. S.P. Singh informed the present members about the counseling process and reiterated the need for better admissions. Departmental Committees for admissions. Being a self sustaining institution, the quantity and quality of admissions is in the basis of individual and institutional development.


**2. Brand Image and Peer Perception**

As directed by Hon'ble Vice Chancellor, Director IQAC, Prof. Sunil Kabia explained the importance of peer perception in various national and international rankings.

To enhance the peer perception, the HODs and faculty members need to develop relations with the peer institutions, employers, parents, students and society groups by forming whatsapp groups, portals, facebook and other media.

He further emphasized that the outcome of Students Satisfactory Survey plays a pivotal role in getting better rank and grade during accreditation and assessment by national and international certification bodies like NIRF, NAAC, QS and others. Therefore, all the departments and institutes of the university need to ensure healthy interaction with the students and other stake holders. Induction program of newly admitted students and alumni meets go a long way in enhancing the peer perception and market brand of the institution.

  
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Bundelkhand University, Jhansi-284128 (U.P.)

  
Director, IQAC  
Bundelkhand University, Jhansi-284128 (U.P.)

### 3. Student centric approach

Hon'ble Vice Chancellor, the Chairman of the meeting agreed to the opinion of the Director Admissions and Director IQAC and insisted the present members to develop students centric approach which is underlying philosophy for the overall growth and prosperity of the academic institutions.

The students are the input as well as output of the institution and to ensure better output in the form of qualified, skilled, committed and ethical human resources for the nation, it is pertinent to adopt students centric approach to attract, maintain and retain the students.

### 4. Alumni Engagement

The need for Alumni fund was also discussed. Hon'ble Vice Chancellor advised the present Deans, HODs and Coordinators to ensure maximum contribution by the Alumni working on campus as well as the passed out students. The matter was discussed in detail and it was agreed unanimously that an amount of Rs.3000/- & T.A. 1000/- shall be charged as membership fee from the full time faculty members and teaching assistants. A provision of Rs.100/- shall be made from the fee being paid by the students towards Alumni membership fee.

It was discussed and resolved that all HODs shall ensure maximum registration of alumni through various portals and sources.

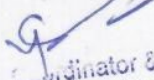
### 5. Departmental preparations for NAAC

As directed by Hon'ble Vice Chancellor, the Coordinator, IQAC requested all the present members to provide the essential individual as well as departmental information to facilitate timely preparation and submission of Self Study Report of the University.

She further added that the presentations and the documents need to be prepared uniformly as per the NAAC criterion. She assured to provide the format for the departmental presentation as well as documentation.

### 6. Maintenance and upgradation of Infrastructure

It was also discussed that infrastructure maintenance is an essential prerequisite in the NAAC accreditation. Hon'ble Vice Chancellor and the Finance Officer informed the present members that provision of imprest of Rs.5000/- has been made to meet with the routine minor plumbing, electrical, sanitary and other maintenance issues. The imprest can be reissued multiple times after submission of bills.

  
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The Registrar Shri Vinay Kumar Singh and the Finance Officer, Shri Wasi Mohammad advised the present members that to save the time, energy, efforts as well as paper work, personal initiatives of the concerned HODs and faculty members are solicited to ensure a clean, organised and green campus.

It was further discussed and resolved that to ensure uniform and unique ambience, all the departments shall be provided with notice boards, fixtures and sign boards of similar size, colour and shape. To add to the ambience of the departments it was decided that a Wall of Fame and a Wall of Achievements may be designed in each department /Institute displaying the well placed distinguished Alumni, achievements and awards by students and awards by the department and faculty. The Heads were advised to provide their requirement of boards to Mr. Vivek Agrawal.

The Finance Officer assured quick disbursal of imprest fund and motivated the present members to come forward for the joint mission of excellent well managed institution.

**7. Students Feedback and Student Satisfaction Survey**

Hon'ble Chairman of the meeting asked some of the HODs and Coordinators about the status of Students Feed back. It was observed that a considerable number of departments had been able to collect the online and offline feedback from the students.

The Director, IQAC advised the present members to guide and motivate the students for submitting proper and correct feedback. The present members assured that they will counsel the new students during induction sessions and the previous year students immediately upon commencement of new academic session accordingly and ensure accurate and timely availability of feedback online.

**8. E Content Development**

Hon'ble Vice Chancellor as well as Director IQAC apprised the present members about the importance of E-Content Development not only in view of the forthcoming accreditation but also ensure effective and efficient teaching while keeping pace with the changing academic scenario at regional, national and international level.

The Chairman of the meeting advised all present to make optimum use of the available state of the art Media Lab and broadcasting studio by developing maximum e-content in the form of presentations and audio visual lectures.

**9. ERP Modules and Learning Management System**

Hon'ble Vice Chancellor also informed the present Dean, HODs and faculty members that the university is making all out efforts to bring transparency and efficiency into the academic, administrative and research by integrating the learning management system and ERP modules.

  
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The Finance Officer and Hon'ble Vice Chancellor advised all the members to update their knowledge base and skills by optimum use of the system. The members were motivated that they shall be able to manage their academic, administrative, curricular and extracurricular activities, salary, perks and career records through the system.

#### 10. Upgradation of University Website

The Director and Coordinator IQAC as well as the present Deans and HODs expressed their concern on the quality, space and speed of the university website.

Hon'ble Vice Chancellor informed the present members that steps are being initiated to make the website more dynamic, attractive and informative. The present members were assured that the website shall be user friendly and self-explanatory to ensure better peer and public perception.

#### 11. Value added courses

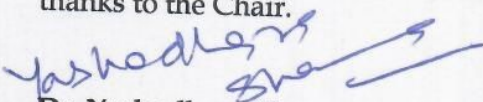
The Director, IQAC and Hon'ble Vice Chancellors apprised the present members about the importance of Value added courses to ensure maximum employability of the students as well as procure best grade in the forthcoming accreditation. It was discussed and agreed that the concerned HODs and coordinators shall ensure preparation of module and implementation of the Value Added courses from the academic session 2022-23.

#### 12. MOUs and Collaborations


Hon'ble Vice Chancellor informed all present members that the University has entered into MOUs with various institutes and organizations. It is important for the academic and research development that the departments may ensure the following activities under the MOUs for the academic and research development of the University :

- Students and faculty exchange,
- Invited lectures
- Collaborative Seminars and Workshops
- Inducting the officials of partner organization into Board of Studies
- Internship of students
- Sharing Research facilities
- Collaborative research projects

The meeting ended with the assurance of cooperation and support by all and vote of thanks to the Chair.

  
Dr. Yashodhara Sharma  
Coordinator, IQAC

Coordinator & Member Secretary-IQAC  
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Prof. Sunil K Kabia  
Director, IQAC

Director, IQAC  
Bundelkhand University, Jhansi-284128 (U.P.)

- 26 Dr. Yashodhara Sharma, IEF, IODE. Yashodhara
- 27 Dr. ZAKIR AZI E.P.C. Engg IET Ac. 01/08/22 1/8/22
- 28 Dr. SAOIK KHAN Comp-Sci & Engg IET. Vidhu
- 29 Dr. Vishal Arya M.E.
- 30 Dr. Dinesh Dwivedi B.Tech Biotech - Dwivedi  
01/08/22
- 31 Dr. B.S. Bhadosia Physics B
- 32 Salyendra Singh Physiology SL
- 33 Dr. Chitra Singh Chemistry cynth
- 34 Dr. Meenakshi Singh Home Science M
- 35 Dr. Shubhangi Nigam Food Engg Tech (I.C.T) S
- 36 Anjali Srivastava Food Engg. & Tech (FET) Anjali
- 37 Dr. Shahina Kalim Biochemistry Shahina
- 38 Dr. Ritu Singh Library & Inf Science Renu
- 39 Dr. Kusum Singh Zoology Kusum
- 40 Dr. SWIPRA G.V. English Swipa
- 41 Dr. Samp Venue IET, EI Samp  
01/08-22
- 42 Dr. Anuraj Venue IMS, BU Anuraj
- 43 Dr. Pooja Chaudhary Pharmacy Pooja
- 44 Dr. ... ... ...

दिनांक 01/08/2022 को विभागाध्यक्ष / पाठ्यक्रम सम-वयको की बैठक में उपस्थिति -

- 1) प्रो. मुकेश पाण्डेय - युवायुव
- 2) प्रो. एस. पी. सिंह - निदेशक, शैक्षणिक
- 3) श्री वसी मुहम्मद - विभागाध्यक्ष
- 4) श्री विजय कुमार सिंह - युवायुव
- 5) प्रो. Shiv Kumar IFT Strategy
- 6) Dr. Shipra Saxena IMS. 15 Aug '22
- 7) Dr. Soma A. Mishra Architecture 01/08/2022  
Jai Singh maxcom jeinh
- 8) Dr. Savindra V. Singh Biotechnology
- 9) Dr. Raj Kumar Verma Botany 01/08/22
- 10) Dr. Pardeep Kr. Sagar Microbiology
- 11) Dr. Anup Kumar Social Work 01/08/2022
- 12) Dr. Balbir Singh Biomed. Sci Singh
- 13- DR. SWAPANA SAXENA Phy. Edu. Singh 01/08/22
14. Dr. Sumita Fine Arts
15. Dr. Sunil Kumar Trivedi Education 01/08/22
- 16- Dr. Vinod Kumar Law 01/08/22
17. Dr Kamlesh Bilgaya. Basic Science
18. Prof. M. M. SINGH GEOLOGY Knowledge 01/08.22
19. Prof. B. Gangwar Agriculture
20. Prof. Soham Puri I.M.S. 01/8/22
21. Dr. Anu Singh Forensic Science
22. Prof C. B. Singh Int Econ & Fin 01/08/2022
23. Bijendra Shukla IET (Academic conduct) 01/08/2022
24. Prof S K Kishor I & C 01/08/2022