

**Minutes of the meeting of IQAC and HODs regarding upgradation of NAAC Ranking during forthcoming fourth cycle held on 4<sup>th</sup> December, 2019 at 3.30 p.m.**

A meeting of members of IQAC and Heads of various institutions and departments of the University was organized on 4<sup>th</sup> December 2019 at 3.30 p.m. in the Vice Chancellor Committee Room to review the observations and recommendations of the NAAC Peer team during the third cycle of accreditation and discuss efforts to be taken to implement the recommendations to ensure better grade in the fourth cycle of accreditation. The following members were present :

1. Prof. J V Vaishampayan, Hon'ble Vice Chancellor in Chair
2. Shri Ram Kripal Bind, Finance Officer
3. Shri Narayan Prasad, Registrar
4. Prof. V.K. Sehgal, Head, Institute of Mathematics & Computer Applications
5. Prof. S.P. Singh, Institute of Earth Sciences
6. Prof. Shiv Katiyar, Dean, Engineering
7. Prof. Sunil K. Kabia, Dean, Commerce
8. Prof. C.B. Singh, Dean, Arts
9. Dr. D.K. Bhatt, Head, Institute of Food Technology
10. Dr. Munna Tiwari, Head, Department of Hindi
11. Dr. Yashodhara Sharma, Coordinator, IQAC
12. Dr. J. Sridevi Jetty, Dy Librarian
13. Dr. Meenakshi Singh, Head, Institute of Home Sciences
14. Dr. Iqbal Khan, Deptt of Zoology, Institute of Basic Sciences
15. Dr. Poonam Mehrotra, Deptt. Of Botany, Institute of Basic Sciences
16. Dr. Jose Mathew, Coordinator, Department of Biotechnology Science
17. Dr. S.K. Verma, Coordinator, Department of Physics
18. Dr. A.P.S. Gour, Coordinator (Mech Engg), Institute of Engineering & Technology
19. Er. B B Niranjana, Coordinator (CSE), Institute of Engineering & Technology
20. Mr. Rajesh Kumar Singh, Coordinator, Institute of Law
21. Ar. Neeraj Gupta, Instt. Of Architect & Town Planning
22. Ar. Sandeep Mishra, Instt. Of Architect & Town Planning
23. Ms. Neha Mishra, Coordinator, Institute of Social Work
24. Dr. Shipra Gupta Vashishth, Institute of Languages
25. Dr. Vijay Kumar Yadav, Coordinator, Institute of Forensic Sciences
26. Dr. Shubhangi Nigam, Coordinator, Department of Food Tech. Engineering
27. Dr. Kaushal Tripathi, Coordinator, Instt. Of Mass Communication & Journalism
28. Mr. Anil Jhadbade, Institute of Physical Education

The meeting commenced with welcome note by the Hon'ble Chairman of the meeting, the Vice Chancellor to all present. He apprised the present Deans, HODs and Coordinators that the objective of the meeting is to discuss the observations and recommendations made by the NAAC peer teams during the third cycle of accreditation. Hon'ble Vice Chancellor also emphasized that it is better to prepare in advance and implement the recommendations of the NAAC peer team to ensure better grade during fourth cycle of accreditation in 2021-22.

*[Handwritten signatures and dates]*  
22/12/2019



The following observation and recommendations of the Peer team during the third cycle were discussed:

**i. Need to introduce mentor-mentee system**

ii. Communication lab to be established by improving communication skills of the students. *The existing language lab software may be made functional.*

iii. Proper grooming/additional support need to be provided to students coming from humble backgrounds/slow learners

As recommended by the Peer Team it was discussed and resolved that a faculty member shall be assigned with the responsibility of mentor of a class for every academic session. The mentor shall counsel and make efforts to resolve the academic, social and psychological needs of the students. To make the relationship more effective, the mentor and mentee may use IT tools and media such as facebook or whatsapp group.

To keep the record the names of the mentors shall be displayed on the notice boards and the circulars and proceedings shall be documented properly for submission during accreditation process.

Responsibility : Respective Head of the Department

**iv. Career advancement mechanism to be evolved to motivate the faculty members working under Self Financing Scheme**

Hon'ble Chairman of the meeting, the Vice Chancellor emphasized the need for involvement of each Head and faculty member to ensure maximum admissions for generation of funds to ensure timely disbursement of salaries as well as implementation of CAS for the faculty working under Self Finance Scheme.

It was also discussed that the respective heads must ensure timely submission of the fee by the students to ensure continuous inflow of funds.

Responsibility : Respective Head of the Department

**v. Recruitment of Technical staff for maintenance of instruments**

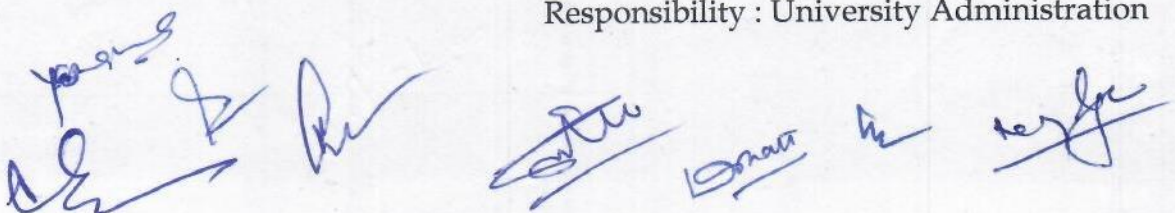
It was discussed that in view of the resource crunch the university may consider implementation of Earn while you Learn scheme by encouraging students and research scholars from humble background to help in maintenance of Science and Computer Labs, central and departmental libraries and other common facilities. An honorarium can be offered against their support in maintenance of departmental labs and facilities.

Responsibility : Finance Office, Respective Head of the Department

**vi. Vacant teaching and non-teaching posts need to be filled up on priority basis**

It was discussed that the vacant positions shall be filled once the university receives the guidelines relating to roaster from State Government authorities.

Responsibility : University Administration

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- vii. **Faculty may be motivated to submit research projects of different funding agencies**
- viii. **University Industry Inter-face, linkage and collaboration need to be initiated and strengthened**
- ix. **Faculty members may be motivated to undertake consultancy work**
- x. **Linkages with good institutions need to be developed**
- xi. **Synergy to be developed between Departments for interdisciplinary interaction**
- xii. **Optimum utilization of the facilities existing at the University Innovation Centre**

Detailed discussions were carried out to implement the recommendations of Peer Team on research projects, research output, university industry interface, linkage and collaborations with industry and other academic and research institutions of national and international level and consultancy by faculty. Hon'ble Vice Chancellor advised the present Deans, Heads and Coordinators of various departments to encourage and orient their faculty members towards the above mentioned developmental activities. Such activities not only ensure individual, departmental and institutional promotion and development but also open windows towards more opportunities for funding, mutual growth, training and placement opportunities for students and research scholars, faculty exchange programs apart from inculcating creativity and innovation.

Hon'ble Chairman and present members were informed that a **Consultancy Policy** was approved during the Executive Council of the University in 2015 but it could not be notified to all. The Coordinator, IQAC informed that the the Consultancy Policy was updated as per the new trends and needs of the University and need to be notified to all after approval. The same may also be uploaded on the University website.

Hon'ble Vice Chancellor also emphasized the need for applying for **more research projects** in all areas and strengthening the research base in terms of funds and publications.

It was also discussed and resolved that the Entrepreneurship Development Cell and Consultancy Development Cell shall be made functional.

It was discussed and resolved that each department must ensure active participation in research and other collaborative projects. The information regarding such efforts shall be recorded and documented at both at departmental and university level. It was agreed that Dr. Yashodhara Sharma, Coordinator IQAC shall be the convener for the industrial and institutional linkages and the HODs shall forward the related information to her.

- xiii. **Placement cell may be strengthened for student guidance and campus placement**
- xiv. **Alumni Association may be formally registered and financial support may be harnessed**

Hon'ble Chairman of the meeting brought to the attention of present members that the real parameter of success of any institution is reflected in the quantity and



quality of the placements. It was discussed and resolved that every department may assign one faculty member with good communication and public relation skills to contact the relevant industries for training and placement of their students. They may call the companies for placement at departmental level. Such proposals may be forwarded to the Central Training & Placement Cell for approval and making arrangement for campus drive as well as travel, boarding and lodging of the campus drive team.

It was also discussed that the Alumni Association of the University may be got registered on priority basis. A strong Alumni Association paves the way for better collaborations, linkages and placement opportunities for the students.

**xv. Future plans designed by different departments must be in consonance with the University vision**

It was brought to the notice of present HODs that while preparing their respective presentations and departmental profiles, the Vision, Mission and Objective of the institutes and departments must be in tune with the University Vision and Mission.

**xvi. Necessary efforts should be taken for visualizing in the NIRF**

The Coordinator, IQAC informed Hon'ble Chairman of the meeting and present members that the University shall register for NIRF ranking in coming August 2020. NIRF has become imperative for better NAAC grade.

**2. Confirmation of IQAC constitution**

The IQAC constitution was revised due to the retirement of many senior faculty members and completion of tenure of Deans.

**3. Formation of Internal Quality Auditors' team**

It was submitted and discussed that a team of faculty members may be formed and the members be assigned with the responsibility to ensure documentation and implementation of the quality parameters/criterion of the NAAC. Separate team of two to three faculty members shall be assigned respective quality parameter out of the seven criterions.

**4. Swayam Team**

It was brought to the attention of present Deans and HODs that Swayam Courses may be adopted for common subjects like Environmental awareness, Human Rights, Communication etc. for UG and PG courses to save the time, Human and financial resources.

**5. AQAR Information to be provided for the year 2017-18 and 2018-19**

The Coordinator, IQAC brought to the attention of Hon'ble Chairman and present members that the University need to upload Annual Quality Assurance Report (AQAR) every year. The Institutes and Departments need to provide information relating to their department in the prescribed format for the AQAR by the 10<sup>th</sup> of January 2020 positively. It was agreed by all that the information shall be provided as required.







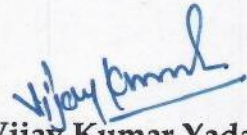
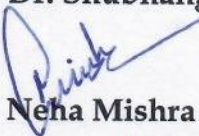

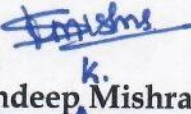

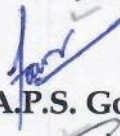


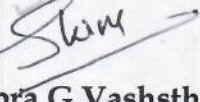

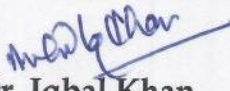
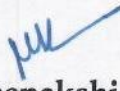
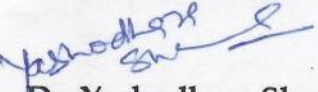
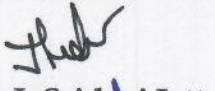
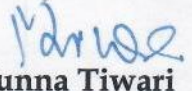
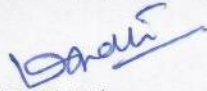

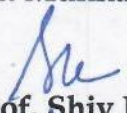

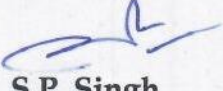
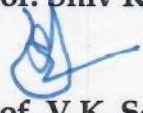

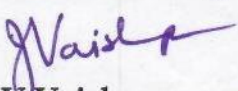
## 6. Faculty Development Program

It was brought to the attention of all Deans and Heads of the departments that to update and orient the faculty members towards the new trends of teaching and research, a faculty development program may be organized in forthcoming semester.

Hon'ble Chairman directed the Coordinator IQAC to initiate steps for organizing the Faculty Development Program.

Hon'ble Chairman of the meeting also emphasized for robust student feedback mechanism. All the members were informed that a questionnaire is available on university website under IQAC icon. The HODs were advised by the Hon'ble Chairman of the meeting to encourage the students of respective departments to fill the questionnaire to facilitate the university to bring about necessary improvements in academic system.

The meeting ended with a vote of thanks to the Chair.

 Dr. Shubhangi Nigam	 Dr. Kaushal Tripathi	 Dr. Vijay Kumar Yadav
 Neha Mishra	Anil Jhadbade	 Ar. Neeraj Gupta
 Ar. Sandeep Mishra	 Dr. Rajesh Kumar Singh	 Dr. A.P.S. Gour
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