

**Minutes of the online meeting of IQAC and HODs regarding NAAC preparation for fourth cycle held on 8<sup>th</sup> November, 2020**

A meeting of members of IQAC and Heads of various institutions and departments of the University was organized on 8<sup>th</sup> November, 2020 at 12.30 p.m. to review the progress on implementation observations and recommendations of the NAAC Peer teams during the three cycles of accreditation and discuss efforts to be taken to implement the recommendations to ensure better grade in the forthcoming cycle of accreditation. The following members were present :

1. Prof. J V Vaishampayan, Hon'ble Vice Chancellor in Chair
2. Prof. Shiv Katiyar, Dean, Engineering
3. Prof. Poonam Puri, Dean, Commerce
4. Prof. C.B. Singh, Dean, Arts
5. Prof. Devesh Nigam, Dean, Students Welfare
6. Dr. Archana Verma, Head, Institute of Management Studies
7. Dr. Punit Bisaria, Head, Department of Hindi
8. Dr. B. Gangwar, Institute of Agriculture Sciences
9. Dr. Yashodhara Sharma, Coordinator, IQAC
10. Dr. J. Sridevi Jetty, Dy Librarian
11. Dr. Lavkush Dwivedi, Institute of Biomedical Sciences
12. Dr. Meenakshi Singh, Head, Institute of Home Sciences
13. Dr. Anu Singla, Internal Quality Auditor
14. Dr. Jose Mathew, Coordinator, Department of Biotechnology Science
15. Dr. S.K. Verma, Coordinator, Department of Physics
16. Er. Brajendra Shukla, Academic Coordinator, Institute of Engineering & Technology
17. Ms. Neha Mishra, Coordinator, Institute of Social Work
18. Dr. Sangeeta Lal, Coordinator, Department of Microbiology
19. Er. Vijay Kumar Yadav, Coordinator, Institute of Forensic Sciences
20. Dr. Shubhangi Nigam, Internal Quality Auditor & Coordinator, Department of Food Tech. Engineering

**Proceedings :**

The meeting started with the welcome note to all connected members. The Chairman of the meeting, the Vice Chancellor brought the attention of the all concerned to the following observations and recommendations of NAAC Peer Team during the third cycle of accreditation:

- i. **Need to introduce mentor-mentee system**
- ii. Career advancement mechanism to be evolved to motivate the faculty members working under Self Financing Scheme

  
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- iii. **Recruitment of Technical staff for maintenance of instruments**
- iv. Vacant teaching and non-teaching posts need to be filled up on priority basis
- v. **Faculty may be motivated to submit research projects of different funding agencies**
- vi. **University Industry Inter-face, linkage and collaboration need to be initiated and strengthened**
- vii. **Faculty members may be motivated to undertake consultancy work**
- viii. Linkages with good institutions need to be developed.
- ix. **Placement cell may be strengthened for student guidance and campus placement**
- x. **Communication lab to be established by improving communication skills of the students**
- xi. Synergy to be developed between Departments for interdisciplinary interaction
- xii. **Proper grooming/additional support need to be provided to students coming from humble backgrounds/slow learners**
- xiii. Alumni Association may be formally registered and financial support may be harnessed
- xiv. Future plans designed by different departments must be in consonance with the University vision
- xv. **Optimum utilization of the facilities existing at the University Innovation Centre**
- xvi. **Necessary efforts should be taken for visualizing in the NIRF**

The following issues were discussed and recommendations made:

- i. As per the recommendations of the NAAC Peer Team during third cycle, Hon'ble Chairman of the meeting advised all Deans and HODs to introduce **Mentor Mentee System** in their respective departments to ensure harmonious and developmental culture on campus. The course coordinators and faculty members may be made responsible for mentoring the students of allocated classes and resolve their personal, professional and other socio-psychological matters.
- ii. As observed by the NAAC Peer Team during their visit to various departments of science and technology, it was recommended that **technical and maintenance staff may be provided to all the science and engineering labs** for better upkeep and maintenance of the equipments and facilities. Hon'ble Vice Chancellor, the Chairman of the meeting advised the Deans and HODs to submit their requirements and necessary steps shall be taken for provision of the staff in all science and engineering labs.
- iii. Regarding the recommendation for Communication Lab, the Hon'ble Vice Chancellor was informed that the University has Language Lab facility available on 34 computers in Utility Building with German, Spanish and French in addition to English language.

  
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It was agreed and resolved that a time slot for language lab may be included in the weekly time table of Commerce and Management Departments for its UG and PG students to ensure optimal utilization of the Language Lab facility. It was also resolved that a faculty may be recruited for the language lab in the forthcoming session.

- iv. Hon'ble Chairman of the meeting also expressed his concern about the additional support and grooming of students from humble background. He advised all the present members to extend support and extra classes for the students of deprived sections to ensure equity and access to education.
- v. As observed and recommended by the NAAC Peer Team, Hon'ble Vice Chancellor also discussed with the Deans and HODs that the central and departmental labs available with the University i.e. Innovation Centre, Food Technology, Geology and other institutes and departments may be utilized in optimum way. It was also brought to the notice of the Chairman and all members that to ensure optimum and commercial utility of the facilities by the internal departments as well as relevant industries and research organizations, it was imperative to procure NABL Accreditation for the University labs. It was discussed and resolved that efforts for procuring the NABL accreditation shall be initiated at the earliest.
- vi. As observed and recommended by the NAAC Peer Team, it was discussed and resolved that the University shall apply for NIRF ranking whenever the said portal is opened in future.

The meeting ended with a vote of thanks to the Chair and with the assurance that immediately after pandemic problems and restoration of normal working the members shall ensure implementation of the recommendations to ensure better grade during fourth cycle of accreditation.

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