

Ref. No.: Tula's/IQAC/0724/02

Date: 29.07.2024

NOTICE

This is to inform you that the 42nd meeting of IQAC will be held in the IQAC Room at 11:00am on 01.08.2024. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

IQAC.42.01 - Confirmation of minutes of meeting of 41st IQAC Meeting.

IQAC.42.02 - Academic Activities and Performance Review.

- Discussion on Load chart and time – table for upcoming odd semester 2024-25.

IQAC.42.03 - Commencement of Classes.

Inform to students/parents regarding college commencement of classes and submission of first instalment of academic fees.

IQAC.42.04 - Library and Books Procurement.

- Requisition of Book for the coming even semester.
- One day EBSCO E- Database Hands on Tanning for students and Faculties.

IQAC.42.05 – Discussion on new Student Registration Process.

IQAC.42.06 - Discussion on Student Induction Program.

IQAC.42.07 - Feedback of Faculty Induction Program.

IQAC.42.08 - Finalize the Add-On Certification Programs for Students.

IQAC.42.09 - Finalize the Professional Development Programs.

IQAC.42.10 - Discussion on Examination Planning and Management.

IQAC.42.11 - Feedback from Stakeholders.

IQAC.42.12 - Anti-Ragging Measures and Policies.

IQAC.42.13 - Discussion on Research & Innovation Initiatives on the following points.

- Upgradation of Research Policy
- IEEE ICCACCM Conference 2024.
- Atal FDP in Department of Civil Engineering.

IQAC.42.14 - Discussion with HoD's for requirement of infrastructure and resource.

- Classroom allocations
- Budget allocation for new facilities and upgrades
- Submission of list of consumables items and list of repairable items (Department wise).

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IQAC.42.15 - Accreditation and Compliance Updates.

IQAC.42.16 - Extension Activities:

- Outline and approve the plan for NSS activities for the upcoming session, including community service projects, health camps, and environmental awareness programs.
- Discuss initiatives related to environmental sustainability and green practices on campus.
- Discuss the impact and outcomes of the NSS activities conducted during the last session.

IQAC.42.17 – New ATR format of minutes of meeting.

IQAC.42.18 - Any other matter with permission of chair.



Dr. Nishant Saxena
Co-ordinator, IQAC
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Copy to:

- | | |
|---------------------------------------|-------------------------------|
| • Director office | : For kind information please |
| • Registrar | : For kind information please |
| • All HOD's | : Invitee |
| • Dr. Sunil Semwal | : Special invitee |
| • Mr. Vaibhav Kumar | : Special invitee |
| • MR. B.K Sharma | : Special invitee |
| • Mr. Abhishek Sharma (Sr. Librarian) | : Special invitee |

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42nd Meeting of IQAC (Minutes of Meetings)

Date/Time	01/08/2024 11:30AM	
Venue:	IQAC Room	
Minutes taken by:	Ms. Samiksha	
Chairperson	Dr. Sandip Vijay	
Attendee:	Dept. & Designation	Signature
Dr. Sandip Vijay	Director	
Dr. Nishant Saxena	Dean Academics, Coordinator IQAC	
Dr. Vijay Kumar Upadhyay	Registrar	
Dr. Sunil Semwal	Dean, R&D	
Dr. Sanjay Sharma	Dean, Student welfare	
Dr. Sanjeev Kumar	Professor CSE/CA/Co-coordinator (IQAC)	
Dr. Anand Kumar Gupta	HoD, CSE, ACS	
Dr. Lalit Goyal	HoD, Management	
Dr. Tripti Khanduri	HoD, CE	
Dr. Priya Matta	HoD, CA	
Mr. Abhishek Chakravorty	HoD, ECE/EEE, Co-coordinator (IQAC)	
Mr. Ankit Jain	HoD, ME	Absent
Mr. Mukesh Pathela	HoD, ASH	Absent
Mr. Tauseef Iqbal	HoD, BA-JMC	
Mr. Vaibhav Kumar	TPO	
Mr. Gaurav Gupta	ACS, VMSB UTU	
Mr. Ashish Kumar	Chef. Proctor	
Mr. Abhishek Kumar Sharma	Sr. Librarian	
Dr. Sandeep Kumar	Coordinator, CSE	
Dr. Tripuresh Joshi	Coordinator, R&D	
Mr. Emmanuel Gabriel	Coordinator, Extension Committee	Absent
Mr. Brajendra Kumar Sharma	Coordinator, Feedback Committee	B.K. Sharma

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Mr. Mohit Kumar	ASH, Representative	
Mr. Rahul Kumar	ME, Representative	
Absent:	Reason	
Mr. Ankit Jain		
Mr. Mukesh Pathela		
Mr. Emmanuel Gabriel		

Agenda:

Discussion Plan: Academic and Other Activities (Session 2024–25).

Issues	Actions		
	No.	Actionee	Due Date
IQAC.42.01 - Confirmation of minutes of meeting of 39th IQAC Meeting.	1	—	—
IQAC.42.02 - Academic Activities and Performance Review. • Discussion on Load chart and time – table for upcoming odd semester 2024-25.	2	All HOD's	5/8/24
IQAC.42.03 - Commencement of Classes. • Informe to students/parents regarding college commencement of classes and submission of first instalment of academic fees.	3	All HOD's	5/8/24
IQAC.42.04 - Library and Books Procurement. • Requisition of Book for the coming even semester. • One day EBSCO E- Database Hands on Tanning for students and Faculties.	4	Sr. Librarian	10/8/24
IQAC.42.05 – Discussion on new Student Registration Process.	5	IQAC Coordinator	5/8/24
IQAC.42.06 - Discussion on Student Induction Program.	6	Mr. Emmanuel	10/8/24
IQAC.42.07 - Feedback of Faculty Induction Program.	7	Mr. Emmanuel	15/8/24
IQAC.42.08 - Finalize the Add-On Certification Programs for Students.	8	All HOD's	30/9/24
IQAC.42.09 - Finalize the Professional Development Programs.	9	DSW	20/8/24
IQAC.42.10- Discussion on Examination Planning and Management.	10	Exam Controller.	15/9/24
IQAC.42.11 - Feedback from Stakeholders.	11	—	—
IQAC.42.12 - Anti-Ragging Measures and Policies.	12	DSW	20/9/24
IQAC.42.13 – Discussion on Research & Innovation Initiatives on the following points. • Upgradation of Research Policy	13	Dean Research	20/8/24

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• IEEE ICCACCM Conference 2024. • Atal FDP in Department of Civil Engineering.			
IQAC.42.14 - Discussion with HoD's for requirement of infrastructure and resource. • Classroom allocations • Budget allocation for new facilities and upgrades • Submission of list of consumables items and list of repairable items (department wise).	14	All HoD.	—
IQAC.42.15 - Accreditation and Compliance Updates.	15	—	—
IQAC.42.16 - Extension Activities: • Outline and approve the plan for NSS activities for the upcoming session, including community service projects, health camps, and environmental awareness programs. • Discuss initiatives related to environmental sustainability and green practices on campus. • Discuss the impact and outcomes of the NSS activities conducted during the last session.	16	Mr. Emmanuel 4 Mr. Sandeep Gattam	16/8/24
IQAC.42.17 – New ATR format of minutes of meeting.	17	—	—
IQAC.42.18 - Any other matter with permission of chair.	18	—	—

Agenda Items Discussed:

1. The minutes of the 41st IQAC meeting were reviewed and confirmed.
2. Discussion on Load chart and time table for upcoming odd semester 2024-25:
 - Time table coordinator required 2 faculty member each from the department of CSE & Computer Application for time table preparation.
 - Departments were reminded to submit the lists of consumables and repairable items for proper inventory management. Digital camera maintenance is required in the department of BAJMC.
3. Notified students and parents about the commencement of classes and the deadline for the first installment of academic fees.
4. Library and books Procurement
 - Discussion on the expenditure for the purchase of new books for the upcoming semester.
 - The Senior Librarian was directed to submit a list of books and the expected expenditure to the Registrar's Office.
 - A discussion was held regarding a one-day EBSCO E-database training session for faculty and students. The Senior Librarian was asked to submit a proposal with the estimated expenditure for the training to the Registrar's Office.

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5. The current student registration/reporting process for academics and hostel on 5th and 6th August 2024 was discussed. Potential enhancements were considered, and it was agreed to update and communicate the registration guidelines to all relevant departments.
6. The structure and content of the upcoming Student Induction Program were discussed. The program will include sessions on academic expectations, campus resources, and student welfare. A detailed schedule will be shared with the departments.
7. Feedback from the recently conducted Faculty Induction Program was reviewed. Overall, the program was well-received, with suggestions to include more interactive sessions in future editions.
8. Add-on certification programs for CSE and Computer Application have been initiated and are scheduled for other departments. Several new add-on certification programs were proposed and discussed. It was decided to finalize the list of programs and circulate them to students by the beginning of the next semester.
9. Professional development programs for faculty and staff were discussed. The programs will focus on enhancing teaching methodologies and integrating technology into the classroom. A calendar of events will be shared shortly. Planning of outsourcing the PDP session & planning.
10. Examination planning and management strategies were reviewed. Emphasis was placed on timely completion of assessments and adherence to the academic calendar. UTU's requirement of 30,000 copies for the internal examination was noted.
11. It was decided that faculty feedback will be collected after 15 days of classes to address any issues and make necessary improvements early in the semester.
12. Anti-ragging policies were reviewed, and it was decided to conduct awareness sessions for new students during the induction program. The anti-ragging committee will also conduct regular checks to ensure compliance.
13. Discussion on Research & Innovation Initiatives
 - Upgradation of Research Policy: The research policy was reviewed, and suggestions were made for its upgradation to better support faculty and student research.
 - IEEE ICCACCM Conference 2024: Preparations for the IEEE ICCACCM Conference 2024 were discussed, with specific tasks assigned to the organizing committee.
 - Atal FDP in the Department of Civil Engineering: The Atal FDP in the Civil Engineering Department was discussed, and it was decided to provide necessary support to ensure its success.
14. Discussion with HoD's for Requirement of Infrastructure and Resources
 - Classroom Allocations: Classroom allocations for the upcoming semester were discussed. It was decided to optimize the use of available space to accommodate all classes.
 - Budget Allocation for New Facilities and Upgrades: The need for budget allocations for new facilities and upgrades was discussed, including the requirement for smart classrooms and lecture recording facilities.
 - Departments were asked to submit their requirements for consideration.

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15. It was decided that each department is required to complete and submit 25 departmental files to the IQAC. The deadline for submission will be 31st Aug. 2024. Departments are advised to ensure that all necessary documentation is in order and submitted on time for review and record-keeping purposes.
16. Extension Activities
 - The plan for NSS activities for the new session was outlined and approved. This includes community service projects, health camps, and environmental awareness programs.
 - We have taken an initiative of Plastic based management in collaboration with Social Development Communities Foundation (NGO) led by Mr. Anoop Nautiyal. This activity is related to environmental sustainability and green practices on campus. A task force will be formed to oversee the implementation of this initiative.
 - The impact and outcomes of the NSS activities conducted during the last session were reviewed, and suggestions were made for improvement.
17. The new Action Taken Report (ATR) format for recording the minutes of meetings was introduced and approved for future use.
18. Any Other Matter with Permission of the Chair: Several additional matters were discussed with the permission of the chair
 - The proposed Vision and Mission statements of the MCA Department of Computer Applications, presented by Dr. Priya Matta (HoD – CA), were reviewed and duly approved by the IQAC.
 - Course Outcomes (COs) for Various Programs: The need to clearly define Course Outcomes (COs) for all programs, including BCA, MCA, BBA, B.Com, MBA, Agriculture, and BAJMC, was emphasized. Departments were directed to ensure that COs for each course are properly documented and aligned with academic goals.
 - Proposal for Cyber Security Awareness Session: Mr. Mohit Kumar, Assistant Professor in the ECE Department, proposed a Cyber Security awareness session. The proposal was approved, and the session will be scheduled after confirming the date.
 - Water Facility in G-Block: Issue of water supply on the top floor of G-Block to be addressed.
 - Student Attendance Policy Reform: A discussion on reforming the student attendance policy took place. All HoDs were asked to review the existing policy and suggest changes to improve student attendance and engagement. The revised policy will be finalized in a follow-up meeting.

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Action Taken Report

This action taken report of 42nd meeting of IQAC Committee (Agenda item wise) held on 01/08/2024 is as follows:

S. No.	Agenda Points	Action taken
1	IQAC.42.01 - Confirmation of minutes of meeting of 41st IQAC Meeting.	The minutes of the 41 st IQAC meeting were confirmed and approved without any changes.
2	IQAC.42.02 - Academic Activities and Performance Review. Discussion on Load chart and time – table for upcoming odd semester 2024-25.	<ul style="list-style-type: none"> Review of faculty performance and academic activities completed. The load chart and time-table for the upcoming odd semester 2024-25 have been drafted and circulated to departments for feedback. Finalized time-tables to be released by the academic department after necessary adjustments.
3	IQAC.42.03 - Commencement of Classes. Informe to students/parents regarding college commencement of classes and submission of first instalment of academic fees.	<ul style="list-style-type: none"> Notification sent to students and parents regarding the commencement of classes. Communication regarding the submission of the first installment of academic fees for the new semester was issued via email and the University Management System (UMS).
4	IQAC.42.04 - Library and Books Procurement. <ul style="list-style-type: none"> Requisition of Book for the coming even semester. One day EBSCO E- Database Hands on Tanning for students and Faculties. 	<ul style="list-style-type: none"> Requisition process for book procurement for the even semester initiated. EBSCO E-Database hands-on training session scheduled for both students and faculty in the

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		first week of the upcoming semester.
5	IQAC.42.05 – Discussion on new Student Registration Process.	<ul style="list-style-type: none"> The new student registration process has been streamlined and updates implemented in the ERP system for a smoother experience. Online portals and kiosks were set up for student registration.
6	IQAC.42.06 - Discussion on Student Induction Program.	<ul style="list-style-type: none"> The induction program schedule has been finalized and shared with relevant departments. Focus will be placed on orientation, campus facilities, and academic expectations.
7	IQAC.42.07 - Feedback of Faculty Induction Program.	<ul style="list-style-type: none"> Feedback from the recent Faculty Induction Program was collected, and key areas of improvement were identified, especially regarding the delivery of new pedagogy techniques. A workshop will be organized to address these gaps.
8	IQAC.42.08 - Finalize the Add-On Certification Programs for Students.	<ul style="list-style-type: none"> Certification programs in Data Science, Cloud Computing, and Digital Marketing have been finalized and announced to students. The schedule for these programs has been aligned with the academic calendar to ensure no conflicts with regular coursework.
9	IQAC.42.09 - Finalize the Professional Development Programs.	<ul style="list-style-type: none"> Professional Development Programs on leadership, emotional intelligence, and innovation are finalized for faculty and staff.

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		<ul style="list-style-type: none"> An external training provider has been identified for some of these programs.
10	IQAC.42.10- Discussion on Examination Planning and Management.	<ul style="list-style-type: none"> Examination schedules and planning discussions have been initiated. Coordination with the exam department is ongoing for seamless planning and distribution of examination-related responsibilities.
11	IQAC.42.11 - Feedback from Stakeholders.	<ul style="list-style-type: none"> Feedback was collected from students, faculty, and external stakeholders. Key insights included suggestions for improvement in teaching methodologies and infrastructure, which will be integrated into the next strategic plan.
12	IQAC.42.12 - Anti-Ragging Measures and Policies.	<ul style="list-style-type: none"> Anti-ragging policies were reiterated in student orientations and displayed prominently around campus. An Anti-Ragging Committee has been activated to ensure vigilance, and complaint boxes have been placed across campus.
13	IQAC.42.13 – Discussion on Research & Innovation Initiatives on the following points. <ul style="list-style-type: none"> Upgradation of Research Policy IEEE ICCACCM Conference 2024. Atal FDP in Department of Civil Engineering. 	<ul style="list-style-type: none"> The research policy was upgraded, and revised guidelines were shared with faculty. Planning for the IEEE ICCACCM Conference 2024 was finalized, and a call for papers will be issued shortly. Atal FDP (Faculty Development Program) for the Department of

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		Civil Engineering has been scheduled for the upcoming semester.
14	IQAC.42.14 - Discussion with HoD's for requirement of infrastructure and resource. <ul style="list-style-type: none"> Classroom allocations Budget allocation for new facilities and upgrades Submission of list of consumables items and list of repairable items (department wise). 	<ul style="list-style-type: none"> Classroom allocations have been revised based on feedback from HoDs. Budget allocation requests for new facilities and upgrades have been submitted to the finance department. Lists of consumable and repairable items were collected from all departments, and the procurement process has begun.
15	IQAC.42.15 - Accreditation and Compliance Updates.	<ul style="list-style-type: none"> Updates on accreditation processes were shared. Compliance reports for NAAC and NBA accreditation were submitted to the respective bodies within the stipulated deadlines.
16	IQAC.42.16 - Extension Activities: <ul style="list-style-type: none"> Outline and approve the plan for NSS activities for the upcoming session, including community service projects, health camps, and environmental awareness programs. Discuss initiatives related to environmental sustainability and green practices on campus. Discuss the impact and outcomes of the NSS activities conducted during the last session. 	<ul style="list-style-type: none"> NSS activities for the upcoming session were outlined and approved. Plans for community service projects, health camps, and environmental awareness programs have been finalized. The impact report of last year's NSS activities was discussed, and improvements were identified for future activities. Green initiatives like a campus-wide tree plantation drive were approved and scheduled.
17	IQAC.42.17 – New ATR format of minutes of meeting.	<ul style="list-style-type: none"> The new ATR format for minutes of the meeting was approved and

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		will be used in future IQAC meetings.
18	IQAC.42.18 - Any other matter with permission of chair.	<ul style="list-style-type: none"> Issues related to Course Outcomes (COs) for various courses were discussed. The proposal for a Cyber Security awareness session by Mr. Mohit Kumar was accepted and will be scheduled soon. The water facility issue on the top floor of G-Block is being addressed by the maintenance team. HoDs have been directed to review and reform student attendance policies.

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