

Ref. No.: Tula's/IQAC/0524/03

Date: 11.05.2024

**NOTICE**

This is to inform you that the 41<sup>st</sup> Meeting of IQAC will be held in the IQAC Room at 03:00PM on 13.05.2024. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

**IQAC.41.01: To evaluate and approve the proposal submitted on 1<sup>st</sup> March 2024 regarding the formation of a separate Department of Computer Applications.**

**IQAC.41.02: Sessional Marks finalization and uploading of the UKTECH & SSDU programs in their respective portals.**

**IQAC.41.03: Filling of the self-appraisal forms by the teaching and non-teaching staff.**

**IQAC.41.04: Placement record of session 2023-24 & providing internships for the session 2024-25**

**IQAC.41.05: Procurement of the laboratory items and consumables for the next session**

**IQAC.41.06: Preparation and procurement of the offline journals and books for the session 2024-25**

**IQAC.41.07: Amendment in the mentor mentee policy.**

**IQAC.41.08: Adding ground team and counsellors for the admission team**



Dr. Nishant Saxena

**Co-ordinator, IQAC  
TULA'S INSTITUTE  
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**Copy to:**

- Director's office: For kind information please
- All IQAC Committee Members

**Vision**

- To emerge as an academic centre producing world class professionals promoting innovation and research.

**Mission:**

- To Promote intellectual and skilled human capital generation employment and entrepreneurship.
- To Be educational centre of excellence of multi ethnicity and diversity.
- To Establish as technology driven teaching learning institution.
- To Provide world class platform for research and innovation.
- To Inculcate social, environmental, heritage values.



Dhoolkot, P.O. Selaqui, Chakrata Raod  
Dehradun-248011 (U.K. India)



[www.tulas.edu.in](http://www.tulas.edu.in)  
[info@tulas.edu.in](mailto:info@tulas.edu.in)



0135-2699300  
0135-2699309

### 41<sup>st</sup> Meeting of IQAC (Minutes of Meetings)

Date/Time	13/05/2024 / 03:00PM	
Venue:	IQAC Room	
Minutes taken by:	Ms. Samiksha	
Chairperson	Dr. Sandip Vijay	
Attendee:	Dept. & Designation	Signature
Dr. Raghav Garg	Vice President (Technology)	
Dr. Sandip Vijay	Director	
Dr. Nishant Saxena	IQAC Coordinator	
Dr. Vijay Upadhyay	Registrar	
Dr. Sanjeev Kumar	IQAC Co-Coordinator	
Dr. Sunil Semwal	Dean R&D	
Dr. Anand Kumar Gupta	HoD, CSE	
Mr. Mukesh Pathela	HoD, Applied Science	
Dr Tripti Khanduri	HoD, CE	
Mr. Abhishek Chakravorty	HoD, ECE/EEE	
Mr. Ankit Jain	HoD, ME	
Dr. Arghya Sarkar	HoD, GSB	
Mr. Ashish Upadhyay	HoD, Agriculture	
Mr. Tauseef Iqbal	HOD, BJMC	
Dr. Lalit Goyal & Mr. Gaurav Gupta	AS, ACOE	
Mr. Vaibhav Kumar	TPO	
Mr. Abhishek Sharma	Senior Librarian	
Absent:	Reason	

#### Agenda:

#### IQAC Meeting – Proposal Approved

Issues	Actions		
	No.	Actionee	Due Date
IQAC.41.01: To evaluate and approve the proposal submitted on 14 March 2024 regarding the formation of a separate Department of Computer Applications.	1	Coordinator IQAC	
IQAC.41.02: Sessional Marks finalization and uploading of the UKTECH & SSDU programs in their respective portals.	2	NA	

<b>IQAC.41.03: Filling of the self-appraisal forms by the teaching and non-teaching staffs.</b>	3	All faculty Members	20/05/24
<b>IQAC.41.04: Placement record of session 2023-24 &amp; providing internships for the session 2024-25</b>	4	Placement Head	25/05/24
<b>IQAC.41.05: Procurement of the laboratory items and consumables for the next session</b>	5	All HoDs	15/06/24
<b>IQAC.41.06: Preparation and procurement of the offline journals and books for the session 2024-25</b>	6	Sr. Librarian	20/05/24
<b>IQAC.41.07: Amendment in the Mentor-Mentee Policy.</b>	7	Joint Coordinator	15/06/24
<b>IQAC.41.08 – Adding ground team and counsellors for the admission team</b>	8	—	—

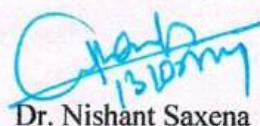
#### Discussions/ Resolutions:

1. The Internal Quality Assurance Cell (IQAC) convened on **13 May 2024** to review the proposal submitted by the Department of Computer Science and Engineering (CSE) to establish a separate Department of Computer Applications. After detailed deliberation, the proposal was **unanimously approved** by the members, taking into consideration:

A separate Department of Computer Applications is to be formally established as an independent academic entity. Dr. Priya Matta was appointed as the Head of Department (HoD) of the newly formed Department of Computer Applications. The following faculty members were officially transferred from the Department of CSE to the Department of Computer Applications:

S. No.	Name of the Faculty	Designation
1	Dr. Priya Matta	Associate Professor (HoD)
2	Dr. Sanjeev Kumar	Professor
3	Dr. Musheer Vaqr	Associate Professor
4	Dr. Ahmad Jamal	Associate Professor
5	Dr. Shikha Tayal Aeron	Associate Professor
6	Mr. Rakesh Kumar	Assistant Professor
7	Mr. Aizaz Ahmad	Assistant Professor
8	Mr. Siddharth Sharma	Assistant Professor

2. The importance of timely uploading of sessional marks was discussed to maintain academic compliance. Faculty were reminded to finalize and upload marks as per the academic calendar deadlines.  
All department coordinators were directed to ensure the finalization and uploading of sessional marks for UKTECH and SSDU programs within the stipulated timeline.
3. The appraisal process for teaching and non-teaching staff was discussed. Emphasis was placed on using the data for performance evaluation and professional development. All staff members were instructed to submit duly filled self-appraisal forms to the IQAC office by the last working day of the month.
4. The placement record of 2023–24 was reviewed. It was observed that increased industry collaboration and student training programs have improved placement opportunities. Internships for the 2024–25 session were also discussed. The Training and Placement Cell will update placement records and actively coordinate with industries to facilitate internships for students in the upcoming session.
5. The need for updating laboratory equipment and procuring consumables was raised. Faculty members provided lists of required items for smooth conduct of practicals. All Heads of Departments were asked to submit the final list of required items within a week. Procurement will be initiated based on budget approval.
6. It was proposed to enrich the central and departmental libraries by procuring offline journals and textbooks for the academic session 2024–25. Library Committee will prepare a consolidated list of journals and books in consultation with faculty and initiate the procurement process by the end of the current semester.
7. Proposed amendments to improve the effectiveness of the Mentor-Mentee system were reviewed, including frequency of interactions and documentation processes.
8. The need to strengthen the admission team with dedicated ground personnel and counsellors was discussed to enhance outreach and counselling efficiency. The Admission Cell was authorized to constitute the required teams and begin training of personnel before the next admission cycle.



Dr. Nishant Saxena

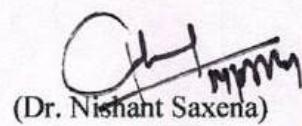
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## ACTION TAKEN REPORT

The action taken report of 41<sup>st</sup> meeting of IQAC Committee (agenda item wise) held on 13.05.2024 is as follows:

S. No.	Discussed agenda points	Action Taken
1	<b>IQAC.41.01:</b> Evaluate and approve proposal for formation of a separate Department of Computer Applications	<p>It is hereby notified that the proposal for the formation of the <b>Department of Computer Applications</b> has been approved. The department is now formally established with effect from the date of this notice.</p> <p>Dr. Priya Matta has been appointed as the <b>Head of the Department</b>. Furthermore, eight faculty members have been transferred from the Department of Computer Science &amp; Engineering to the newly formed Department of Computer Applications.</p> <p>The official notice of establishment will be issued separately by the Director's Office.</p>
2	<b>IQAC.41.02:</b> Sessional Marks finalization and uploading for UKTECH & SSDU programs	<p>Faculty members reminded of deadlines. All departments finalized and uploaded marks within stipulated timelines as per academic calendar.</p>
3	<b>IQAC.41.03:</b> Filling of self-appraisal forms by teaching and non-teaching staff	<p>Self-appraisal forms have been circulated to all teaching and non-teaching staff, with instructions to submit the completed forms to the IQAC Office by the last working day of the month. The submission process has been initiated, and monitoring is currently in progress.</p> <p>Additionally, a special team has been constituted to conduct cross-verification of marks calculated by individual faculty members, ensuring accuracy and compliance with academic standards.</p>
4	<b>IQAC.41.04:</b> Placement record review and internships for 2024–25	<p>The Placement Cell has updated placement records for 2023–24 and initiated coordination with industries to secure internships for the upcoming session.</p>
5	<b>IQAC.41.05:</b> Procurement of laboratory items and consumables for next session	<p>HoDs submitted the final lists within one week. The procurement process has been initiated, subject to budget approval, which may take up to two weeks.</p>
6	<b>IQAC.41.06:</b> Procurement of offline journals and books for 2024–25	<p>The Library Committee, in consultation with faculty, is preparing a consolidated list of required journals and books. Procurement is planned to begin by the end of the semester.</p>

7	<b>IQAC.41.07: Amendment in the Mentor-Mentee Policy.</b>	The amendment in the Mentor-Mentee Policy, as proposed, has been approved and implemented with effect from July 2024. A copy of the notice is attached herewith.
8	<b>IQAC.41.07: Adding ground team and counsellors for admission team</b>	The Admission Cell has been authorized to constitute ground and counselling teams, with recruitment and training of personnel initiated ahead of the next admission cycle.



(Dr. Nishant Saxena)

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