

Ref. No.: Tula's/IQAC/1225/01

Date: 08.12.2025

NOTICE

This is to inform you that the **48th meeting of IQAC** will be held in the **IQAC Room at 11:30 AM on 10.12.2025**. All the IQAC committee members are requested to attend the meeting.

The agenda points for the meeting are as follows:

IQAC.48.01 – Confirmation of the minutes of the 47th IQAC meeting.

IQAC.48.02 – Academic:

- Preparation for external examination of SDSUV.
- Course completion status of VMSB UTU Programs.
- Course completion status of SDSUV Programs.
- Add-on courses for the next semester.
- Load calculation & faculty requirement for Even Semester 2025-26.

IQAC.48.03 – Budget format discussion for the new session.

IQAC.48.04 – Status of AQAR file submissions for 2024-25.

IQAC.48.05 – Registrar Office:

- Degree & marksheets status of last branch/semester students.
- Cafeteria feedback and action taken thereof.

IQAC.48.06 – Admission Session 2026-27:

- New hiring for Admission Session 2026-27.
- New prospectus designing and promotional material.
- New area identification for the Promotional activities.

IQAC.48.07 – Placement:

- Placement status & roadmap for the session 2025-26.
- Discussion on budget requirements for the current session.
- Preparation for offline placement drives of Tech Bridge.
- Decisions to improve placement numbers and student training.
- Preparation of placement activity calendar for January 2026.

IQAC.48.08 – Research & Development Cell:

- Research report summary for 2025-26.
- Concern regarding fewer journal publications.
- Project proposals from all departments.
- Status of IDEA Lab procurement.

IQAC.48.09 – Library:

- Status of books/magazines/journals for next semester.
- Footfall of students in the library.

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IQAC.48.10 – HR:

- Distribution of appointment letters to newly appointed faculty members.
- Hiring status for the next semester.

IQAC.48.11 – Committee Formation/Re-formation:

- Committee finalization for Even Semester 2025-26.
- Proposal to establish a Literary Committee.
- Nomination of sports faculty in-charges for VICTREE.

IQAC.48.12 – ICC Committee:

- Requirement of a common room for girls.
- Awareness seminar/workshop for students & staff in collaboration with NGOs.
- Planning for World Social Justice Day & International Women's Day.
- Health Check-up Camp for girl students, female faculty, and staff.

IQAC.48.13 – Proctorial Board:

- Reconstitution of the committee.
- Preparations for commencement of the new semester, including discipline and college regulations.

IQAC.48.14 – Alumni:

- Requirement of an alumni room.
- Planning for Alumni Meet 2026.
- Departmental alumni talk planning.

IQAC.48.15 – University Implementation:

- Preparation of University documentation.
- Formation of Board of Studies for academic departments.

IQAC.48.16 – Any other matter with the permission of the Chair.

Dr. Nishant Saxena
 (Coordinator, IQAC)
Co-ordinator, IQAC
TULA'S INSTITUTE
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Copy to:

- | | |
|-----------------------|-------------------------------|
| • Directors' office | : For kind information please |
| • All IQAC members' | : Invitee |
| • Registrar | : Special invitee |
| • Dr. Sunil Semwal | : Special invitee |
| • Mr. Vaibhav Kumar | : Special invitee |
| • Dr. Sugam Gupta | : Special invitee |
| • Mr. Ashish Kumar | : Special invitee |
| • Mr. Anurag Bahuguna | : Special invitee |
| • Mr. Abhishek Sharma | : Special invitee |
| • Ms. Dimple | : Special invitee |

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48th Meeting of IQAC (Minutes of Meetings)

Date/Time	10/12/2025 11:30AM	
Venue:	IQAC	
Minutes taken by:	Ms. Samiksha	
Chairperson	(Dr.) Shailendra Kr. Tiwary	
Attendee:	Dept. & Designation	Signature
Dr. Shailendra Kr. Tiwary	Director	
Dr. Nishant Saxena	Additional Director/Coordinator IQAC	
Dr. Deepak Nanda	Director	
Dr. Vijay Kumar Upadhyay	Registrar	
Dr. Sunil Semwal	Dean, R&D	
Dr. Sanjay Sharma	Dean, Student welfare/ HoD, Agri.	
Dr. Sanjeev Kumar	Professor, CSE/CA/Co-coordinator IQAC	
Dr. Sandeep Kumar	HoD, CSE	
Dr. Arghya Sarkar	HoD, GSB	
Dr. Tripti Khanduri	HoD, CE	
Mr. Abhishek Chakravorty	HoD, ECE/EEE/ Co-coordinator IQAC	
Dr. Priya Matta	HoD, CA	
Mr. Mukesh Pathela	HoD, Applied Science	
Mr. Ankit Jain	HoD, ME	
Mr. Tauseef Iqbal	HoD, JMC	
Ms. Sapna Pandey	HoD, Pharmacy	
Mr. Vaibhav Kumar	TPO	
Mr. Ashish Kumar	Chief. Proctor	
Dr. Sugam Gupta	Chairperson, ICC	
Mr. Anurag Bahuguna	Chairperson, Alumni	
Ms. Dimple	HR	
Mr. Abhishek Sharma	Sr. Librarian	

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Agenda:

IQAC Meeting on academic and other activities for the upcoming semester.

Issues	Actions		
	No.	Actionee	Due Date
IQAC.48.01 – Confirmation of the minutes of the 47th IQAC meeting.	1	—	—
IQAC.48.02 – Academic: • Preparation for external examination of SDSUV. • Course completion status of VMSB UTU Programs. • Course completion status of SDSUV Programs. • Add-on courses for the next semester. • Load calculation & faculty requirement for Even Semester 2025-26.	2	A.I. HOD's	10 th Jan 2026
IQAC.48.03 – Budget format discussion for the new session.	3	Director Sir	15 Dec 2025
IQAC.48.04 – Status of AQAR file submissions for 2024-25.	4	Criteria heads	31 st Dec.
IQAC.48.05 – Registrar Office: • Degree & marksheet status of last branch/semester students. • Cafeteria feedback and action taken thereof.	5	Registrar Sir	20 Dec. 2025
IQAC.48.06 – Admission Session 2026-27: • New hiring for Admission Session 2026-27. • New prospectus designing and promotional material. • New area identification for the Promotional activities.	6	Mr. Vaibhav Kumar	15 Jan. 2026
IQAC.48.07 – Placement: • Placement status & roadmap for the session 2025-26. • Discussion on budget requirements for the current session. • Preparation for offline placement drives of Tech Bridge. • Decisions to improve placement numbers and student training. • Preparation of placement activity calendar for January 2026.	7	Mr. Vaibhav Kumar	15 Jan 2026.
IQAC.48.08 – Research & Development Cell: • Research report summary for 2025-26. • Concern regarding fewer journal publications. • Project proposals from all departments. • Status of IDEA Lab procurement.	8	Dean Research	10 Jan.
IQAC.48.09 – Library: • Status of books/magazines/journals for next semester. • Footfall of students in the library.	9	Sr. Librarian	10 th Jan.
IQAC.48.10 – HR: • Distribution of appointment letters to newly appointed faculty members. • Hiring status for the next semester.	10	Ms. Dimple	15 th December

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IQAC.48.11 – Committee Formation/Re-formation: • Committee finalization for Even Semester 2025-26. • Proposal to establish a Literary Committee. • Nomination of sports faculty in-charges for VICTREE.	11	IQAC	20 th Dec
IQAC.48.12 – ICC Committee: • Requirement of a common room for girls. • Awareness seminar/workshop for students & staff in collaboration with NGOs. • Planning for World Social Justice Day & International Women's Day. • Health Check-up Camp for girl students, female faculty, and staff.	12	Dr. Sugam Gupta	10 th Jan
IQAC.48.13 – Proctorial Board: • Reconstitution of the committee. • Preparations for commencement of the new semester, including discipline and college regulations.	13	Chief Proctor	5 th Jan
IQAC.48.14 – Alumni: • Requirement of an alumni room. • Planning for Alumni Meet 2026. • Departmental alumni talk planning.	14	Mr. Anurag Brahma	20 th Jan
IQAC.48.15 – University Implementation: • Preparation of University documentation. • Formation of Board of Studies for academic departments.	15	All Stake holders	10 th Jan
IQAC.48.16 – Any other matter with the permission of the Chair.	16	—	—

Discussions/ Resolutions:

IQAC.48.01 – Confirmation of the Minutes of the 47th IQAC Meeting

The minutes of the 47th IQAC meeting were reviewed and confirmed by all members without any amendments.

IQAC.48.02 – Academic

a) Preparation for External Examinations of SDSUV

Departments were directed to complete all preparatory work, including documentation, practical file verification, and laboratory readiness for the upcoming SDSUV external examinations.

b) Course Completion Status of VMSB UTU Programs

- HoDs reported satisfactory progress, ensuring alignment with the Academic Calendar.
- Slow learner classes have been conducted, and practical files are complete.
- Extra classes for B.Com and B.Sc. Agriculture have been conducted, with programs being updated in accordance with NEP guidelines.

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c) Course Completion Status of SDSUV Programs

- SDSUV course coordinators reported that most syllabus portions have been completed; pending topics must be covered at the earliest.
- 1st Year:** 80% syllabus completed; internal practical's completed, date sheet awaited, ongoing classes.
- 2nd Year and Above:** Courses completed, extra numerical classes and internal practical sessions conducted.
- Departments are required to submit the **Course Completion Sheet**, ensuring all faculty have submitted relevant data, including class tests and assignments.

d) Add-on Courses for Next Semester

- Add-on courses for MCA, CSE, and MBA final year have been completed.
- Remaining departments will finalize add-on courses in a scheduled meeting on 16–17 December 2025.

e) Load Calculation & Faculty Requirement for Even Semester 2025–26

- HoDs must submit faculty requirements to the HR Department by 12 December 2025, following the prescribed load calculation format.

IQAC.48.03 – Budget Format Discussion for the New Session

- The revised budget projection format has been circulated to all HoDs.
- Departments must submit finalized budget requirements by the stipulated deadline.

IQAC.48.04 – Status of AQAR File Submissions for 2024–25

The Criteria Heads are directed to ensure submission of all pending AQAR files within the specified deadline.

IQAC.48.05 – Registrar Office

a) Degree & Marksheets Status of Last Branch/Semester Students

- All marksheets have been received from the respective universities.
- Corrections required in BAJMC final year marksheets have been communicated to the Registrar's Office.
- Pending student grievances have been documented and forwarded for resolution.

b) Cafeteria Feedback and Action Taken

- Feedback on cafeteria services was reviewed. Corrective actions related to hygiene, food quality, and pricing have been implemented.
- A follow-up review will be conducted next month.

IQAC.48.06 – Admission Session 2026–27

a) New Hiring

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- Recruitment for the upcoming admission session has been initiated.

b) Prospectus Designing & Promotional Material

- Departments are required to provide updated content, highlights, and achievements.
- The promotional material will be prepared by the team assigned to Mr. Tauseef Iqbal.

c) New Area Identification for Promotional Activities

- The Admission Cell will identify new regions for outreach campaigns and present findings in the next meeting.
- Faculty members are encouraged to actively contribute to admissions promotion in their hometowns during vacations.

IQAC.48.07 – Placement

a) Placement Status & Roadmap for 2025–26

- The Placement Cell presented updates on the current placement status and strategies for enhancement.

b) Budget Requirements

- Budgetary needs for training, placement drives, and related activities were discussed and will be reviewed by the Finance Department.

c) Offline Placement Drives – Tech Bridge

- Departments must prepare students through pre-placement training for upcoming offline placement drives.

d) Improving Placement Numbers & Student Training

- Ensure minimum 50% participation from eligible students in each placement drive.
- Departments must ensure all registered students attend placement drives.
- Final-year students must continue regular classes alongside placement activities.
- Placement Response Sheets for 4th-year students must be submitted by 12 December 2025.

e) Placement Activity Calendar (January 2026)

- The Placement Cell will circulate the finalized activity calendar by the end of December 2025.
- The next placement review meeting is scheduled for 16 December 2025.

IQAC.48.08 – Research & Development Cell

a) Research Report Summary 2025–26

- The report submitted by the Dean R&D was reviewed; suggestions and revisions were discussed.

b) Concern Regarding Fewer Journal Publications

- Faculty members are encouraged to publish at least one research paper in reputed journals, including SCOPUS-indexed publications.

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- Dean R&D will interact with each department between 15–30 December 2025 to promote research initiatives.

c) Project Proposals

- Departments must submit at least two proposals for external funding.
- Meetings between departments and R&D will be scheduled for proposal review.

d) IDEA Lab Procurement

- Vendor selection for IDEA Lab equipment has been finalized based on received quotations.
- Purchase orders will be issued within one week.

IQAC.48.09 – Library

a) Status of Resources for Next Semester

- Procurement of books, magazines, and journals has been completed.
- Additional magazines are required for CSE and CA departments.

b) Library Footfall

- Departments are encouraged to motivate students to utilize library resources consistently.
- Faculty members must engage with students during library hours and assign relevant tasks.

IQAC.48.10 – Human Resources (HR)

a) Distribution Appointment Letter

- Appointment letters have been issued to all newly recruited faculty members.

b) Hiring Status for Next Semester

- Recruitment for vacant positions is ongoing and will be completed within the stipulated timeline.

IQAC.48.11 – Committee Formation/Re-formation

a) Committee Finalization for Even Semester 2025–26

- HoDs are instructed to submit faculty nominations within the specified timeline for the various sub-committees of Tulas Institute.

b) Literary Committee

- A Literary Committee will be constituted to promote literary and cultural activities.
- HoDs are requested to submit faculty nominations within the specified timeline, and interested faculty members are encouraged to actively participate.

c) Sports Faculty In-Charges for VICTREE

- Sports in-charges were nominated and approved.

IQAC.48.12 – ICC Committee

a) Common Room for Girls

- A proposal for a girls' common room was approved; DSW will identify a suitable location.

b) Awareness Seminars/Workshops

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- ICC will coordinate with NGOs to conduct awareness programs for students and staff; dates will be finalized accordingly.

c) Observance of Important Days

- Plans for World Social Justice Day and International Women's Day will be prepared.

d) Health Check-Up Camp

- A health camp for girl students, female faculty, and staff will be organized on 18 December 2025 on campus in collaboration with healthcare partners.

IQAC.48.13 – Proctorial Board

a) Reconstitution

- The Proctorial Board has suggested reconstructing the board for the upcoming semester. The suggestion was accepted and all HoDs are directed to nominate one faculty member from each department for the revised Proctorial Board.

b) Discipline & Regulations

- The Board will ensure strict adherence to college rules and regulations from the commencement of the new semester.

c) CCTV Monitoring

- A dedicated screen will be arranged in the Proctor Office for enhanced CCTV monitoring.

IQAC.48.14 – Alumni

a) Alumni Room Requirement

- Request for an alumni room was approved; it will be allotted in the Admin Block.

b) Alumni Meet 2026

- Preliminary planning for the Alumni Meet 2026 will commence in January 2026, the date will be finalized accordingly.

c) Departmental Alumni Talks

- Each department is required to conduct at least one alumni interaction in the next semester.

IQAC.48.15 – University Implementation

a) University Documentation

- Preparation of Acts, Statutes, and Ordinances for both academic and administrative purposes is in progress.

b) Formation of Board of Studies (BoS)

- A committee will oversee university-related tasks, ensuring completion within the stipulated timeline.
- Curriculum framework format has been shared with HoDs; required details must be submitted in the prescribed format.
- Draft BoS has been shared, departments must provide names of internal and external experts.

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