

Ref. No.: Tula's/IQAC/0325/02

Date: 07.03.2025

### NOTICE

This is to inform you that the 45th meeting of IQAC will be held in the IQAC Room at 11:30 am on 08/03/2025. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

1. IQAC.45.01 – Confirmation of minutes from the 44<sup>th</sup> IQAC Meeting.
2. IQAC.45.02 – Review of Load Distribution & Timetable for the Even Semester.
3. IQAC.45.03 – Review of Add-on Courses:
  - Topics covered. Evaluation of existing add-on courses (topics, relevance, and feedback).
4. IQAC.45.04 – Mentor-Parent Communication:
  - Updates on mentor-parent calls regarding student progress.
  - Reminder mechanisms for fee installment deadlines.
5. IQAC.45.05 – Uploading Timetables to the UMS Portal.
6. IQAC.45.06 – Library Infrastructure & Staffing:
  - Recruitment of additional library staff for new courses (B/D-Pharmacy).
  - Evaluation of library resources and expansion plans.
7. IQAC.45.07 – Research & Innovation Initiatives:
  - Promotion of interdisciplinary projects and ideathon planning.
  - Screening and selection of student projects for IIC Yukti Portal.
  - Linking research outcomes to faculty appraisals.
  - Planning for AICTE Idea Lab setup.
8. IQAC.45.08 – Placement & Admissions Review
  - Review of placement drives conducted till date and future planning.
  - Discussion on the design of the placement brochure and general admission brochure.
  - Review of admission brochure and necessary improvements.
9. IQAC.45.09 – Women-Centric Initiatives (ICC):
  - Review of common room facilities for female students and staff.
  - Conduct awareness programs for women's health and empowerment.
10. IQAC.45.10 – Discipline & Proctorial Matters:
  - Conducting orientation sessions for proctors and student representatives.
  - Enhancing campus discipline strategies.
11. IQAC.45.11 – Social Responsibility & Cultural Activities:

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- To Inculcate social, environmental, heritage values.



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- Preparation for Cultural Fest 'Sanskriti'.
- Implementing health and wellness awareness programs.
- Encouraging community and cultural activities (e.g., festivals, yoga sessions).

**12. IQAC.45.12 – Finalization of Dates for the Upcoming Sports Tournament.**

**13. IQAC.45.13 – Planning & Preparation for the Alumni Meet (March 2025).**

**14. IQAC.45.14 – Strengthening the Environment Committee:**

- Finalizing MoUs for E-Waste & Comprehensive Waste Management.
- Nomination of faculty members for waste management initiatives.

**15. IQAC.45.15 – Discussion on Frequency & Publication of Departmental Magazines.**

**16. IQAC.45.16 – Regarding preparation review of B. Pharma visit for Diploma & Degree Programs.**

**17. IQAC.45.17 – Any other matter with permission of the chair**

Dr. Nishant Saxena

**Copy to:**

• Director office	: For kind information please
• All Member's	: For kind information please
• All HOD's	: Invitee
• Registrar	: Special invitee
• Dr. Deepak Nanda	: Special Invitee
• Dr. Sunil Semwal	: Special invitee
• Dr. Tripuresh Joshi	: Special invitee
• Dr. Lalit Goyal	: Special invitee
• Mr. Gaurav Gupta	: Special invitee
• Mr. Vaibhav Kumar	: Special invitee
• Dr. Sanjeev Kumar	: Special invitee
• Dr. Sandeep Kumar	: Special invitee
• Mr. Emmanuel Gabriel	: Special invitee
• Mr. Abhishek Sharma (Sr. Librarian)	: Special invitee
• Mr. Anurag Bahuguna	: Special invitee
• Dr. Sugam Gupta	: Special invitee
• Mr. Deepak Bahuguna	: Special invitee
• Mr. Sandeep Goutam	: Special invitee

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### 45<sup>th</sup> Meeting of IQAC (Minutes of Meetings)

Date/Time	08/03/2025 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	Dean Academics/Coordinator IQAC	
Dr. Vijay Kumar Upadhyay	Registrar	
Dr. Deepak Nanda	Principal, School of Pharmacy	
Dr. Sunil Semwal	Dean, R&D	
Dr. Sanjay Sharma	Dean, Student welfare	
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	
Mr. Vaibhav Kumar	TPO	
Mr. Abhishek Kumar Sharma	Sr. Librarian	
Dr. Tripuresh Joshi	Coordinator, R&D	
Dr. Sugam Gupta	Chairperson, ICC	
Mr. Emmanuel Gabriel	Coordinator, Extension Committee	
Mr. Anurag Bahuguna	Coordinator Alumni Committee	

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Mr. Sandeep Goutam	Asst. Prof. ECE						
<b>Agenda:</b>							
IQAC Meeting on academic and other activities							
Issues	Actions						
No.	Actionee	Due Date					
IQAC.45.01 – Confirmation of minutes from the 44 <sup>th</sup> IQAC Meeting.							
IQAC.45.02 – Review of Load Distribution & Timetable for the Even Semester.	All H.O.D	10/3/25					
IQAC.45.03 – Review of Add-on Courses: ○ Topics covered. Evaluation of existing add-on courses (topics, relevance, and feedback).	Dept Addon coordinat	15/3/25					
IQAC.45.04 – Mentor-Parent Communication: ○ Updates on mentor-parent calls regarding student progress. ○ Reminder mechanisms for fee installment deadlines.	All Hon & Mentor	18/3/25					
IQAC.45.05 – Uploading Timetables to the UMS Portal.							
IQAC.45.06 – Library Infrastructure & Staffing: ○ Recruitment of additional library staff for new courses (B/D-Pharmacy). ○ Evaluation of library resources and expansion plans.	T. I. Coordinat	10/3/25					
IQAC.45.07 – Research & Innovation Initiatives: ○ Promotion of interdisciplinary projects and ideathon planning. ○ Screening and selection of student projects for IIC Yukti Portal. ○ Linking research outcomes to faculty appraisals. ○ Planning for AICTE Idea Lab setup.	Dean Researc.	25/3/25					
IQAC.45.08 – Placement & Admissions Review ○ Review of placement drives conducted till date and future planning. ○ Discussion on the design of the placement brochure and general admission brochure. ○ Review of admission brochure and necessary improvements.	Placer Coordinat	4/4/25					
IQAC.45.09 – Women-Centric Initiatives (ICC): ○ Review of common room facilities for female students and staff. ○ Conduct awareness programs for women's health and empowerment.	ICC Head	18/3/25					

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IQAC.45.10 – Discipline & Proctorial Matters:	<ul style="list-style-type: none"> <li>○ Conducting orientation sessions for proctors and student representatives.</li> <li>○ Enhancing campus discipline strategies.</li> </ul>	<i>Dean student welfare</i>	<i>18/3/21</i>
IQAC.45.11 – Social Responsibility & Cultural Activities:	<ul style="list-style-type: none"> <li>○ Preparation for Cultural Fest 'Sanskriti'.</li> <li>○ Implementing health and wellness awareness programs.</li> <li>○ Encouraging community and cultural activities (e.g., festivals, yoga sessions).</li> </ul>	<i>Mr. Emanuel</i>	<i>4/4/21</i>
IQAC.45.12 – Finalization of Dates for the Upcoming Sports Tournament.		<i>Mr. Deepak</i>	<i>23/3/21</i>
IQAC.45.13 – Planning & Preparation for the Alumni Meet (March 2025).		<i>Mr. Anurag</i>	<i>4/4/21</i>
IQAC.45.14 – Strengthening the Environment Committee:	<ul style="list-style-type: none"> <li>○ Finalizing MoUs for E-Waste &amp; Comprehensive Waste Management.</li> <li>○ Nomination of faculty members for waste management initiatives.</li> </ul>	<i>Mr. Sonaksh Ghotam</i>	<i>18/3/21</i>
IQAC.45.15 – Discussion on Frequency & Publication of Departmental Magazines.		<i>AI1 H.O.D</i>	<i>4/4/21</i>
IQAC.45.16 – Regarding preparation review of B. Pharma visit for Diploma & Degree Programs.		<i>Dr. Deepak Nanda</i>	<i>18/3/21</i>
IQAC.45.17 – Any other matter with permission of the chair.	<ul style="list-style-type: none"> <li>• Book Fair Proposal</li> <li>• M. Tech Dissertation Viva</li> </ul>	<i>AI1 H.O.D Dr. Librarian</i>	<i>23/3/21</i>

### Discussions/ Resolutions:

1. The minutes of the 44<sup>th</sup> IQAC meeting were reviewed and confirmed by all members present. The action taken on the decisions made during the previous meeting was noted and accepted without any modification.

### 2. Review of Departmental Load Distribution and Faculty Requirement

- Load distribution of each department has been reviewed.
- HoD CSE highlighted a deficiency of two faculty members, and recruitment was suggested.
- Emphasis was laid on completion of faculty feedback within a week.
- As per Dean Academics' direction, a single-page departmental timetable has been prepared for daily faculty monitoring.
- HoD Computer Applications raised the issue of missing Lab syllabus for "Entrepreneurship" in MCA, which needs to be addressed on priority on.

### 3. Status Review of Add-on Courses

- Add-on courses of ME, ECE, EEE, and CSE are completed.

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- Civil and MCA Add-on courses are scheduled for the third week of March.
- Director Sir emphasized analyzing feedback of the Add-on courses for quality improvement.

#### 4. Student Late Reporting and Mentoring

- It was reported that student late reporting due to Mahakumbh Mela in UP may lead to CIE debarment.
- HoDs were advised to ensure mentor diary updates every 15 days for each student.
- A fee reminder notice will be sent to students and parents regarding final installment submission of academic and hostel fees.

#### 5. Timetable Upload and Attendance on UTU UMS Portal

- A review of the timetable upload status was done. All departments have uploaded timetables and are marking attendance regularly on the UTU UMS portal.

#### 6. Library Staffing and Resource Expansion

- The Sr.Librarian requested recruitment of dedicated staff for the Pharmacy library.
- Plans were discussed for expanding library resources and space to accommodate more books.
- Departments were asked to suggest hard journal subscriptions for the new session.
- Director Sir emphasized faculty footfall in the library, urging faculty members to utilize library resources regularly..

#### 7. Final Year Projects and Interdisciplinary Emphasis

- Final year project allocation will be based on faculty specialization, with emphasis on interdisciplinary projects
- A central-level Ideathon is planned for April 2025..
- Students' projects to be registered in the IIC Yukti portal and mapped to Sustainable Development Goals (SDGs).
- Institute visit and material procurement for the AICTE idea lab is to be done.

#### 8. Placement Drives and Admission Team Expansion

- 31 placement drives have been conducted to date for the 2024-25 session.
- Concern was raised over student attendance in placement drives; corrective actions to be explored.
- The Placement and Admission Brochure has been designed and is under review by higher authorities.
- Proposal to expand the core team for admissions for better reach in the next session.

#### 9. Girls Common Room and Women-Centric Activities

- Girls' Common Room requires restructuring and renovation for better usability.
- Emphasis on conducting more events on women empowerment and hygiene.

#### 10. Proctorial Board Orientation and Campus Discipline

- An orientation session for Proctorial Board members will be outsourced to an external agency.
- Campus discipline to be strictly regulated, especially in preparation for Annual Cultural Fest "Sanskriti" scheduled for April 2025

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## 11. Preparations for Annual Cultural Fest "Sanskriti" 2025

- Preparations for "Sanskriti" have been initiated.
- All participants to practice post-lunch sessions in allocated venues (Auditorium, Seminar Hall, etc.).

## 12. Sports Activities and Discipline

- Sports Committee "VICTREE" to complete pending sports events by March 2025.
- Day scholar students' entry for evening sports restricted from 1st April 2025 to maintain discipline ahead of "Sanskriti."

## 13. Alumni Meet Planning

- Alumni Meet proposed for last week of April 2025, the exact date to be decided by higher management.

## 14. MoU on Waste Disposal

- MoUs have been signed with authorized firms for E-waste and Plastic waste disposal, ensuring environmentally friendly practices.

## 15. Departmental Magazine Publication

- All departments are directed to publish **one magazine per semester** to showcase academic and extracurricular activities.

## 16. PCI Inspection for Pharmacy

- Preparatory work for PCI inspection for Pharmacy approval is already initiated and ongoing.

## IQAC.43.17 – Any other matter with permission of the chair.

### Book Fair Proposal

- Sr. Librarian proposed organizing a central-level Book Fair in April-May 2025 to enhance academic resources and engagement.

### M. Tech Dissertation Viva

- Internal viva for M. Tech dissertation to be conducted two months prior to university schedule, for all departments.

Dr. Nishant Saxena  
(Coordinator, IQAC)  
**CO-ORDINATOR, IQAC  
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