

Ref. No.: Tula's/IQAC/1024/03

Date: 07.10.2024

NOTICE

This is to inform you that the 43rd meeting of IQAC will be held in the IQAC Room at 03.00pm on 09.10.2024. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

1. IQAC.43.01 – Confirmation of minutes from the 42nd IQAC Meeting.
2. IQAC.43.02 – AQAR Submission for the session 2022-23 & 2023-24.
3. IQAC.43.03 – Academic record maintenance & Mentor mentee file.
4. IQAC.43.04 – Regarding preparation of the departmental files.
5. IQAC.43.05 – Question paper submission for the 1st CIE.
6. IQAC.43.06 – Collection of Alumni data.
7. IQAC.43.07 – Usage of Modern tools.
8. IQAC.43.08 – Preparation of International Conference ICACCM 2024.
9. IQAC.43.09 – Disciplined and professional atmosphere in the institution.
10. IQAC.43.10 – Conduction of the Alumni talk.
11. IQAC.43.11 – Expert lectures from the External agencies in the vicinity of Dehradun.



Dr. Nishant Saxena

Co-ordinator, IQAC
TULA'S INSTITUTE
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|-----------------------|-------------------------------|
| • Director office | : For kind information please |
| • Registrar | : For kind information please |
| • All HOD's | : Invitee |
| • Dr. Sunil Semwal | : Special invitee |
| • Dr. Tripuresh Joshi | : Special invitee |
| • Dr. Lalit Goyal | : Special invitee |
| • Mr. Gaurav Gupta | : Special invitee |
| • Mr. Anurag Bahuguna | : Special invitee |

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.



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43rd Meeting of IQAC (Minutes of Meetings)

Date/Time	09/10/2024 03:00PM	
Venue:	IQAC	
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	Dean Academics	
Dr. Vijay Kr. Upadhyay	Registrar	
Dr. Sanjay Sharma	HoD, Agri, DSW	
Dr. Sunil Semwal	Dean R&D	
Dr. Sanjeev Kumar	Professor CSE/CA/Co-coordinator (IQAC)	
Dr. Anand Kumar Gupta	HoD, CSE/Co-coordinator (IQAC)	
Dr. Lalit Goyal	HoD, GSB/COE	
Dr. Tripti Khanduri	HoD, CE	
Dr. Priya Matta	HoD, CA	
Mr. Abhishek Chakravorty	HoD, ECE/EEE	
Mr. Mukesh Pathela	HoD, Applied Science	
Mr. Ankit Jain	HoD, ME	
Mr. Tauseef Iqbal	HoD, JMC	
Dr. Tripuresh Joshi	Coordinator R&D	
Mr. Gaurav Gupta	Asst. Prof. CSE /COE	
Ms. Akansha Srivastava	Asst. Prof. CSE	
Mr. Sharad Pratap Singh	Asst. Prof. CSE	
Mr. Kshitij Jain	Asst. Prof. CSE	
Mr. Anuj Rajput	Asst. Prof. CSE	

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Mr. Siddharth Sharma	Asst. Prof. CSE	
Ms. Hema	Asst. Prof. CSE	
Absent:	Reason	

Agenda:

IQAC Meeting on planning, implementation and review of academic activities.

Issues	Actions		
	No.	Actionee	Due Date
IQAC.43.01: Confirmation of Minutes of the 42nd Meeting of IQAC	1	—	—
IQAC.43.02: AQAR Submission for 2022-23 and 2023-24	2	IQAC Coordinator	20/11/24
IQAC.43.03: Competitive Examination Data and Student Support	3	All HOD	25/10/24
IQAC.43.04: Alumni Data collection	4	Alumni Coordinator	25/10/24
IQAC.43.05: Research and Publications	5	Dean Research	30/11/24
IQAC.43.06: Departmental Files and Inspection	6	IQAC Co-coordinators	25/10/24
IQAC.43.07: Examination and Assessment	7	All HOD	20/11/24
IQAC.43.08: Academic and Co-curricular Improvements	8	All HOD	—
IQAC.43.09: Institutional Discipline and Professional Environment	9	—	—
IQAC.43.10: Infrastructure and Facilities • Projector Availability • Lab Maintenance	10	All H.O.D.	20/10/24
IQAC.43.11: Any Other with the permission of chair	11	—	—

Discussions/ Resolutions:

1. Confirmation of Previous Minutes:

The minutes of the 42nd IQAC Meeting were reviewed and confirmed without any objections.

2. The AQAR for the academic years 2022-23 and 2023-24 is scheduled for submission by December 2024.

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3. Competitive Examination Data and Student Support

- GATE/GRE/IELTS/TOEFL scorecards are to be documented and used as proof for NAAC accreditation, showcasing students pursuing higher education.
- HoDs are required to submit suggestions on increasing student participation in competitive exams.
- A team of 3-4 members will be formed to assist students with Letters of Recommendation (LORs) and proper documentation.
- It was discussed to contact students for higher education details for proper record-keeping and NAAC documentation.

4. Alumni Data Collection

- Alumni should be contacted for updated information to be maintained in files created by Ms. Swati for NAAC documentation.
- HoDs are responsible for updating their departmental alumni data accordingly.
- Placement data for 2023-24 will be provided by Mr. Vaibhav Kumar.
- Alumni data collection will be done under three categories:
 - Placement
 - Higher Education
 - Entrepreneurship
- This data will be required for the Alumni Meet scheduled in Even Semester 2024-25.
- More alumni-student interactions were recommended to strengthen institute-alumni bonding.

5. Research and Publications

- Each faculty member is required to publish at least one research paper to contribute to the institution's academic and research goals.
- The Research Committee should encourage faculty to apply for research grants.
- For the upcoming International Conference (ICACCM 2025), each department is directed to register and submit at least two research papers.

6. Departmental Files and Inspection

- Each department must prepare 25 departmental files for the academic session 2023-24 within a specific deadline.
- An inspection team will be formed to cross-verify departmental files.

7. Examination and Assessment

- The Exam Cell is instructed to circulate the question paper format for the 1st CIE of Odd Semester 2024-25, ensuring proper alignment with Course Outcomes (COs) and Bloom's Taxonomy (BCL).

8. Academic and Co-curricular Improvements

- Timely conduct of classes and improvement in student attendance were emphasized.
- Industrial Visits: Each department must organize 2-3 industrial visits per year.
- Alumni Talks and Career Guidance Sessions should be organized regularly.
- Expert lectures from the External agencies in the vicinity of Dehradun.

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- Modern Teaching Tools: Faculty are advised to use digital boards and projectors for effective lecture delivery.

9. Institutional Discipline and Professional Environment

- Faculty ID Cards: Mandatory wearing of ID cards on campus.
- Faculty Attire: Formal dress code to maintain professional standards.
- Student Uniforms: Students must adhere to the uniform policy.

10. Infrastructure and Facilities

- Projector Availability: All newly purchased projectors should be effectively used in classrooms.
- Lab Maintenance:
 - HoDs of ECE, EEE, ME, CE, Agriculture to inspect labs and report required maintenance.
 - Estimated expenses for maintenance to be submitted for approval.

11. Any Other with the permission of chair

- Dr. Raghav Garg - Vice President (Technology) suggested that the Peer Team Report from NBA be thoroughly read and analyzed by all members to identify key areas for improvement, especially weaknesses.
- Key areas needing improvement in SAR for NAAC include:
 - Strategic Plan
 - Student Strength
 - Number of PhD-qualified faculty members
 - Number of students preparing for competitive examinations
- Proper Academic Records: Emphasis was laid on maintaining proper academic records from the current semester in departmental drives to log every activity.
- A new format of Mentor-Mentee dossier is proposed by Director Sir, to be circulated among HoDs for correction/modification.

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