

Consolidated Minutes of the Meetings of IQAC held on 11/09/2019, 18/09/2019, 25/09/2019, 09/10/2019, 23/10/2019

Following members were present in the meetings:

**Meeting on 11/09/2019 at Conference Hall, 1:45 pm to 2:45 pm**

Nandan Nawn Co-ordinator

Ramakrishnan Sitaraman

Anandita Singh

Kamna Sachdeva

L N Venkatraman

Kamal Sharma

Ratan Jha

Dhanraj Singh

Vinay P Sinha

Vishnu Konoorayar

Rohit Sharma

Sudipta Chatterjee, Manipadma Datta, Pradeep Kumar Padhy, Romit Sen, Anil Kr Gupta and Surender Singh were not present in the Meeting.

Rakesh Joshi was present to assist the proceedings.

**Meeting on 18/09/2019 at Conference Hall, 1:45 pm to 2:45 pm**

Manipadma Datta Chairperson

Nandan Nawn Co-ordinator

Ramakrishnan Sitaraman

Anandita Singh

Kamal Sharma

Ratan Jha

Vinay P Sinha

Vishnu Konoorayar

Rohit Sharma

Pradeep Kumar Padhy, Kamna Sachdeva, L N Venkatraman, Dhanraj Singh, Sudipta Chatterjee, Romit Sen, Anil Kr Gupta and Surender Singh were not present in the Meeting.

Rakesh Joshi was present to assist the proceedings.

**Meeting on 25/09/2019 at Seminar Hall, 1:45 pm to 2:45 pm**

Manipadma Datta Chairperson

Nandan Nawn Co-ordinator

Ramakrishnan Sitaraman

Anandita Singh

Pradeep Kumar Padhy

L N Venkatraman

Kamal Sharma

Ratan Jha

Vishnu Konoorayar

Rohit Sharma, Vinay P Sinha, Kamna Sachdeva, Dhanraj Singh, Sudipta Chatterjee, Romit Sen, Anil Kr Gupta and Surender Singh were not present in the Meeting.

Rakesh Joshi was present to assist the proceedings.

**Meeting on 09/10/2019 at Seminar Hall, 1:45 pm to 2:45 pm**

Nandan Nawn Co-ordinator

Ramakrishnan Sitaraman

Anandita Singh

L N Venkatraman

Kamna Sachdeva

Sudipta Chatterjee

Rohit Sharma

Kamal Sharma

Ratan Jha

Vishnu Konoorayar

Manipadma Datta, Vinay P Sinha, Dhanraj Singh, Pradeep Kumar Padhy, Romit Sen, Anil Kr Gupta and Surender Singh were not present in the Meeting.

Rakesh Joshi was present to assist the proceedings.

**Meeting on 23/09/2019 at Seminar Hall, 1:45 pm to 2:45 pm**

Nandan Nawn Co-ordinator

Ramakrishnan Sitaraman

Anandita Singh

Kamna Sachdeva

L N Venkatraman

Kamal Sharma

Ratan Jha

Dhanraj Singh, Sudipta Chatterjee, Vinay P Sinha, Manipadma Datta, Pradeep Kumar Padhy, Vishnu Konoorayar, Romit Sen, Rohit Sharma, Anil Kr Gupta and Surender Singh were not present in the IQAC Meeting.

Rakesh Joshi was present to assist the proceedings.

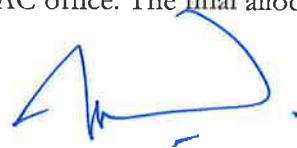
**Minutes:**

Agenda 1: Allocating of the responsibility for preparation of data and validation of the information for AQAR (and SSR)

The members deliberated upon the draft allocation prepared by IQAC office. The final allocation is enclosed as Annexure 1.



[Nandan Nawn]  
Coordinator, IQAC



[Manipadma Datta]  
Chairperson, IQAC

The Annual Quality Assurance Report (AQAR) of the IQAC

Key Indicator	Metric	Description	Preparation	Validation	Remarks
1.1 Curriculum Design and Development	1.1.1	Programmes for which syllabus revision was carried out during the Academic year	IQAC	Programme Co-ordinators	
1.1 Curriculum Design and Development	1.1.2	Courses focussed on employability/entrepreneurship/ skill development during the Academic Year	IQAC	Programme Co-ordinators	
1.2 Academic Flexibility	1.2.1	New courses introduced during the Academic year	IQAC	Programme Co-ordinators	
1.2 Academic Flexibility	1.2.2	Programmes in which Choice Based Credit System (CBCS)/elective course system has been implemented	IQAC	Dean (Academic)	
1.3 Curriculum Enrichment	1.3.1	Value-added courses imparting transferable and life skills offered during the year	IQAC	Dean (Academic)	Data prepared by IQAC with consultation of Associate Director
1.3 Curriculum Enrichment	1.3.2	Field projects / internships undertaken during the year	Ass Dir & PERO	Programme Co-ordinators	
1.4 Feedback System	1.4.1	Whether structured feedback received from all the stakeholders. 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents	Dr. Kamna Sachdeva	Dean (Academic)	Data preparation with consultation of Program Coordinator
1.4 Feedback System	1.4.2	How the feedback obtained is being analyzed and utilized for overall development of the institution?	Dean (Academic)	VC	
2.1 Student Enrolment and Profile	2.1.1	Demand Ratio during the year	Assistant Registrar	Dy. Registrar	
2.2 Catering to Student Diversity	2.2.1	Student - Full time teacher ratio	Assistant Registrar	Dy. Registrar	

Handwritten signature or mark in the top right corner.

2.3 Teaching - Learning Process	2.3.1	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	Col 1 Asstt. Registrar, Col 2 Programme coordinator Col 3-5 IT, Col 6 Assitant Librarian	IQAC	
2.3 Teaching - Learning Process	2.3.2	Students mentoring system available in the institution. Give Details.	Programme Co-ordinators	IQAC	
2.4 Teacher Profile and Quality	2.4.1	Number of full time teachers appointed during the year	Dy. Registrar	Registrar	
2.4 Teacher Profile and Quality	2.4.2	Honours and recognitions received by teachers during the year	Faculty	IQAC	
2.5 Evaluation Process and Reforms	2.5.1	Number of days from the date of last semester-end/ year- end examination till the declaration of results during the year	Dy. Registrar & Asstt. CoE	CoE	
2.5 Evaluation Process and Reforms	2.5.2	Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the year	Dean (Academic)	Registrar	
2.6 Student Performance and Learning Outcomes	2.6.1	Program outcomes, program specific outcomes and course outcomes for all Programmes offered by the institution are stated and displayed on website	Programme Co-ordinators	Dean (Academic)	executed by IT
2.6 Student Performance and Learning Outcomes	2.6.2	Average pass percentage of students	Dy. Registrar & Asstt. CoE	CoE	
2.7 Student Satisfaction Survey	2.7.1	Student satisfaction survey regarding teaching learning process.	Registrar	Dean (Academic)	executed by IT
3.1 Promotion of Research and Facilities	3.1.1	Number of teachers awarded National / International fellowship for advanced studies/ research during the year	Faculty	IQAC	

10/10/2023

3.1 Promotion of Research and Facilities	3.1.2	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the year	Dy. Registrar & Assistant DPEC from registration from	FO	
3.2 Resource Mobilization for Research	3.2.1	Research funds sanctioned and received from various agencies, industry and organisations	FO	Dean (Research)	
3.3 Innovation Ecosystem	3.3.1	Workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year	Dy. Registrar	IQAC	With inputs from Head, CPGLS, Dean (Research) and Innovation Development Committee
3.3 Innovation Ecosystem	3.3.2	Awards for innovation won by institution/teachers/research scholars/students during the year	Innovation Development Committee	Registrar	
3.3 Innovation Ecosystem	3.3.3	Number of start-ups, incubated on campus during the year	Innovation Development Committee	Registrar	
3.4 Research Publications and Awards	3.4.1	Ph.Ds awarded during the year	Dy. Registrar	Registrar	
3.4 Research Publications and Awards	3.4.2	Research publications in the journals notified on UGC website during the year	IT/ Assistant Librarian	Assistant Librarian	
3.4 Research Publications and Awards	3.4.3	Books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the year	IT	Assistant Librarian	
3.4 Research Publications and Awards	3.4.4	Patents published/awarded during the year	IPR Convener	IQAC	

3.4 Research Publications and Awards	3.4.5	Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index	Assistant Librarian	IQAC	
3.4 Research Publications and Awards	3.4.6	h-index of the institutional publications during the year (based on Scopus/ Web of Science )	Assistant Librarian	IQAC	
3.4 Research Publications and Awards	3.4.7	Faculty participation in Seminars/Conferences and Symposia during the year	Registrar Office	IQAC	
3.5 Consultancy	3.5.1	Revenue generated from consultancy during the year	FO	Auditor	
3.5 Consultancy	3.5.2	Revenue generated from corporate training by the institution during the year	FO	Auditor	
3.6 Extension Activities	3.6.1	Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/YRC etc., during the year	SESSC Convenor	Registrar	with inputs from PERO & Associate Director
3.6 Extension Activities	3.6.2	Awards and recognition received for extension activities from Government /recognised bodies during the year	PERO	Registrar	
3.6 Extension Activities	3.6.3	Students participating in extension activities with Government Organisations, Non-Government Organisations and Programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year	PERO & SESSC	Registrar	

WMO/2019

3.7 Collaboration	3.7.1	Number of Collaborative activities for research, faculty exchange, student exchange during the year	Dean (Research) & PERO	Registrar	with inputs from PCs
3.7 Collaboration	3.7.2	Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year	PERO+Dean (Research)	IQAC	preparation with inputs from Programme Coordination
3.7 Collaboration	3.7.3	MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the year	Registrar Office	IQAC	
4.1 Physical Facilities	4.1.1	Budget allocation, excluding salary for infrastructure augmentation during the year.	FO	Registrar	
4.1 Physical Facilities	4.1.2	Details of augmentation in infrastructure facilities during the year ( classrooms, laboratories, computing equipment, classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, sports, games (indoor, outdoor, gymnasium, yoga centre etc.) and cultural activities	Associate Director & FO	Registrar	
4.2 Library as a Learning Resource	4.2.1	Library is automated using Integrated Library Management System (ILMS) Library services. 1. e – journals 2. e-ShodhSindhu 3. Shodhganga membership 4. e-books 5. Databases	Assistant Librarian	Registrar	

WINDICE

4.2 Library as a Learning Resource	4.2.2	E-content is developed by teachers : 1. For e-PG-Pathshala 2. For CEC (Under Graduate) 3. For SWAYAM 4. For other MOOCs platform 5. For NPTEL/NMEICT/any other Government initiative 6. For institutional LMS	Assistant Librarian	IQAC	
4.3 IT Infrastructure	4.3.1	Technology Upgradation (Overall) Available bandwidth of internet connection in the Institution (Leased line) Options: A. $\geq 1$ GBPS B. 500 MBPS - 1 GBPS C. 250 MBPS - 500 MBPS D. 50 MBPS - 250 MBPS E. $< 50$ MBPS	IT	Registrar	
4.3 IT Infrastructure	4.3.2		IT	Registrar	
4.3 IT Infrastructure	4.3.3	Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System(LCS)	IT	Registrar	
4.4 Maintenance of Campus Infrastructure	4.4.1	Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the year	FO	Registrar	
4.4 Maintenance of Campus Infrastructure	4.4.2	Policies and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	Associate Director	Registrar	with inputs from IT

*improvement*



5.1 Student Support	5.1.1	Scholarships and Financial support (Financial support from institution and other sources)	FO	Registrar	
5.1 Student Support	5.1.2	Number of capability enhancement and development schemes . 1. Guidance for competitive examinations, 2. Career Counselling, 3. Soft skill development, 4. Remedial coaching, 5. Language lab, 6. Bridge courses, 7. Yoga and Meditation, 8. Personal Counselling	Associate Director	Registrar	with inputs from Program Coordinator
5.1 Student Support	5.1.3	Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year	PERO	Registrar	
5.1 Student Support	5.1.4	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	Registrar Office	Student Grievances Redressal Committee, Anti Ragging Committee & Internal Complaint Committee	
5.2 Student Progression	5.2.1	Details of campus placement during the year	PERO	Registrar	with inputs of Placement coordinator
5.2 Student Progression	5.2.2	Student progression to higher education in percentage during the year	PERO	Registrar	Draft circulated to all faculty once in semester

2/2/2024

5.2 Student Progression	5.2.3	Students qualifying in state/national/international level examinations during the year (eg: NET/SLET/GATE/GMAT/CAT/GRE/TOEFL/Civil Services/State government examinations)	PERO	Registrar	Draft circulated to all faculty once in semester
5.2 Student Progression	5.2.4	Sports and cultural activities / competitions organised at the institutional level during the year	PERO	Registrar	With inputs from SEPCC
5.3 Student Participation and Activities	5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) during the year	PERO	Registrar	with inputs of SEPCC
5.3 Student Participation and Activities	5.3.2	Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution	SESCC Convenor	Registrar	
5.3 Student Participation and Activities	5.3.3	Alumni Engagement	PERO	Alumni Committee Coordinator	
6.1 Institutional Vision and Leadership	6.1.1	Mention two practices of decentralization and participative management during the last year (max. 500)	VC		
6.1 Institutional Vision and Leadership	6.1.2	Does the institutional have a management information system (MIS)?	IT	Registrar	

WTRD

6.2 Strategy Development and Deployment	6.2.1	Quality improvement strategies adopted by the institutions for each of the following: 1. Curriculum Development, 2. Teaching and Learning, 3. Examination and Evaluation, 4. Research and Development, 5. Library, ICT and physical Infrastructure / Instrumentation, 6. HRM, 7. Industry Interaction / Collaboration and 8. Admission of Students	Dean (Academic), CoE, Dean ®, Asstt. Lib., Dy. Registrar, Asstt. Registrar	VC	
6.2 Strategy Development and Deployment	6.2.2	Implementation of e-governance in areas of operation 1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination	IT, Associate Director, FO, Asst. Registrar	Registrar	
6.3 Faculty Empowerment Strategies	6.3.1	Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year	IGC Convenor	FO	
6.3 Faculty Empowerment Strategies	6.3.2	Number of professional development / administrative training Programmes organized by the university for teaching and non teaching staff during the year	Associate Director	Registrar	

*Handwritten signature*

6.3 Faculty Empowerment Strategies	6.3.3	No. of teachers attending professional development Programmes, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programmes during the year	Registrar	VC	
6.3 Faculty Empowerment Strategies	6.3.4	Faculty and Staff recruitment	Dy. Registrar	Registrar	
6.3 Faculty Empowerment Strategies	6.3.5	Welfare Schemes for teaching, non teaching and students	Dy. Registrar	Registrar	
6.4 Financial Management and Resource Mobilization	6.4.1	Institution conducts internal and external financial audits regularly	FO	Registrar	
6.4 Financial Management and Resource Mobilization	6.4.2	Funds / Grants received from non-government bodies, individuals, philanthropes during the year (not covered in Criterion III) ( Amount in Rupees)	FO	Auditor	
6.4 Financial Management and Resource Mobilization	6.4.2	Total Corpus fund generated	FO	Registrar	
6.5 Internal Quality Assurance System	6.5.1	Whether Academic ad Administrative Audit (AAA) has been done?	Associate Director	Registrar	
6.5 Internal Quality Assurance System	6.5.3	Activities and support from the Parent-Teacher Association (at least three)	Associate Director	Registrar	
6.5 Internal Quality Assurance System	6.5.4	Development programmes for support staff (at least three)	Associate Director	Registrar	
6.5 Internal Quality Assurance System	6.5.5	Post Accreditation initiatives (At least three)	Dy. Registrar	Registrar	
6.5 Internal Quality Assurance System	6.5.6	a. Submission of Data for AISHE portal, b. Participation in NIRF, c. ISO Certification, d. NBA or any other quality audit	Assistant Registrar	Registrar	
6.5 Internal Quality Assurance System	6.5.7	Number of Quality Initiative undertaken during the year	IQAC	Registrar	

Handwritten signature/initials in the top right corner.

7.1 Institutional Values and Social Responsibilities	7.1.1	Gender Equity (Number of gender equity promotion Programmes organized by the institution during the year)	Associate Director	Registrar	with inputs from Diversity, Equity and Ethics Committee
7.1 Institutional Values and Social Responsibilities	7.1.2	Environmental Consciousness and Sustainability / Alternate Energy initiatives such as: Percentage of power requirement of the university met by the renewable energy sources	SESCC Convenor	Associate Director	
7.1 Institutional Values and Social Responsibilities	7.1.3	Differently abled (Divyangjan) Friendliness Resources available in the institution 1) Physical facilities 2) Provision for lift, 3) Ramp / Rails, 4) Braille Software/facilities, 5) Rest Rooms, 6) Scribes for examination, 7) Special skill development for differently abled students 8) Any other similar facility (Specify)	Associate Director	Registrar	
7.1 Institutional Values and Social Responsibilities	7.1.4	Inclusion and Situatedness (Number of specific initiatives taken to address locational advantages and disadvantages during the year)	Associate Director	Registrar	
7.1 Institutional Values and Social Responsibilities	7.1.5	Human Values and Professional Ethics (Code of conduct / handbook for various stakeholders)	Registrar Office	Registrar	
7.1 Institutional Values and Social Responsibilities	7.1.6	Activities conducted for promotion of universal values and Ethics	Seminar Committee	Registrar	
7.1 Institutional Values and Social Responsibilities	7.1.7	Initiatives taken by the institution to make the campus eco friendly	Associate Director	Registrar	

www.mca.gov.in

7.2 Best Practices	7.2.1	State at least two institutional best practices (as per NAAC format)	VC		
7.3 Institutional Distinctiveness	7.3.1	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust	VC		

*Handwritten signature*