

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
HELD ON 16th AUGUST 2022 AT 10:00 AM IN THE CONFERENCE HALL**

MEMBERS PRESENT:

Dr. Prateek Sharma	Chairperson
Dr. Naqui Anwer	Coordinator
Dr. Ramakrishnan Sitaraman	Member
Dr. Chaithanya Madhurantakam	Member
Dr. Chander K Singh	Member
Dr. Abhijit Datey	Member
Dr. Aviruch Bhatia	Member
Dr. Chandan Kumar	Member
Dr. Vidhi Madaan Chadda	Member
Mr. Ratan Jha	Member
Mr. Kamal Sharma	Member
Mr. Dhanraj Singh	Member
Dr. Harpreet Kaur	Member
Ms. Ananya Khosla	Member
Ms. Tanvi Khurana	Member
Dr. Seema Sangita	Controller of examination – special invitee

Mr. Prateek Sengupta was not present with prior intimation.

Agenda 1: Confirmation of the Minutes of the Meeting held on 20th July 2022.

The minutes of the last meeting were shared electronically. No comments were received. The members of IQAC approved the minutes.

Agenda 2: Activities planned for the Peer Team Visit (PTV)

The coordinator has apprised the members that the PTV shall primarily focus on qualitative metrics. Therefore, our preparation should be more focussed towards presenting the information provided in qualitative metrics of the SSR along with supporting documents. He has also communicated that the mock visit will give us an opportunity to take a stock of preparedness for the visit and shared the metric wise PTV responsibilities for the mock visit. The coordinator has communicated the details of following activities planned for the Peer Team Visit:

- (i) Mock visit
- (ii) Metric wise PTV responsibilities

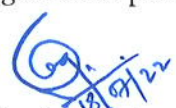
The details of mock visit is attached as **Annexure – A**

The details of metric wise responsibilities is attached as **Annexure – B**

Agenda 3: Strategize and planning of the PTV

The coordinator has informed the members that the peer team shall visit TERI SAS campus for accreditation from 13th September 2022 to 15th September 2022. The detailed plan of presentations and interactions during the visit has been prepared. The detailed plan of presentations and interactions are attached as **Annexure – C**.

There being no other points, the meeting ended with thanks to the Chair.


[Naqui Anwer]
Coordinator, IQAC


[Prateek Sharma]
Chairperson, IQAC

Annexure - A (1 Page)

Preparedness for mock visit

S. No.	Activities during NAAC visit	Faculty / Staff incharge	Date for 1st Mock Visit	Evaluating Panel
1	Presentations			
	VC	Prof. Prateek	16-08-2022	Dr Arun Dr Anandita Dr Sudipta Dr Chaitanya Dr Shaleen Naqui
	Dean (A)	Prof. Ramakrishna		
	Dean (R&R)	Prof. Shaleen		
	Dean (Students' welfare)	Prof. Anandita		
	HoDs [representing older departments]			
	Centre For Post Graduate Legal Studies	Dr Sukanya		
	Department of Policy Studies			
	Department of Business And Sustainability			
	Department of Biotechnology	Dr Chaitanya		
	Department of Energy And Environment	Dr Sapan		
	Centre For Distance Education			
	Department of Natural Resources	Dr Vinay		
	Department of Regional Water Studies	Dr Sudipta		
	Controller of examination	Dr S B Tripathi/Dr Seema	12-08-2022	
	Library	Mr Ratan		
	IT facilities	Ms Pooja		
	Finance Officer	Mr Dhanraj		
	Registrar – Administration	Mr Kamal		
	Convenor of Institutional Committees		TBD	
2	Visit to laboratories	Dr C K Singh	12-08-2022	
3	Visit to hostel	Dr Sherly	12-08-2022	
4	Visit to Library	Mr. Ratan	12-08-2022	
5	Visit to additional facilities – cafeteria, gym, sports, earth air tunnel,	Mr Kamal	12-08-2022	
6	Cultural programme	Mr Abhijit & Ms Gauri	Preparedness to be audited on 12/08/2022	
7	PhD/funded research publication – poster presentation	Dr Gopal		
8	Interaction with teaching staff/faculty			
9	Interaction with non-teaching staff/laboratory staff/library staff	Mr. Naushad & Mr Shashank		
10	Interaction with administrative staff/office staff/programme assistants	Mr Kamal & Mr Raj		
11	Interaction with Students	Dr Chandan & Ms Sonika		
12	Interaction with Alumni	Dr Ranjana & Ms Sonika		
13	Interaction with Parents	Dr Vidhi & Ms Sonika		
14	Interaction with chancellor	Mr Bala		
15	Interaction with BoM, GC, Trustee, AC	Ms Veena		
16	Logistics – within university [breakfast/snacks/lunch etc]	Mr Akhilesh		
17	Logistics – outside university [pick up/drop/local travel etc]	Mr. Rajesh Thakur		



Criterion I – Curricular Aspects				
Key Indicator – 1.1 Curriculum Design and Development				
Metric	Question	Presentation		
1.1.1	Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which is reflected in Programme outcomes (POs), Programme Specific Outcomes(PSOs) and Course Outcomes(COs) of the Programmes offered by the Institution.	Dean (A)		
1.1.2	Percentage of programs where syllabus revision was carried out during the last five years	Dean (A)	HoD	
1.1.3	Average percentage of courses having focus on employability/entrepreneurship/ skill development	Dean (A)	HoD	
Key Indicator – 1.2 Academic Flexibility				
1.2.1	Percentage of new courses introduced of the total number of courses across all programs offered during the last five years	Dean (A)	HoD	
1.2.2	Percentage of programs in which Choice Based Credit System (CBCS)/elective course system has been implemented	Dean (A)	HoD	
Key Indicator – 1.3 Curriculum Enrichment				
1.3.1	Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum	Dean (A)		VC
1.3.2	Number of value-added courses imparting transferable and life skills offered during the last five years	Dean (A)	HoD	
1.3.3	Percentage of students enrolled in the courses under 1.3.2 above	Dean (A)	HoD	
1.3.4	Percentage of students undertaking field projects/ research projects / internships	Dean (A)		
Key Indicator – 1.4 Feedback System				
1.4.1	Structured feedback for design and review of syllabus – semester-wise / year-wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni	Dean (A)		VC
1.4.2	Feedback processes of the institution	Dean (A)		VC
Criterion II – Teaching-Learning and Evaluation				
Key Indicator - 2.1 Student Enrolment and Profile				
2.1.1	Demand Ratio (Average of last five years)	Dean (A)	Admission committee	
2.1.2	2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the last five years (Excluding Supernumerary Seats)			
Key Indicator - 2.2 Catering to Student Diversity				
2.2.1	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners	Dean (A)	VC	HoD
2.2.2	Student - Full time teacher ratio	Dean (A)	Registrar	
Key Indicator - 2.3 Teaching - Learning Process				
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Dean (A)	VC	HoD
2.3.2	Teachers use ICT enabled tools including online resources for effective teaching and learning process.	Dean (A)	VC	IT
2.3.3	Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)	Dean (A)	HoD	
Key Indicator - 2.4 Teacher Profile and Quality				
2.4.1	Average percentage of full time teachers against sanctioned posts during the last five years	Dean (A)	Registrar	
2.4.2	Average percentage of full time teachers with Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit. year-wise during the last five years	Dean (A)	Registrar	
2.4.3	Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	Dean (A)	Registrar	
2.4.4	Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years	Dean (A)	VC	HoD
Key Indicator - 2.5 Evaluation Process and Reforms				
2.5.1	Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years	Dean (A)	CoE	
2.5.2	Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years	Dean (A)	CoE	
2.5.3	IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution			
2.5.4	Status of automation of Examination division along with approved Examination Manual A. 100% automation of entire division & implementation of Examination Management System (EMS) B. Only student registration, Hall ticket issue & Result Processing C. Only student registration and result processing D. Only result processing E. Only manual methodology	Dean (A)	CoE	IT
Key Indicator - 2.6 Student Performance and Learning Outcomes				
2.6.1	The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents	Dean (A)	IQAC	
2.6.2	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution	Dean (A)	IQAC	
2.6.3	Average pass percentage of students	Dean (A)	CoE	
Key Indicator - 2.7 Student Satisfaction Survey				
2.7.1	Online student satisfaction survey regarding teaching learning process.		IQAC	
Criterion III – Research, Innovations and Extension				
Key Indicator - 3.1 Promotion of Research and Facilities				
3.1.1	The institution's Research facilities are frequently updated and there is a well defined policy for promotion of research which is uploaded on the institutional website and implemented	Dean (R & P)	VC	
3.1.2	The institution provides seed money to its teachers for research (average per year)	Dean (R & P)	VC	

3.1.3	Percentage of teachers receiving national / international fellowship / financial support by various agencies for advanced studies / research during the last five years.	Dean (R & P)	VC	
3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the university enrolled during the last five years	Dean (R & P)	Registrar	
3.1.5	University has the following facilities 1. Central Instrumentation Centre 2. Animal House/Green House / Museum 3. Central Fabrication facility 4. Media laboratory/Business Lab/Studios 5. Research/Statistical Databases	Dean (A)	VC	
3.1.6	Percentage departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by government agency	Dean (R & P)		
Key Indicator - 3.2 Resource Mobilization for Research				
3.2.1	Extramural funding for Research (Grants sponsored by the non-government sources such as industry, corporate houses, international bodies for research projects) endowments, Chairs in the University during the last five years (INR in Lakhs).	Dean (R & P)	FO	HoD
3.2.2	Grants for research projects sponsored by the government agencies during the last five years (INR in Lakhs).	Dean (R & P)	FO	HoD
3.2.3	Number of research projects per teacher funded by government and non-government agencies during the last five years	Dean (R & P)	FO	
Key Indicator - 3.3 Innovation Ecosystem				
3.3.1	Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge	Dean (R & P)		
3.3.2	Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the last five years.	Dean (R & P)	VC	
3.3.3	Number of awards / recognitions received for research/innovations by the institution / teachers / research scholars / students during the last five years.	Dean (R & P)	VC	
Key Indicators - 3.4 Research Publications and Awards				
3.4.1	The Institution ensures implementation of its stated Code of Ethics for research through the following: 1. Inclusion of research ethics in the research methodology course work 2. Presence of Ethics committee 3. Plagiarism check through software 4. Research Advisory Committee	Dean (R & P)	Dean (A)	
3.4.2	The institution provides incentives to teachers who receive state, national and international recognitions/awards 1. Commendation and monetary incentive at a University function 2. Commendation and medal at a University function 3. Certificate of honor 4. Announcement in the Newsletter / website	Dean (R & P)	VC	
3.4.3	Number of Patents published/awarded during the last five years	Dean (R & P)	VC	Dean (A)
3.4.4	Number of Ph.D.s awarded per teacher during the last five years	Dean (R & P)	HoD	
3.4.5	Number of research papers per teacher in the Journals notified on UGC website during the last five years	Dean (R & P)	LIB	VC
3.4.6	Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years	Dean (R & P)	LIB	VC
3.4.7	3.4.7 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. Any other Government Initiatives 6. For Institutional LMS	Dean (R & P)	LIB	VC
3.4.8	Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed	Dean (R & P)	LIB	VC
3.4.9	Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - hindex of the Institution			
Key Indicators - 3.5 Consultancy				
3.5.1	Institution has a policy on consultancy including revenue sharing between the institution and the individual and encourages its faculty to undertake consultancy.	Dean (R & P)	IQAC	VC
3.5.2	Revenue generated from consultancy and corporate training during the last five years (INR in Lakhs).	Dean (R & P)	FO	
Key Indicators - 3.6 Extension Activities				
3.6.1	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years	Dean (SW)	VC	
3.6.2	Number of awards received by the Institution, its teachers and students from Government /Government recognised bodies in recognition of the extension activities carried out during the last five years	Dean (SW)	VC	
3.6.3	Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years	Dean (SW)	SESCC	
3.6.4	Average percentage of students participating in extension activities listed at 3.6.3 above during the last five years	Dean (SW)	SESCC	
Key Indicator - 3.7 Collaboration				
3.7.1	Number of Collaborative activities for research, faculty exchange, student exchange per year	Dean (R & P)	VC	IQAC
3.7.2	Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.	Dean (R & P)		
Criterion IV – Infrastructure and Learning Resources				
Key Indicator - 4.1 Physical Facilities (30)				
4.1.1	The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc.	Registrar		
4.1.2	The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)	Registrar		
4.1.3	Availability of general campus facilities and overall ambience	Registrar		

4.1.4	Average percentage of expenditure for infrastructure augmentation excluding salary during the last five years (INR in Lakhs)	FO		
Key Indicator - 4.2 Library as a Learning Resource				
4.2.1	Library is automated using Integrated Library Management System (ILMS) and has digitisation facility	LIB	LIB Committee	
4.2.2	Institution has access to the following: 1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources	LIB	LIB Committee	
4.2.3	Average annual expenditure for purchase of books/ e-books and subscription to journals/ejournals during the last five years (INR in Lakhs)	LIB	LIB Committee	
4.2.4	Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year	LIB	FO	VC
Key Indicator - 4.3 IT Infrastructure				
4.3.1	Percentage of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities. (Data for the latest completed academic year)	IT Cell	IT Committee	Registrar
4.3.2	Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility	IT Cell	Registrar	
4.3.3	Student - Computer ratio (Data for the latest completed academic year)	IT Cell	Registrar	
4.3.4	Available bandwidth of internet connection in the Institution (Leased line)	IT Cell	Registrar	
4.3.5	Institution has the following Facilities for e-content development 1.Media centre 2.Audio visual centre 3.Lecture Capturing System(LCS) 4.Mixing equipments and softwares for editing			
Key Indicator - 4.4 Maintenance of Campus Infrastructure				
4.4.1	Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years	Registrar	FO	
4.4.2	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	Registrar		
Criterion V - Student Support and Progression				
Key Indicator - 5.1 Student Support				
5.1.1	Average percentage of students benefited by scholarships and freeships provided by the institution, Government and non-government agencies (NGOs) during the last five years (other than the students receiving scholarships under the government schemes for reserved categories).	Registrar	HoD	VC
5.1.2	Average percentage of students benefited by career counseling and guidance for competitive examinations as offered by the Institution during the last five years.	Registrar	HoD	VC
5.1.3	Following Capacity development and skills enhancement activities are organised for improving students capability 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in technology	Dean (SW)	HoD	
5.1.4	The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases 1. Implementation of guidelines of statutory/regulatory bodies 2. Organisation wide awareness and undertakings on policies with zero tolerance 3. Mechanisms for submission of online/offline students' grievances 4. Timely redressal of the grievances through appropriate committees	Dean (SW)	HoD	
Key Indicator - 5.2 Student Progression				
5.2.1	Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)	Placement Cell	HoD	
5.2.2	Average percentage of placement of outgoing students during the last five years	Placement Cell	HoD	
5.2.3	Percentage of student progression to higher education (previous graduating batch).	Placement Cell	HoD	
Key Indicator - 5.3 Student Participation and Activities				
5.3.1	Number of awards / medals won by students for outstanding performance in sports / cultural activities at inter-university / state / national / international events (award for a team event should be counted as one) during the last five years.	Dean (SW)	SESCC	
5.3.2	Presence of Student Council and its activities for institutional development and student welfare.	Dean (SW)	SESCC	
5.3.3	Average number of sports and cultural events / competitions organised by the institution per year	Dean (SW)	SESCC	
Key Indicator - 5.4 Alumni Engagement				
5.4.1	The Alumni Association / Chapters (registered and functional) contributes significantly to the development of the institution through financial and other support services.	Dean (SW)		
5.4.2	Alumni contribution during the last five years (INR in Lakhs)	Dean (SW)		
Criterion VI – Governance, Leadership and Management				
Key Indicator - 6.1 Institutional Vision and Leadership				
6.1.1	The institution has a clearly stated vision and mission which are reflected in its academic and administrative governance.	VC	Trustee	
6.1.2	The effective leadership is reflected in various institutional practices such as decentralization and participative management.	VC	Trustee	
Key Indicator - 6.2 Strategy Development and Deployment				
6.2.1	The institutional Strategic plan is effectively deployed.	VC	Trustee	
6.2.2	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	Registrar	Trustee	
6.2.3	Institution Implements e-governance covering following areas of operation 1.Administration 2.Finance and Accounts 3.Student Admission and Support 4.Examination	Registrar	Trustee	

Key Indicator - 6.3 Faculty Empowerment Strategies				
6.3.1	The institution has a performance appraisal system, promotional avenues and effective welfare measures for teaching and non-teaching staff .	Registrar	VC	Trustee
6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years	FO	HoD	Trustee
6.3.3	Average number of professional development / administrative training Programmes organized by the institution for teaching and non-teaching staff during the last five years.	Registrar	HoD	Trustee
6.3.4	Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).	Registrar	VC	Trustee
Key Indicator – 6.4 Financial Management and Resource Mobilization				
6.4.1	Institutional strategies for mobilisation of funds and the optimal utilisation of resources	FO	VC	Trustee
6.4.2	Funds / Grants received from government bodies during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs).	FO	HoD	Trustee
6.4.3	Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III and V) (INR in Lakhs)	FO	HoD	Trustee
6.4.4	Institution conducts internal and external financial audits regularly			
Key Indicator - 6.5 Internal Quality Assurance System				
6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes by constantly reviewing the teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals	IQAC	Trustee	
6.5.2	Institution has adopted the following for Quality assurance 1. Academic Administrative Audit (AAA) and follow up action taken 2.Conferences, Seminars, Workshops on quality conducted 3. Collaborative quality initiatives with other institution(s) 4.Orientation programme on quality issues for teachers and students 5. Participation in NIRF 6.Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA).	IQAC	Trustee	
6.5.3	Incremental improvements made for the preceding five years with regard to quality (in case of first cycle), Post accreditation quality initiatives (second and subsequent cycles).		Trustee	
Criterion VII – Institutional Values and Best Practices				
Key Indicator - 7.1 Institutional Values and Social Responsibilities				
	Gender Equity			
7.1.1	7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.	IQAC	VC	
7.1.2	7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures 1.Solar energy 2.Biogas plant 3.Wheeling to the Grid 4.Sensor-based energy conservation 5.Use of LED bulbs/ power efficient equipment	IQAC	Registrar	
7.1.3	7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	IQAC	Registrar	
7.1.4	7.1.4 Water conservation facilities available in the Institution: 1.Rain water harvesting 2.Borewell /Open well recharge 3.Construction of tanks and bunds 4.Waste water recycling 5.Maintenance of water bodies and distribution system in the campus	IQAC	Registrar	
7.1.5	7.1.5 Green campus initiatives include: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	IQAC	Registrar	
7.1.6	7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives: 1.Green audit 2.Energy audit 3.Environment audit 4.Clean and green campus recognitions / awards 5.Beyond the campus environmental promotion activities	IQAC	VC	
7.1.7	7.1.7 The Institution has disabled-friendly, barrier free environment 1.Built environment with ramps/lifts for easy access to classrooms. 2.Divyangjan friendly washrooms 3.Signage including tactile path, lights, display boards and signposts 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	IQAC	Registrar	
7.1.8	7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).	IQAC	VC	

7.1.9	7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).	IQAC	Registrar	
7.1.10	7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. 1.The Code of Conduct is displayed on the website 2.There is a committee to monitor adherence to the Code of Conduct 3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4.Annual awareness programmes on Code of Conduct are organized	IQAC	Registrar	
7.1.11	7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).	IQAC	Registrar	Dean (SW)
Key Indicator - 7.2 Best Practices				
7.2.1	State at least two institutional best practices (as per NAAC format)	IQAC	VC	
Key Indicator - 7.3 Institutional Distinctiveness				
7.3.1	Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words	IQAC	VC	

Annexure - C (4 Pages)

13/09/2022 (Tuesday)			
Timings	Activity	Duration	Attendees/ Coordination
0900 - 1030 hrs	Presentation by Vice Chancellor		
	General Presentation by the Vice Chancellor	20 minutes	VC, Registrar, all Deans, all HoDs, IQAC coordinator Venue: Conference Room
	Presentation on Criterion 1 (Curricular Aspects) by Dean (Academic)	10 minutes	
	Presentation on Criterion 2 (Teaching, Learning and Evaluation) by Dean (Academic)	10 minutes	
	Presentation on Criterion 3 (Research, Innovation and Extension) by Dean (Research)	10 minutes	
	Presentation on Criterion 4 (Infrastructure and Learning Resources) by Registrar and IT	10 minutes	
	Presentation on Criterion 5 (Student Support and Progression) by Dean (Students' Welfare)	10 minutes	
	Presentation on Criterion 6 (Governance, Leadership and Management) by Vice Chancellor	10 minutes	
	Presentation on Criterion 7 (Institutional Values and Best Practices) by IQAC Coordinator	10 minutes	
1030 - 1100 hrs	Presentation of IQAC activities and Discussion with members of IQAC (at IQAC office)	30 minutes	All members of IQAC, Mr Rakesh Venue: IQAC office /Conference room
1100 - 1330hrs	Faculty wise presentations by the Heads of the Departments/Deans of Faculty		
	Presentation by Head of Department of Policy and Management Studies	30 minutes	all HoDs, Deans, faculty members of respective departments Venue: Conference room
	Presentation by Head of Department of Biotechnology	30 minutes	
	Presentation by Head of Department of Energy and Environment	30 minutes	
	Presentation by Head of Department of Natural Resources	30 minutes	
	Presentation by Head of Department of Regional Water Studies	30 minutes	
1330 - 1430 hrs	Lunch on meeting with the members of GC/EC/Management	1 hour	VC, Members of BoM, Trustee, all Deans, Registrar Venue: Cafeteria
1430 - 1500 hrs	Visit to Library	30 minutes	Asst. Librarian and other library staff Venue: Library

1500 - 1700 hrs	Visit to Departments/Institutes (Team splits into two/three groups)		
1500 - 1600 hrs	Visit to Departmental Facilities: Dept. of Biotechnology (Laboratories, class rooms etc)	1 hour	Dr Chaitanya & Lab staff
1600 - 1700 hrs	Visit to Departmental Facilities: Dept. of Natural Resources (Laboratories, class rooms etc)	1 hour	Dr Vinay & Lab staff
1700 - 1800 hrs (Parallel Sessions)	Interaction with Finance Department (Controller of Finance/Registrar Office and their staff)	1 hour	Registrar, Finance office and other admin staff Venue: Administration / Conference room
	Interaction with Examination unit (Controller of Examination/and their staff)		Deputy Controller & Controller of exam, Mr Rakesh Venue: CoE office /Seminar hall
18:00 - 1845 hrs	Cultural Programme (showcasing the talent of the students)	45 minutes	Coordinator: Dr. Abhijit & Ms Gauri Venue: Amphitheatre
14/09/2022 (Wednesday)			
0800 - 1100 hrs	Visit to Departments/institutes continues...		
0800 - 0900 hrs	Visit to Departmental Facilities: Dept. of Energy and Environment (Laboratories, class rooms etc)	1 hour	Dr Abhiruch & Mr Naushad
0900 - 1000 hrs	Visit to Departmental Facilities: Dept. of Regional Water Studies (Laboratories, class rooms etc)	1 hour	Dr Chander & Lab staff
1000 - 1100 hrs	Visit to Departmental Facilities: Dept. of Policy and Management Studies (Laboratories, class rooms etc)	1 hour	
1100 - 1300 hrs	Visit to other physical facilities (EAT, VRV System and other distinct green features of university building)	2 hours	Dr Abhiruch & Registrar
1300 - 1400 hrs	Lunch	1 hour	VC, all Deans, Registrar Venue: Cafeteria

1400 - 1500 hrs (Parallel Sessions)	Meeting with and Visit to Career Guidance and Counseling Services /Placement Cell and Director-Student Affairs	1 hours	Dean (R & P), Ms Sonika, placement coordinator of all programmes (Coordinator: Dr Shruti, if Ms Sonika could not join) Venue: Placement cell/Conference room
	Interaction with Alumni & Parents	1 hours	Dr Ranjana, Dr Vidhi, Ms Sonika, Ms Dorris Venue: L-001
1500 - 1530 hrs	Interaction with students	30 minutes	Dr Chandan, Dr Montu, Ms Sonika, Venue: L-001
1530 - 1600 hrs	Interaction with faculty members	30 minutes	Dr Chandan, Dr Montu, Ms Sonika, Venue: L-001
1600 - onwards	Visit to extension activities at TERI Gram, Gual Pahari (Gurgram) followed by dinner		VC, all Deans, HoDs , Registrar Venue: TERI Gram
15/09/2022 (Thursday)			
0900 - 1000 hrs (Parallel Sessions)	Visit to Hostel Facilities	1 hour	Registrar, Mr Rakesh, Ms Gauri Venue: Hostle
	Visit to Health centre/Canteen/ Sports facilities, NCC, NSS units etc.	1 hour	Registrar, Mr Rakesh, Ms Gauri, Mr Sarvesh/Mr Rajesh
1000 - 1100 hrs	Sharing Concerns with the Vice Chancellor	1 hour	VC, Dean (Academic), IQAC Coordinator or as instructed by the peer team Venue: Conference room
1100 - 1400 hrs	Preparing the Draft report		

1400 - 1500 hrs	Lunch		VC, all Deans, Registrar Venue: Cafeteria
1500 - 1600 hrs	Sharing the report with the Vice Chancellor		
1600 - 1700 hrs	Finalizing the Peer Team Report		
1700 hrs...			