

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
HELD ON 20th JULY 2022 AT 03:00 PM 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, Ms. Tanvi Khurana and Mr. Prateek Sengupta were not present with prior intimation.

Agenda 1: Confirmation of the Minutes of the Meeting held on 22nd February 2022.

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

Agenda 2: Review of the submitted Self Study Report (SSR) for re-assessment

The coordinator has briefed the IQAC members regarding preparations and submission of Self Study Report (SSR) for re-assessment. The SSR was submitted on 17th December 2021. The coordinator has informed the members that the submitted Self Study Report (SSR) has been prequalified for assessment. Currently the process of paying the 2nd level payment & completing logistics advance payment along with providing logistics details about nearby airport/nearby hotel details are getting completed as per NAAC's request. As per the standard process, we need to suggest three periods of 3 days duration for the peer team visit. First period shall be one month after the clearance of payment and following Peer Team Visit (PTV) period should be 15 days apart. The proposed dates for the PTV are August 23-25, 2022; September 13-15, 2022 and October 04-06, 2022.

Agenda 3: Strategize and planning of the PTV

The coordinator requested all the members to provide their suggestions regarding effective delivery of responsibilities during PTV. The chair requested Dr. Harpreet Kaur to share her experience and suggestions regarding the matter. Dr. Harpreet Kaur has elaborated that usually the peer team members would like to have focused discussions, therefore it would be highly effective to have concise and effective presentations and should be made preferably with infographics. Also, the content should be more focused on SSR reported data.



Other members also reiterated that we should focus more on what has been stated and reported in SSR. The members also agreed to have the criteria wise presentations for the Quality Indicator Framework (QIF) metrics.

It has also been decided that HoDs will present their departments as per the current organizational structure and explain the changes being made compared to the previous structure. The coordinator has agreed to share a detailed list of programmes and affiliating faculty members with HoDs.

The list of faculty members corresponding to current departments along with affiliating programmes are listed as **Annexure-A**.

Agenda 4: Action plan and responsibilities for PTV

The coordinator has informed that a responsibility allocation matrix shall be prepared enlisting all the possible activities/events along with faculty/staff responsible for successful execution of the activity/event.

The responsibility allocation matrix is listed as **Annexure-B**.

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


[Naqul Aitwer]
Coordinator, IQAC


[Prateek Sharma]
Chairperson, IQAC

Annexure-A (2 pages)

	Programmes [MBA(BS),SDP,PPSD, Econ,LLM]		HoD/Represented by		
	Department of Business And Sustainability		Dr Sukanya		
	Department of Policy Studies				
	Centre For Post Graduate Legal Studies				
	Name of faculty	Old department	Gender	Designation	Remarks
1	Manipadma Datta	Department of Business and Sustaibility	Male	Professor	Resigned
2	Montu Bose	Department of Business and Sustaibility	Male	Assistant Professor	
3	Shikha M Shrivastava	Department of Business and Sustaibility	Female	Assistant Professor	
4	Shruti Rana	Department of Business and Sustaibility	Female	Assistant Professor	
5	Chandan Kumar	Department of Policy Studies	Male	Assistant Professor	
6	Gopal Sarangi	Department of Policy Studies	Male	Assistant Professor	
7	Kavita Sardana	Department of Policy Studies	Female	Assistant Professor	
8	L N Venkataraman	Department of Policy Studies	Male	Assistant Professor	
9	Nandan Nawn	Department of Policy Studies	Male	Professor	Resigned
10	Seema Sangita	Department of Policy Studies	Female	Assistant Professor	
11	Shantanu De Roy	Department of Policy Studies	Male	Assistant Professor	
12	Smriti Das	Department of Policy Studies	Female	Associate Professor	
13	Sukanya Das	Department of Policy Studies	Female	Associate Professor	
14	Swarup Dutta	Department of Policy Studies	Male	Assistant Professor	
15	Jaya Vasudevan	Centre for Post Graduate Legal Studies	Female	Associate Professor	Resigned
16	Vidhi M Chadda	Centre for Post Graduate Legal Studies	Female	Assistant Professor	
17	Vishnu K Konoorillam	Centre for Post Graduate Legal Studies	Male	Associate Professor	Resigned

Programmes [REEM,UDM,ESRM,CSP,APGDRE]			HoD/Represented by		
Department of Energy And Environment			Dr Sapan		
Centre For Distance Education					
	Name of faculty	Old department	Gender	Designation	
1	Abhijit Datey	Department of Energy and Environment	Male	Assistant Professor	
2	Akash Sondhi	Department of Energy and Environment	Male	Assistant Professor	Resigned
3	Atul Kumar	Department of Energy and Environment	Male	Professor	Resigned
4	Aviruch Bhatia	Department of Energy and Environment	Male	Assistant Professor	
5	Bhawna Bali	Department of Energy and Environment	Female	Assistant Professor	
6	Chander Kr Singh	Department of Energy and Environment	Male	Associate Professor	
7	Chubamenla Jamir	Department of Energy and Environment	Female	Assistant Professor	Resigned
8	Deepty Jain	Department of Energy and Environment	Female	Assistant Professor	
9	Kamna Sachdeva	Department of Energy and Environment	Female	Associate Professor	Resigned
10	Manish K Shrivastava	Department of Energy and Environment	Male	Assistant Professor	Resigned
11	Naqui Anwer	Department of Energy and Environment	Male	Associate Professor	
12	Prateek Sharma	Department of Energy and Environment	Male	Professor	
13	Sapan Thapar	Department of Energy and Environment	Male	Associate Professor	
14	Shaleen Singhal	Department of Energy and Environment	Male	Professor	
15	Som Mondal	Department of Energy and Environment	Male	Assistant Professor	Resigned

Programmes [PBT,BT]			HoD/Represented by		
Department of Biotechnology			Dr Chaitanya		
	Name of faculty	Old department	Gender	Designation	Remarks
1	Anandita Singh	Department of Biotechnology	Female	Professor	
2	C Madhurantakam	Department of Biotechnology	Male	Associate Professor	
3	Ramakrishnan S	Department of Biotechnology	Male	Professor	
4	Shashi B Tripathi	Department of Biotechnology	Male	Associate Professor	
5	Udit Soni	Department of Biotechnology	Male	Assistant Professor	Resigned

Programmes [Geo]			HoD/Represented by		
Department of Natural Resources			Dr Vinay		
	Name of faculty	Old department	Gender	Designation	Remarks
1	Anu Rani Sharma	Department of Natural Resources	Female	Assistant Professor	
2	Neeti	Department of Natural Resources	Female	Assistant Professor	Resigned
3	Nithyanandam Y	Department of Natural Resources	Male	Assistant Professor	Resigned
4	Sudipta Chatterjee	Department of Natural Resources	Male	Associate Professor	
5	Vinay S P Sinha	Department of Natural Resources	Male	Professor	

Programmes [WREM,WSG]			HoD/Represented by		
Department of Regional Water Studies			Dr Sudipta		
	Name of faculty	Old department	Gender	Designation	Remarks
1	Arun Kansal	Department of Regional Water Studies	Male	Professor	
2	Fawzia Tarranum	Department of Regional Water Studies	Female	Assistant Professor	
3	Ranjana R Chaudhuri	Department of Regional Water Studies	Female	Lecturer	
4	Sherly MA	Department of Regional Water Studies	Female	Assistant Professor	

Annexure-B (1 page)

S.No.	Activities during NAAC peer team visit (PTV)	Faculty / Staff incharge
1	Presentations	
	VC	Prof. Prateek
	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
	Library	Mr Ratan
	IT facilities	Ms Pooja
	Finance Officer	Mr Dhanraj
	Registrar – Administration	Mr Kamal
	Convenor of Institutional Committees	
2	Visit to laboratories	Dr C K Singh
3	Visit to hostel	Dr Sherly
4	Visit to Library	Mr. Ratan
5	Visit to additional facilities – cafeteria, gym, sports, earth air tunnel,	Mr Kamal
6	Cultural programme	Mr Abhijit & Ms Gauri
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