

**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
HELD ON 27th November 2024 AT 01:15 PM AT CONFERENCE HALL**

MEMBERS PRESENT:

Prof. Suman Kumar Dhar	Chairperson
Dr Naqui Anwer	Director, IQAC
Dr Shruti Sharma Rana	Associate Director, IQAC
Prof. Ramakrishnan Sitaraman	Member
Dr Shantanu De Roy	Member
Dr. Swarup Dutta	Member
Dr. Adwitiya Sinha	Member
Dr Ratan Jha	Member
Mr. Kamal Sharma	Member
Mr. Dhanraj Singh	Member
Mr. Rakesh Joshi	Member

Dr Chandan Kumar, Dr Sapan Thapar, Prof. Arun Kharat, Mr. Prateek Sengupta and Mr. R B Tripathi were not present with prior intimation.

Meeting started with the welcome remark by Chairperson. Director IQAC also welcomed all the new members of the IQAC committee and apprise the requirements for AQAR 2023-24 as per latest format for the preparedness of the data.

Agenda 1: Introduction of members to the Chairperson and Welcome Remarks

Meeting started with the welcome remark by Chairperson. Director IQAC also welcomed all the new members of the IQAC committee. Chairperson in his welcome remarks emphasised on the importance of role to prepare the annual report along with the road map and activities of IQAC office.

Director IQAC has given a brief presentation about the High Performance Key Indicators, Low Performance Key Indicators and Average Performance Key Indicators w.r.to the report of last NAAC visit and emphasized on strengthening the process of preparedness for Annual Quality Assessment Report (AQAR) 2023-24.

Agenda 2: To apprise the preparedness of the AQAR

The Director IQAC informed that the submission of Annual Quality Assessment Report (AQAR) for the year 2023-24 is due with last date of submission in month of March 2025. The Director IQAC also informed that the format of AQAR for 2023-24 is same as the format of SSR. The entire AQAR is divided into two parts – Part A and Part B. Part A has multiple sections and Part B has 7 sections which is spread over around 122 metrics. Each metric requires text, data in prescribed format followed by supporting document. It has been agreed by the chairperson and all members to allocate all the metrics to the committee members for the purposes of collecting, collating and presenting the data. The responsibility allocation metrics is as follows:

Criterion [Section-B]	IQAC member
Criterion I – Curricular Aspects	Prof Ramakrishnan Sitaraman
Criterion II – Teaching-Learning and Evaluation	Dr Swarup Dutta
Criterion III – Research, Innovations and Extension	Dr Shantanu de Roy
Criterion IV – Infrastructure and Learning Resources	Dr Adwitiya Sinha
Criterion V – Student Support and Progression	Dr Ratan Jha
Criterion VI – Governance, Leadership and Management	Dr Chandan Kumar
Criterion VII – Institutional Values and Best Practices	Dr Sapan Thapar
Criterion [Section-A]	Dr Shruti Sharma Rana

Agenda 4: Any other matter with the permission of chair

The following additional matters have been discussed.

1. Review of the blueprint of AQAR 2023-24 in the presence of external members.
The Chairperson has insisted on the presence of external members in the upcoming IQAC meetings. The chairperson also emphasized that AQAR 2023-24 should be submitted and presented to the Executive Committee for review before uploading on the NAAC portal.
2. Requirement of Central Instrumentation Facility at TERI SAS.
The Chairperson has advised to create the Central Instrumentation Facility (CIF) recommended by the NAAC on the SSR report submitted in the last visit.
3. Co-opted members for preparedness of AQAR
The registrar has proposed that co-opted members be included for each criterion, which shall work with the responsible IQAC members to ease the process of preparing the AQAR 2023-24. With the approval of the chairperson, this proposal has been accepted by all. It is communicated that the information of co-opted members shall be shared by the office of the registrar, separately.

The meeting ended with thanks to the chair and other members.


[Naqvi Anwer]
Director, IQAC


[Suman K Dhar]
Chairperson, IQAC