MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSESSMENT CELL (IQAC) HELD ON 21st AUGUST 2019 AT 01:45 PM AT THE CONFERENCE ROOM

MEMBERS PRESENT:

Manipadma Datta	Chairperson
Pradeep Kumar Padhy	
Nandan Nawn	Co-ordinator
Ramakrishnan Sitaraman	
Anandita Singh	
Vinay P Sinha	
L N Venkatraman	
Vishnu Konoorayar	
Kamal Sharma	
Ratan Jha	

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

Rakesh Joshi was present to facilitate the proceedings.

1. Minutes of the meeting held on February 19, 2019 was confirmed.

2. It was noted that as per 2.6.1 of AQAR to be submitted Programme Outcomes (PO), Programme Specific Outcomes (PSO) and Course Outcomes (CO) for all programmes offered by the institution are to be displayed in the website. Illustrations of PO (to be carried out at University level), PSO (to be carried out at Programme level) and CO (at course level) as provided in <u>NAAC Institutional Accreditation manual for Self Study Report</u> (pp. 149-153) were also referred to. It was noted that outline of many courses available on the University website presently does not include COs. It was also noted that one of the Programmes offered by the University, namely PhD, does not have a outline.
    ACTIONs:
    <u>All Programme Coordinators,</u> to share the link to PSO and COs with IQAC office by 30th September.

3. It was noted that a template will be prepared for providing basic information on each of the courses to be made available on the website. Complete Course Outline will be available only on Intranet and for sale in hard copy for those not belonging to the University. Template for basic information will be prepared by IQAC office in consultation with the Dean (Academic) and placed before the IQAC.
    ACTIONs:
    IQAC Office to consult with Dean (Academic)

4. Reflecting on the Recommendations for Quality Enhancement of the Institution and Opportunities as identified by the visiting NAAC team, the following were decided:
    1. A Student Council will be formed
    2. Extending Reservation of Seats for Admission into all Degree Programmes of the University as per the Constitution of India, amended from time to time.
    3. To enhance scope for Professional Consultancies, existing revenue sharing arrangements will be revisited.

    ACTIONs:

    3.1. Registrar will present a Draft Constitution of the Student Council in the next meeting of the IQAC.

    3.2. Registrar will consult all concerned to offer reservation on admission and report to IQAC in a month's time.

    3.3 A proposal to amend the existing mechanism on revenue sharing arrangements for Professional Consultancies will be prepared by the Registrar and report to IQAC in a month's time.

4. It was decided that IQAC will meet every week during the Zero Hour during the next four weeks.

[Nandan Nawn]
Coordinator, IQAC

[Manipadma Datta]
Chairperson, IQAC