

Internal quality Assurance Cell

Minutes of Meeting

22 April 2021

Agenda: NAAC Preparation & Suggestions for Improvement

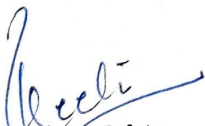
Online NAAC meetings were held on 20th and 22nd April 2021 at 3:00 pm- 6:00 pm, with Honorable President Sir. All the NAAC Criterion Heads and Deans/ Dy. Deans/ HODs of concerned Schools were present in this meeting. Following areas were identified which requires meticulous planning and an integrated approach. These areas have reflection across different Criteria and hence have been put together for better understanding.


1. Conduct one value added course (30 plus hours) in each semester other than included in the scheme by all the schools. The focus should be interdisciplinary and proper documentation must be made.
2. Mentoring system needs to be improved whereby the dean should monitor the system and timely meetings must be held. The document must be well maintained.
3. Teaching learning system must be enhanced by focusing on project based learning and implementation of outcome based education across all programmes.
4. For checking the quality at school level, appropriate measures can be developed like creating a quality cell.
5. Research needs to be strengthened through adequate funding and incentives, publication in quality journals and encouraging MOUs with leading Industries and Universities.
6. IT infrastructure of the University needs to be improved by focusing on more number of IT enabled classrooms, media centres for developing e content.
7. The Library acts as a lifeblood of any University. Therefore more subscriptions of journals and e journals must be increased with easy access to teachers and students. E entry can be incorporated for promoting usage of the library.
8. Scholarship avenues to be increased.

9. Student's should be encouraged to participate in competitive exams. This can be done through measures like tie-up with institutes who have well defined systems for training the students.
10. Policy with respect to facilitating faculty members for attending conferences and workshops must be revised.
11. Orientation Programme for faculty members must be planned for new faculties.
12. Gender equity must be maintained by having a balanced proportion of male and female faculties, staff and students.
13. Need to develop following environment friendly infrastructure: Biogas Plant, Solid waste management system, Sewage treatment plant, E- waste management agreement with outsource company.
14. Ensure that code of conduct for staff and students is practiced. For this several measures can be taken like training, orientation programme and display boards.

Monthly checklist for Deans/ Dy. deans

1. Academic monitoring: Course file
2. Meeting with mentors and check records
3. Activity calendar activities and its documentation [Brief report, Photographs, attendance etc.]
4. Final Year mentors motivate students to appear in competitive exams and higher studies and keep all records [admit card etc.]
5. Formation of School level IQAC team to monitor School specific quality parameters and submit their planning and report to University IQAC Cell.


Dr. Preeti Mehta
IQAC Coordinator


Prof. K.P. Yadav
President

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The IQAC meeting of the reconstituted committee was organized on 4th march 2021 in Conference Hall at 4:30 pm and addressed by Dr. Preeti Mehta, Head- IQAC, in the presence of Honorable President Sir Prof. (Dr.) K.P. Yadav.

The following members were present in the meeting

- 1 Prof. Dr. K.P. Yadav [President, Chairperson IQAC]
- 2 Prof. Dr. Rajeev Mehta [Registrar]
- 3 Dr. Preeti Mehta [IQAC Head]
- 4 Dr. Rakesh Bhandari [Dy. Dean, Research]
- 5 Dr. Vinesh grawal [Dy. Dean, SOET]
- 6 Dr. Harish Nagar [Dy. Dean, SOBAS]
- 7 Dr. Sunil Yadav [Dy. Dean, Computer Science]
- 8 Dr. Rajneesh Sharma [Dy. Dean, SOAH]
- 9 Dr. Vikas Somani [Astt. Professor, Web Admin]
- 10 Dr. Hemraj Meena [Astt. Dean, SOAT]
- 11 Mr. Anurag Sharma [Praining Placement Officer]
- 12 Mr. Shantanu Chowdhury [ERP Manager]

Developments Communicated

- Student satisfaction survey is completed on 1st March 2021 by NAAC
- DVV clarifications are submitted to NAAC portal.

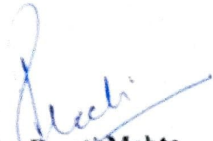
Agenda Points

1. FDP for Faculty Members
2. Workshop / Training Program for Non-Teaching Staff.
3. Institutional LMS for E-Content development
4. Preparations for NAAC visit.

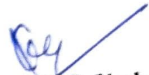
Points Discussed:

1. It is planned to organize a 7 days Faculty FDP on Moodle Learning Management system and its implementation under the coordinatorship of Dr. Sunila Yadav [Dy. Dean Computer Science] and Dr. Vinesh Agrawal [Dy. Dean, SOET] in the Month of April 2021.

2. It is decided to conduct a 5 Days workshop for Non Teaching staff on Soft Skills, ICT learning and Document filing methods by Training Placement Cell under the guidance of Dr. Vibhor Paliwal [Dy. Dean, SOMS].
3. Committee suggested to incorporate requirements for IT Infrastructure in the School/ Department wise Budget Plans.
4. It is decided that IPR Cell will organize an IPR workshop in the month of March.
5. Committee suggested that all faculty members develop Course modules for institutional LMS and quality for the content and materials will be checked by Deans / Dy. Deans
6. School level NAAC preparations are discussed.



Dr. Preeti Mehta
IQAC Coordinator



Prof. K.P. Yadav
President

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The meeting was addressed by Honorable President Sir Prof. (Dr.) K.P. Yadav at 3:00 pm, Conference Hall on 10th February 2021

The following members were present in the meeting


- 1 Prof. Dr. K.P. Yadav [Vice Chancellor, Chairperson IQAC]
- 2 Prof. Dr. Rajeev Mehta [Registrar]
- 3 Dr. Preeti Mehta [IQAC Head]
- 4 Dr. Rakesh Bhandari [Dy. Dean, Research]
- 5 Dr. Vinesh grawal [Dy. Dean, SOET]
- 6 Dr. Harish Nagar [Dy. Dean, SOBAS]
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- 12 Mr. Shantanu Chowdhury [ERP Manager]


Developments Communicated

- Sangam University Self Study Report (SSR) is submitted on 27-01-2021.
- Student satisfaction survey is started by NAAC from 1-02-2021
- DVV Started on 2-02-2021 and DVV Clarifications are received on 08-02-2021

Agenda discussed

1. Discussion on DVV clarifications with all criteria Coordinators. Criteria Coordinators are asked to prepare all required documents and information.
2. Motivate and guide students for Student satisfaction survey.


Dr. Preeti Mehta
IQAC Coordinator


Prof. K.P. Yadav
President

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The meeting was addressed by Honorable President Sir Prof. (Dr.) K.P. Yadav at 3:00 pm, Conference Hall on 22nd December 2020

The following members were present in the meeting

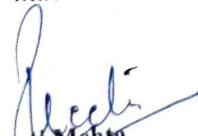
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- 13 Mr. Shantanu Chowdhury [ERP Manager]

Developments communicated:

- IIQA Submission on 7-12-2020
- IIQA Clarifications on 16-12-2020

Agenda discussed

- Discussion on IIQA clarification and Preparation of SSR Submission.
- Verification of all data for SSR submission by Criteria Coordinators
- Programme coordinators are asked to motivate the students to participate in Student satisfaction survey which will be conducted by NAAC after SSR submission.


Dr. Preeti Mehta
IQAC Coordinator


Prof. K.P. Yadav
President

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

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The following members were present in the meeting


- 1 Prof. Dr. K.P. Yadav [Vice Chancellor, Chairperson IQAC]
- 2 Prof. Dr. Rajeev Mehta [Registrar]
- 3 Dr. Preeti Mehta [IQAC Head]
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- 13 Mr. Shantanu Chowdhury [ERP Manager]

Developments Communicated:

- Information and data filling for NAAC:IIQA is verified
- NAAC Data verification Team & Schedule is prepared and verification is started.

Agenda discussed:

- Filling of IIQA for NAAC Accreditation, verification of all details.
- Approval of IIQA filling Fee from Higher authority.


Dr. Preeti Mehta
IQAC Coordinator


Prof. K.P. Yadav
President

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The meeting was addressed by Honorable President Sir Prof. (Dr.) K.P. Yadav at 3:00 pm, Conference Hall on 8th October 2020.

The following members were present in the meeting


- 1 Prof. Dr. K.P. Yadav [Vice Chancellor, Chairperson IQAC]
- 2 Prof. Dr. Rajeev Mehta [Registrar]
- 3 Dr. Preeti Mehta [IQAC Head]
- 4 Dr. Rakesh Bhandari [Dy. Dean, Research]
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- 13 Mr. Shantanu Chowdhury [ERP Manager]


Developments communicated

- Compilation of 5 Years data in NAAC criterion templates are started at School level as well as communicated to concerned Criterion Coordinators.

Agenda discussed: NAAC preparation & Data Verification

- NAAC Data verification Team & Schedule
- School wise NAAC data collection in Data Templates & compilation by criteria Coordinators.
- Preparation of Filling of Sangam University IQA for NAAC Accreditation
- NAAC Preparation guidelines are communicated to Training Placement Cell, Library & School for documentation purposes.
- Online feedback on Teaching Learning Process Oct 2020:


Dr. Preeti Mehta
IQAC Coordinator


Prof. K.P. Yadav
President

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The meeting was addressed by Honorable President Sir Prof. (Dr.) K.P. Yadav at 3:00 pm, Conference Hall on 10 September 2020.

The following members were present in the meeting

- 1 Prof. Dr. K.P. Yadav [Vice Chancellor, Chairperson IQAC]
- 2 Prof. Dr. Rajeev Mehta [Registrar]
- 3 Dr. Preeti Mehta [IQAC Head]
- 4 Dr. Rakesh Bhandari [Dy. Dean, Research]
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- 13 Mr. Shantanu Chowdhury [ERP Manager]

Developments communicated:

- Expert Talk by Prof AbhayShende on NAAC Preparation 2 sept 2020
- Criteriawise NAAC Team Formation and assignment of work according to NAAC data templates.


Agenda discussed: Academic/ Non-Academic Activities for Quality improvement


S.No.	Academic/ Non-Academic Activities for Quality improvement
1	Value Addition Courses: School wise, Interdisciplinary approach
2	Special Programmes for advanced learners and slow learners. Remedial, Competitive, Bridge Classes: Maintain complete records: Circular, Schedule, Attendance School/Department-wise

3	Capacity development and skills enhancement initiatives <ol style="list-style-type: none"> 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. Awareness of trends in Technology
4	Mechanisms for submission of online/offline students' grievances
5	Social, Cultural & Technical Activities: Record of Circular, Geotag Photos, Student enrolments
6	Evaluative Report of the Departments
7	Exam Manual: Needs to include <ul style="list-style-type: none"> <input type="checkbox"/> Automation of Examination System <input type="checkbox"/> Develop mechanism for Grievances about evaluation: Revaluation/ Re-totalling
8	Research: <ul style="list-style-type: none"> <input type="checkbox"/> Organize International/ National Conferences: University & Department level <input type="checkbox"/> Publications, Book writing <input type="checkbox"/> field projects / research projects / internships <input type="checkbox"/> Seed Money, fundings, Grants for Projects, Incubation centers <input type="checkbox"/> FDPs, workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), Entrepreneurship skill <input type="checkbox"/> Number of Patents, Copyright, Consultancy <input type="checkbox"/> Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty
9	Library: <ul style="list-style-type: none"> o e-Library resources o Integrated Library Management System (ILMS)
10	Establishment of e-content development centre <ol style="list-style-type: none"> 1. Media Centre 2. Audio visual Centre 3. Lecture Capturing System(LCS) 4. Mixing equipment's and software's for editing
11	Professional development / administrative training Programmes organized by the institution for teaching and non-teaching
12	Green Campus Initiatives

- Waste management System, Water harvesting,
- Use of Bicycles/ Battery-powered vehicles,
- Ban on use of Plastic

13	Orientation programme on quality issues for teachers and students Participation in NIRF Any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)
14	Alumni Association
15	Feedback: Students, Parents, Alumni, Teacher/Employer


Dr. Preeti Mehta
IQAC Coordinator


Prof. K.P. Yadav
President

Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

The meeting was addressed by Honorable President Sir Prof. (Dr.) K.P. Yadav at 3:00 pm, Conference Hall on 10th August 2020.

The following members were present in the meeting

- 1 Prof. Dr. K.P. Yadav [Vice Chancellor, Chairperson IQAC]
- 2 Prof. Dr. Rajeev Mehta [Registrar]
- 3 Dr. Preeti Mehta [IQAC Head]
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Developments Communicated

- Online Academic monitoring committee is formed and Prof. Rajeev Mehta is convener of this committee.
- All Deans/ Dy. Deans and Coordinators are required to send online classes report to committee.

Agenda discussed: NAAC Preparation

1. NAAC Coordinatorship is handover/ assigned to Dr. Preeti Mehta.
2. Formation of NAAC Criteria-wise faculty team.
3. Compilation of NAAC data from various schools according to NAAC format.
4. Expert Talk & guidance on NAAC Preparation.


Dr. Preeti Mehta
IQAC Coordinator


Prof. K.P. Yadav
President

Date: 15/07/20

Internal Quality Assurance Cell (IQAC)

A meeting of IQAC was conducted on 15/07/20 at 11.00 am in the presence of Honorable Vice Chancellor at conference hall Sangam University Bhilwara.

Developments Communicated

- Conduction of online End semester Exams: Theory & Practical Both.

Agenda: Academic policy and monitoring for upcoming semester to overcome the impact of Corona COVID-19 lockdown period on Academics.

All the members who were online took part in the discussions and finally decided to initiate the following.

1. To prepare an academic policy looking at the COVID-19 situation.
2. To conduct on-line virtual classes.
3. To develop infrastructure for ICT tools.
4. To design a mechanism for academic monitoring



IQAC Head

Prof. (Dr.) Preeti Mehta

Copy to

President for kind information

IQAC Members

Sangam University, Bhilwara

Date: 15/07/20

Internal Quality Assurance Cell (IQAC)

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IQAC Head

Prof. (Dr.) Preeti Mehta

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IQAC Members