



INTERNAL QUALITY ASSURANCE CELL BUNDELKHAND UNIVERSITY, JHANSI

Agenda of the meeting

This is to bring to your notice of all concerned that a meeting of the IQAC shall be convened on October 20, 2018 at 3.30 P.M. in the VC Committee Room. The agenda of the meeting shall be as follows:

1. Review of the minutes of last meeting held on 2 June, 2018.
2. Learning and Evaluation
3. Promotion and Marketing of Institution
4. Students Feedback System
5. Maintenance of Infrastructure
6. Promotion of Research and Innovations
7. Use of ICT Tools

All the members are advised to make it convenient to attend the meeting.

Dr. Yashodhara Sharma
Coordinator, IQAC



INTERNAL QUALITY ASSURANCE CELL BUNDELKHAND UNIVERSITY, JHANSI

Minutes of the meeting of IQAC held on 20 October, 2018 in VC Committee Room at 3.30 P.M

A meeting held of the IQAC members was organized on 20th October, 2018 in the VC Committee Room on at 3:30 P.M. The following members were present:-

1. Prof. Surendra Dubey in Chair
2. The Finance Officer
3. The Registrar
4. Prof. S.P. Singh, Dean, Science
5. Prof. Sunil Kabia, Dean, Commerce
6. Dr. Suraj Pal Singh, Sports Officer
7. Er. Brajendra Shukla, Institute of Engineering & Tech.
8. Prof. Poonam Puri, Institute of Management Studies
9. Dr. Sunil Prajapati, Institute of Pharmacy
10. Dr. Suraj Pal Singh, Sports Officer
11. Dr. Sunil Prajapati, Institute of Pharmacy
12. Er. Brajendra Shukla, Institute of Engineering & Comp. Tech.
13. Dr. Rishi Saxena, Department of Microbiology, Institute of Life Sciences
14. Dr Deepak Tomar, System Analyst
15. Dr. Yashodhara Sharma, Coordinator, IQAC

The following issues were discussed

1. The Minutes of the meeting and the action taken on the resolutions made during the previous meeting were discussed.

2. Learning and Evaluation

Hon'ble Vice Chancellor and Chairman of the Meeting welcomed the present members and told them that the University administration is making all out efforts to encourage the Professional Development of Teachers by conducting the Faculty Development Program. It was proposed to conduct FDP on New framework recommendation of NAAC Peer Team during third cycle. FDP on innovative practices in academic and research to be conducted for new and old faculties.

All were informed that the Departmental Teaching, Learning and Evaluation reports to be prepared, such evaluation system will benefit both the faculty and students.

3. Promotion and Marketing of Institution

It was discussed that to keep the university on track of hikes with leading institutions of higher learning at national and international level and in order to become one of the leading institutions, it is essential to formulate a strong strategy and policy for enhancing the brand image of the institution. All members agreed to participate as well as organise campaigning events to promote and market their courses.



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Hon'ble Chairman suggested that university may adopt the Social media methods, websites with complete information about the institutions, Departments, academic programmes and accomplishments. It was also discussed and resolved that University may ensure participation in education fairs organized at national and international level. It was also discussed that all the faculties need to update their profiles on the website. The updated websites and profiles of the faculties will play a vital role in enhancement of admissions quality and quantity. The syllabus and curriculum may also be uploaded for better access of aspiring students and scholars.

4. Students Feedback System

The chairman and present members informed that most of the students are happy with the system work of faculty and HOD. However the students feedback regarding grievance redressal system is still lacking, which is an essential aspect of student support services.

The Deans were advised to direct HOD's and faculties to lay stress on the need of counseling and motivating the faculty having poor feedback. Also the IQAC, coordinator advised all the members of the meeting to motivate their department's students to fill the feedback forms as student's feedback is the essential feature of NAAC accreditation.

5. Formation of various committee's

The IQAC coordinator suggested for the creation of several committees necessary for carrying out the requisite NAAC Peer Team visit preparations. The Hon'ble Vice Chancellor and the chairperson of the meeting informed the IQAC members and other faculties to finalize the committee and their roles and responsibilities. Following the discussion, the following committees were established in order to look ahead to the necessary planning for the NAAC Peer Team Visit.

- Development committee.
- Guest Faculty committee
- Administration committee
- Extension activity committee
- Student Support and Progress Committee

6. Promotion of Research and Innovations

Hon'ble Vice chancellor and Chairman of the meeting informed all the members that it is high time to strengthen the research and innovation activities of the University.

IQAC Coordinator informed the Research and Innovation coordinator to come up with policy on research promotion at the student, faculty and departmental levels. Also urged the HOD's to identify the scope of research in terms of area, funding,



INTERNAL QUALITY ASSURANCE CELL BUNDELKHAND UNIVERSITY, JHANSI

services etc. Also the chairperson of the meeting advised all the faculties to publish the papers in the well known Research Journals. It was agreed by all the members to provide the students and faculty Innovation Ecosystem in order to strengthen the Innovation skills. All the present Dean's and HOD's were advised to promote Research and Academic collaborations at National or International level.

7. Use of ICT Tools

It was also discussed to ensure effective teaching learning as well as communication the university need to blend Information Technology tools in its administrative and academic system. The following suggestions were discussed to enhance the smooth functioning of the communication and interaction between faculties and students:

- Institution should promote effective virtual communication.
- Provision of CUG for people holding key academic and administrative positions.
- Dean's and HOD's must embrace transparency through forming whatsapp group and communicate through mails and such groups to ensure paperless office.

Hon'ble Vice Chancellor and chairman of the meeting agreed to the above suggestions.

The meeting ended with the assurance that the meeting will be held once in a fortnight to ensure better coordination and monitoring of the progress of the preparations for the NAAC accreditation.



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