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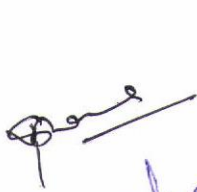
Minutes of the meeting of IQAC and HODs regarding upgradation of NAAC Ranking during forthcoming fourth cycle held on 22nd January 2019 at 3.30 p.m.

A meeting of members of IQAC and Heads of various institutions and departments of the University was organized on 22nd January 2019 at 3.30 p.m. in the Vice Chancellor Committee Room to review the observations and recommendations of the NAAC Peer teams during the three cycles of accreditation and discuss efforts to be taken to implement the recommendations to ensure better grade in the forthcoming cycle of accreditation. The following members were present :

1. Prof. J V Vaishampayan, Hon'ble Vice Chancellor in Chair
2. Prof. V.K. Sehgal, Head, Institute of Mathematics & Computer Applications
3. Prof. Shiv Katiyar, Dean, Engineering
4. Prof. Poonam Puri, Dean, Commerce
5. Prof. C.B. Singh, Dean, Arts
6. Prof. Devesh Nigam, Dean, Students Welfare
7. Dr. Archana Verma, Head, Institute of Management Studies
8. Dr. D.K. Bhatt, Head, Institute of Food Technology
9. Dr. Munna Tiwari, Head, Department of Hindi
10. Dr. B. Gangwar, Institute of Agriculture Sciences
11. Dr. Yashodhara Sharma, Coordinator, IQAC
12. Dr. J. Sridevi Jetty, Dy Librarian
13. Dr. Rambir Singh, Head, Institute of Biomedical Sciences
14. Dr. Meenakshi Singh, Head, Institute of Home Sciences
15. Dr. Anu Singla, Internal Quality Auditor
16. Dr. Jose Mathew, Coordinator, Department of Biotechnology Science
17. Dr. S.K. Verma, Coordinator, Department of Physics
18. Er. Brajendra Shukla, Academic Coordinator, Institute of Engineering & Technology
19. Dr. Neeta Yadav, Internal Quality Auditor
20. Dr. A.P.S. Gour, Internal Quality Auditor & Head, Department of Mechanical Engg., IET
21. Mr. Saroj Kumar, Coordinator, Institute of Law
22. Ar. Neeraj Gupta, Instt. Of Architect & Town Planning
23. Ms. Neha Mishra, Coordinator, Institute of Social Work
24. Dr. Sangeeta Lal, Coordinator, Department of Microbiology
25. Er. Vijay Kumar Yadav, Coordinator, Institute of Forensic Sciences
26. Dr. Shubhangi Nigam, Internal Quality Auditor & Coordinator, Department of Food Tech. Engineering

The meeting commenced with greetings for new year and ongoing academic session by the Hon'ble Chairman of the meeting, the Vice Chancellor to all present. He apprised the present Deans, HODs and Internal Quality Auditors that the objective of the meeting is to discuss the observations and recommendations made by the NAAC peer teams during the first, second and third cycle of accreditation. He also emphasized that it is better to prepare













in advance and implement the recommendations of the NAAC peer team to ensure better grade in future.

Hon'ble Chairman directed the Coordinator, IQAC to give a brief presentation on the recommendations of the NAAC Peer Teams during the previous cycles. The observation and recommendations of the Peer team during all three cycles were presented and discussed as follows:

- I. Observations and recommendations of first cycle in 2004 :
 - i. Uneven distribution of resources in Departments
 - ii. Need for mechanism for sustenance and infrastructure development
 - iii. Consolidation and stabilization of courses
 - iv. **Consultancy Services to industry by the faculty**
 - v. Professional Development of Teachers especially of professional streams i.e. Physical Edn., Music and Fine Arts and Mass Com.
 - vi. Extension and Outreach Activities
 - vii. **Expansion of Library in terms of space and number of titles**
 - viii. Separate Sub Station for Water Supply to Labs in Basic and Life Sciences
 - ix. All round development of students through Sports, NSS and NCC and other cultural activities
 - x. **Use of generated research funds in infrastructure development of the departments**
 - xi. Student Teacher Ratio
 - xii. **Constitution of CDC and interaction between University & colleges**
 - xiii. Availability of Syllabus to all students
 - xiv. **Add on values Courses to students**
 - xv. **Student Feed Back Mechanism**
 - xvi. Various Cells for Students i.e. Grievance Redressal, Career Guidance Cell and Training & Placement Cell
 - xvii. **Statutory benefits to contractual teachers**

It was discussed that though most of the recommendations were implemented and necessary measures were taken to fulfill the observations, yet the following recommendations need to be addressed and resolved:





- i. **Consultancy Services to industry by the faculty**
- ii. **Expansion of Library in terms of space and number of titles**
- iii. **Use of generated research funds in infrastructure development of the departments**
- iv. **Constitution of CDC and interaction between University & colleges**
- v. **Add on values Courses to students**
- vi. **Student Feed Back Mechanism**
- vii. **Statutory benefits to contractual teachers**

Hon'ble Chairman and present members were informed that a **Consultancy Policy** was approved during the Executive Council of the University in 2015 but it could not be notified to all. It was discussed and resolved that the Consultancy Policy may be updated and as per the new trends and needs of the University and notified to all after approval. The same may also be uploaded on the University website.







Hon'ble Vice Chancellor also emphasized the need for applying for more research projects in all areas and strengthening the research base in terms of funds and publications. Hon'ble Vice Chancellor also assured the present members of all administrative support in smooth movement and disbursal the research files to encourage procurement of more research projects.

It was also discussed that meetings of the duly constituted **College Development Council (CDC)** may be held periodically to ensure better coordination between the University and the affiliated colleges.

The need for **introduction of value added courses** as per the regional needs and available resources was also discussed in various interdisciplinary fields to ensure employability of the students apart from ensuring contribution of the university in regional development.

Hon'ble Chairman of the meeting also emphasized for robust student feedback mechanism. All the members were informed that a questionnaire is available on university website under IQAC icon. The HODs were advised by the Hon'ble Chairman of the meeting to encourage the students of respective departments to fill the questionnaire to facilitate the university to bring about necessary improvements in academic system.

Hon'ble Vice Chancellor, the Chairman of the meeting also informed all members that necessary steps are being initiated to provide **statutory benefits to the faculty members under Self Finance Scheme** and ensure quality of work life.

II. Observations and Recommendations during Second Cycle : 2011

- i. Establishment of USIC, CIC, Alumni Association, Student Chapters of Professional Bodies, Clubs
- ii. Establishment of College Development Council
- iii. Collaborations with National and International institutions for research development
- iv. Interdepartmental/inter-disciplinary research
- v. Consultancy to industries and establishment of Entrepreneurship Development cell
- vi. Resource Mobilization
- vii. Filling vacant teaching posts and adequate salary to SFS staff
- viii. Introduction of new programmes to meet regional local needs
- ix. Wi-fi campus development
- x. Sustainable Development through alternate energy use, rain water harvesting, organic farming and land use planning

It was observed by all members that most of the recommendations made during second cycle have been implemented. The following recommendations were discussed and decisions were taken as below:

- i. Hon'ble Vice Chancellor advised the Dean, Students Welfare to take necessary steps to initiate **Students Chapters of Professional Bodies of academic, literary and cultural associations on the campus.**
- ii. The Hon'ble Chairman also emphasized that concerned departments and institutes must take necessary steps to avail benefits of **MOUs entered into with**

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S. K. Mishra
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- various regional and national institutions for faculty exchange, student exchange and collaborative research collaborations.
- iii. It was also discussed and resolved that an **Entrepreneurship Development Cell** shall be constituted to initiate university industry collaborations and inculcate entrepreneurship skills amongst students of various professional courses. The proposal may be put before the forthcoming meeting of Executive Council for approval.
 - iv. As per the recommendation of the NAAC Peer Team, Hon'ble Chairman of the meeting advised the present Deans and HODs to encourage the faculty for **interdisciplinary research projects** and broaden the research base.
 - v. It was also discussed and resolved that to ensure contribution of the University in regional development by **ensuring employability of the youth, new interdisciplinary technical and vocational courses at certificate and diploma levels** be introduced on campus as per the availability of infrastructure and faculty members.
 - vi. Regarding the recommendation for **wi-fi campus**, it was discussed and resolved that most of the institute of the campus are covered under wi-fi facility.
 - vii. Hon'ble Vice Chancellor, Chairman of the meeting also expressed his concern on use of alternate energy as recommended by NAAC Peer team. It was resolved that necessary steps shall be initiated to for the provision of Solar Energy on campus.
 - viii. Also regarding **sustainable development and conservation of environment** the university shall ensure waste recycling, water treatment plant, sewage treatment plant and rain water harvesting. The Institute of Environment and Development Studies agreed to extend all possible support. The Institute of Agriculture Sciences assured to introduce and implement organic farming and land use management.

III. Observations/Recommendations 2017 : Third Cycle

- i. **Need to introduce mentor-mentee system**
- ii. Career advancement mechanism to be evolved to motivate the faculty members working under Self Financing Scheme
- iii. **Recruitment of Technical staff for maintenance of instruments**
- iv. Vacant teaching and non-teaching posts need to be filled up on priority basis
- v. **Faculty may be motivated to submit research projects of different funding agencies**
- vi. **University Industry Inter-face, linkage and collaboration need to be initiated and strengthened**
- vii. **Faculty members may be motivated to undertake consultancy work**
- viii. Linkages with good institutions need to be developed.
- ix. **Placement cell may be strengthened for student guidance and campus placement**
- x. **Communication lab to be established by improving communication skills of the students**

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- xi. Synergy to be developed between Departments for interdisciplinary interaction
- xii. **Proper grooming/additional support need to be provided to students coming from humble backgrounds/slow learners**
- xiii. Alumni Association may be formally registered and financial support may be harnessed
- xiv. Future plans designed by different departments must be in consonance with the University vision
- xv. **Optimum utilization of the facilities existing at the University Innovation Centre**
- xvi. **Necessary efforts should be taken for visualizing in the NIRF**

It was observed that the following issues were emphasized during all three cycles:

1. Consultancy by faculty
2. Entrepreneurial Development Cell
3. Equal opportunities for growth for the SFS faculty and staff
4. Interdisciplinary research
5. College Development Cell
6. Placement and career guidance for students
7. Collaborations with industry and other institutions

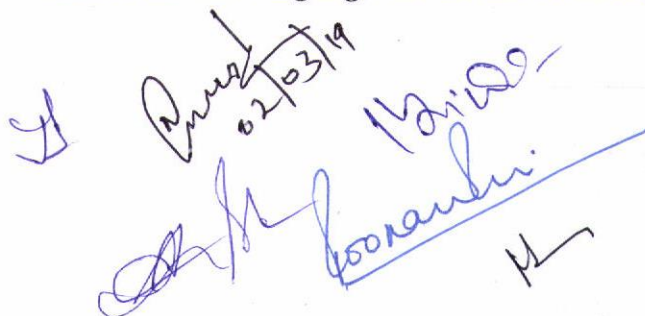
It was resolved and discussed that necessary steps may be initiated by all concerned to implement these recommendations.

The observations made during the third cycle in 2017 were as follows:

- i. As per the recommendations of the NAAC Peer Team during third cycle, Hon'ble Chairman of the meeting advised all Deans and HODs to introduce **Mentor Mentee System** in their respective departments to ensure harmonious and developmental culture on campus. The course coordinators and faculty members may be made responsible for mentoring the students of allocated classes and resolve their personal, professional and other socio-psychological matters.
- ii. As observed by the NAAC Peer Team during their visit to various departments of science and technology, it was recommended that technical and maintenance staff may be provided to all the science and engineering labs for better upkeep and maintenance of the equipments and facilities. Hon'ble Vice Chancellor, the Chairman of the meeting advised the Deans and HODs to submit their requirements and necessary steps shall be taken for provision of the staff in all science and engineering labs.
- iii. Regarding the recommendation for Communication Lab, the Hon'ble Vice Chancellor was informed that the University has Language Lab facility available on 34 computers in Utility Building with German, Spanish and French in addition to English language.

It was agreed and resolved that a time slot for language lab may be included in the weekly time table of Commerce and Management Departments for its UG and PG students to ensure optimal utilization of the Language Lab facility. It was also resolved that a faculty may be recruited for the language lab in the forthcoming session.





- iv. Hon'ble Chairman of the meeting also expressed his concern about the additional support and grooming of students from humble background. He advised all the present members to extend support and extra classes for the students of deprived sections to ensure equity and access to education.
- v. As observed and recommended by the NAAC Peer Team, Hon'ble Vice Chancellor also discussed with the Deans and HODs that the central and departmental labs available with the University i.e. Innovation Centre, Food Technology, Geology and other institutes and departments may be utilized in optimum way. It was also brought to the notice of the Chairman and all members that to ensure optimum and commercial utility of the facilities by the internal departments as well as relevant industries and research organizations, it was imperative to procure NABL Accreditation for the University labs. It was discussed and resolved that efforts for procuring the NABL accreditation shall be initiated at the earliest.
- vi. As observed and recommended by the NAAC Peer Team, it was discussed and resolved that the University shall apply for NIRF ranking whenever the said portal is opened in future.

The meeting ended with a vote of thanks to the Chair.

Dr. Shubhangi Nigam	Er. Vijay Kumar Yadav	Neha Mishra <i>Neha</i> 02/03/19.
Dr. S.K. Verma	Dr. Sangeeta Lal	Ar. Neeraj Gupta
Saroj Kumar	Dr. A.P.S. Gour	Dr. Neeta Yadav
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Prof. V.K. Sehgal	Prof. J V Vaishampayan	