

## **Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)**

The meeting of the Internal Quality Assurance Cell (IQAC) was held on Monday, September 29, 2014 at 2:30 pm in the meeting hall, Brahaspati Bhawan.

Following were present:

1. Prof. Kailash Sodani, Vice-chancellor	Chairperson
2. Prof. S. Palaria	Member
3. Prof. Laxmi Thakur	Member
4. Prof. Manoj Kumar	Member
5. Prof. B. P. Saraswat	Member
6. Dr. Praveen Mathur	Member
7. Dr. Shiv Dayal Singh	Member
8. Sh. R. K. Vyas	Member
9. Prof. V.K. Kakadia	Member ( External Expert)
10. Sh. B. P. Rathi	Member ( External Expert)
11. Prof. K.C. Sharma	Member ( External Expert)
12. Prof. G. K. Kohli	Director & Member Secretary

Following member could not attend the meeting

- |                      |                         |
|----------------------|-------------------------|
| 1. Prof. S. N. Singh | 2. Dr. Ashish Bhatnagar |
|----------------------|-------------------------|

Prof. G.K.Kohli, Director, IQAC introduced and welcomed all the members and briefed them about the objectives, goals and functions of IQAC.

### **Minutes of the meeting**

Item No. 1

Information related to acceptance of letter of intent (LOI) and the schedule for submission of self-study report (SSR) for re-accreditation was reported to the committee which is as follows:

Acceptance of letter of intent	27.08.2014
Last date for Uploading of SSR on University Website	26.01.2015
Last date for Submission of SSR to NAAC	26.02.2015

A compliance certificate for some regulations of the UGC has to be submitted along with SSR by the head of the institution. Compliance of UGC regulation 2012 (related to affiliation of colleges) is mandatory but pending, although in process, to be finalised for adoption.

Item No. 2

Plan for SSR for Re accreditation: Various criteria for assessment were discussed and it was resolved to constitute different committees for preparation of SSR. Chairperson was authorised to constitute various committees.

Annual Quality Assurance Reports (AQAR) to be prepared for the last five years, as the same are required for submission of SSR/Re-accreditation Report (RAR).

Item No. 3

Action plan for quality enhancement:

It was resolved:

- 1 Board of studies to introduced innovations and revise the syllabi of various courses offered by the university.  
For the revision, feedback to be taken from students, alumni, industry and external experts. All the feedback received must be properly documented. It was also resolved to direct university departments to start working on revision of syllabi immediately.
- 2 New courses should be started. Skill development is to be included in some courses to be offered by departments as Centre for ESBM, Commerce, Management etc.
- 3 Research culture to be promoted. Teachers/research scholars to be kept informed about funding agencies, motivated to apply for Research Projects.
- 4 Alumni meet to be hosted.
- 5 Workshops / seminars / conferences / invited lectures / Celebration of days / events etc. by the departments to be motivated. For each department, budgetary provisions to be made for this purpose.
- 6 Placement cell is to be functional.
- 7 Academic audit to be done regularly.
- 8 Visitor's book to be maintained in the university.
- 9 Cleanliness drive for the university premises to run continuously.
- 10 Best practices by the individual teachers/ departments/ offices to be identified and adopted by others. Experts may be invited from other universities to share their best practices in academic activities.
- 11 Faculty recruitment to be done at the earliest.
- 12 More financial resources be generated in the university from various sources as Self-financing courses, alumni, industrialists etc.
- 13 Consultancy services to be initiated.
- 14 Budgetary provision to be made for IQAC activities
- 15 University website to be improved for which outsourcing of web portal was recommended
- 16 Documentation of various programmes / activities of the university teaching departments / centres / cells / offices to be done

Item No. 4

Awareness programme/ Workshop for non-accredited colleges:

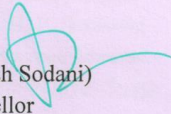
As per letter no.F-24-4/NQRI/2014 dated 18.09.14 received from NAAC a proposal may be prepared to organise a work shop for the principals of non-accredited colleges. The tentative dates for this workshop may be in 2<sup>nd</sup> week of December, 2014.

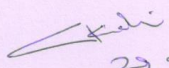
Item No. 5

Workshop for teacher and officers of the University:

One day Workshop for teachers and officers of this university for preparation of SSR may be organised in the 1<sup>st</sup> week of November 2014.

Meeting ended with a vote of thanks to the chair.

  
(Prof. Kailash Sodani)  
Vice Chancellor  
Chairperson, IQAC

  
27.9.14  
(Prof. Gulraj Kalsi Kohli)  
Director and Member Secretary

### **Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)**

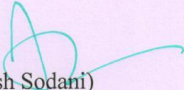
A meeting of the IQAC was held on 13 December, 2014 in the Chamber of the Vice Chancellor.

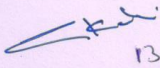
Members discussed the report of the NAAC team that visited in 2004 and decided the follow up of recommendations that could not be taken up till date.

Following was recommended:

1. Appointments and Promotions: The process of new appointments of teachers as well as staff needs to be given impetus also the process of pending promotions of the staff may be taken up at the earliest.
2. Value aided courses and Continuous internal assessment: Choice Based Credit System may be enforced initially on an experimental basis wherein Foundation courses may be started to fulfil the requirement of Value-Aided courses. This would also allow for the provision of continuous internal assessment.
3. Semester System: From the session 2015-16, Semester system be started in all PG courses in Science at both the University campus as well as in the affiliated colleges.
4. Feedback from the students on teaching: A format as enclosed may be circulated to the departments for the feedback of students on teaching and course content.
5. Extension activities: A village may be adopted by the University to encourage literacy, health hygiene and environmental concern. The departments may be asked to organise training programs on various aspects of learning and enterprise.

Meeting ended with thanks to the chair.

  
(Prof. Kailash Sodani)  
Vice Chancellor  
Chairperson, IQAC

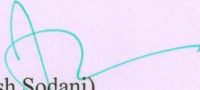
  
13.12.14  
(Prof. Gulraj Kalsi Kohli)  
Director and Member Secretary


### **Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)**

A meeting of the IQAC was held on 11.4.2015 in the Chamber of the Vice Chancellor. Following were the recommendations:

1. Counselling activities: It was observed that lack of faculty is affecting such essential activities of the University therefore a temporary arrangement may be made wherein Heads of the Departments and Directors of the Centres may be asked to undertake counselling activities at least once in a year.
2. Skill-upgradation: Collaboration may be sought for Soft skill programs with other institutes. Other than that the Departments/Centres may be asked to organize training programs for which they may submit budgetary requirements to the University.
3. Making copy of answer book available to the student: The University may allow the student to obtain a scan copy of the evaluated answer books.
4. Promotion of Research: Dedicated centres for research may be established with grant in the form of interest of a fixed deposit.
5. Making the library a vibrant place: It was suggested that the central library may organize film shows/short film shows/documentaries on Saturday afternoons for which a hall may be furnished and equipped in the library.
6. Future activities such as exhibitions/poster exhibits etc. may be organised at the upper floors of the library and the library may be provided with exhibit boards.

Meeting ended with thanks to the chair.

  
(Prof. Kailash Sodani)  
Vice Chancellor  
Chairperson, IQAC

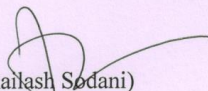
  
11.4.15  
(Prof. Gulraj Kalsi Kohli)  
Director and Member Secretary

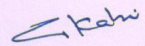
### **Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)**

A meeting of the IQAC was held on 6.1.2016 in the Chamber of the Vice Chancellor. Following were the recommendations:

1. Creation of amenities: A multi facility commercial centre may be established where all amenities for the students and staff may be provided. It was also proposed to construct an auditorium with a capacity of 1000.
2. Bus service to facilitate transportation: The Dean Students' Welfare may be asked to contact District administration to start city bus service in this area. It was also suggested that later on a bus may be procured for the transport of the students.
3. Strengthening Information-Communication Technology: It was suggested that separate budgetary provision may be made for each department to have 5 desktop computers dedicated for students with internet connectivity especially for those departments that are collaborating in the IIT Mumbai's Spoken Tutorial program. Based on the number of students, the number of computers may be increased in a phase wise manner.
3. Encouragement of Research: It was proposed to acknowledge the teacher and co workers (faculty wise) annually who has/ve published in a journal with maximum impact factor and citation index by providing a grant of Rs. 1 lakh to science faculty and Rs. 50,000/- to other faculty members for 1 year to strengthen their research activity and a certificate of appreciation be given to him/her and/or his/her team.
4. Pedagogical changes: The University teachers may start video recording their lectures that may be later on uploaded on the website to be especially created by the University for the virtual learning. For the purpose, the Departments interested may be granted funds to procure a tripod, lights and a video camera.
6. AQAR preparation: It was suggested that a software may be got developed by outsourcing for department wise online input and final compilation and generation of report of AQAR.

Meeting ended with thanks to the chair.

  
(Prof. Kailash Sodani)  
Vice Chancellor  
Chairperson, IQAC

  
(Prof. Gulraj Kalsi Kohli)  
Director and Member Secretary

6.1.16

## Internal Quality Assurance Cell

### Compliance for the Meeting of IQAC held on 29.9.2014

1. SSR for NAAC reaccreditation was prepared and submitted on 16.6.2016.
2. Regarding introducing innovations and revising syllabi of various courses offered by the university:

Action Taken:

Syllabi were revised to incorporate emerging areas in respective subjects. Semester system has been introduced in 22 PG Programs which includes PG science courses in all affiliated colleges as well.

The Choice Based Credit System (CBCS) was introduced in 2015-16 in learning programs of Microbiology and Environmental Science. The system is modular offering choice of exit after every semester with PG Certificate (1 Semester), PG Diploma (2 semesters), Advanced PG Diploma (3 Semesters) and PG Degree (4 Semesters).

3. New courses should be started. Skill Development Programs

Action Taken:

The university started new programmes such as MA in Hindi, M.Com. Business Administration, M.Com. ABST, M Library & Information Science, Masters in Journalism & Mass Communication, LLM, Master in Yoga Studies & Therapy Management, M.Ed., B.Ed. B.Sc. Food Science & Nutrition, B.B.A., B.Sc. Naturopathy & Yogic Science, PG Diploma in Industrial Safety, Health & Environment, Advanced Diploma in Food & Health Security, PG Diploma in Disaster Management and MBA Dual Specialization.

For skill development short term training programs were conducted by the Centre for ESBM, Department of Food Science & Nutrition and Department of Microbiology. In addition, Courses in Choice based Credit System were marked "Sk" in the syllabus of M.Sc. Microbiology for courses that are planned to improve specific skills

Ten entrepreneurship development programs including Entrepreneurship Development Programs (EDPs) for Doctors, Rural EDPs in *Sojat, Jalore, Gagwana*, EDPs for Science & Technology students, EDPs for Engineering Students and EDP for ST students, 35 Entrepreneurship and Skill Development Programs were conducted by the University since September 2010 that benefitted 921 persons. 125 persons were trained in skills for the cultivation of microorganisms for various purposes, small enterprises in microbiology and food preservation.

4. Research culture to be promoted. Teachers/research scholars to be kept informed about funding agencies, motivated to apply for Research Projects.

Action Taken:

The teachers and research scholars are aware of funding agencies in research and some of them have applied for research projects.

5. Workshops / seminars / conferences / invited lectures / Celebration of days / events etc. by the departments to be motivated. For each department, budgetary provisions to be made for this purpose.

Action Taken:

Every year departments organised such activities for which University's own or UGC funds were utilized.

6. Placement cell is to be functional.

Action Taken:

Placement cell at the Department of Management Studies coordinated with the companies for placement meetings.

7. Academic audit to be done regularly.

Action Taken:

Academic audit is yet to be started. However the annual reports of the departments are part of the Annual Report of the University that is submitted every year to the Assembly of the State.

8. Cleanliness drive for the university premises to run continuously.

Action Taken:

The University is being maintained clean as well as green.

9. Best practices by the individual teachers/ departments/ offices to be identified and adopted by others. Experts may be invited from other universities to share their best practices in academic activities.

Action Taken:

The Annual Reports of the University as well as the NAAC SSR has been used to inform other teachers about the activities being undertaken in different departments so as to enable others to follow if they find it suitable for adoption.

10. Faculty recruitment to be done at the earliest.

Action Taken:

The process is going on and it is expected that the recruitments will be done very soon.

11. University website to be improved for which outsourcing of web portal was recommended

Action Taken:

The website has been modified, improved and outsourced.



## Compliance for the Meeting of IQAC held on 13.12.2014

### 1. Appointments and promotions

#### Action Taken:

Four Assistant Registrars have been appointed.

All deserving teachers have been promoted.

Process of recruitment of teachers is going on and may complete within a few months.

Process of promotions of non teaching staff is going on.

### 2. Value added courses and Continuous Internal Assessment:

#### Action Taken:

Foundation courses in Choice Based Credit System have been introduced for value addition, It has also adopted continuous assessment system.

### 3. Semester System:

#### Action Taken:

Semester system has been adopted for all PG courses in science at both colleges as well as the University.

### 4. Extension activities:

#### Action Taken:

The NSS unit of the university is active in conducting activities and programmes of social relevance in nearby community and villages.

The university has adopted a village *Mohami* for its overall development.

Ten entrepreneurship development programs including Entrepreneurship Development Programs (EDPs) for Doctors, Rural EDPs in *Sojat, Jalore, Gagwana*, EDPs for Science & Technology students, EDPs for Engineering Students and EDP for ST students, 35 Entrepreneurship and Skill Development Programs were conducted by the University since September 2010 that benefitted 921 persons. 125 persons were trained in skills for the cultivation of microorganisms for various purposes, small enterprises in microbiology and food preservation.

Plantation, Blood donation and Free health check up camps are being organised every year.

## **Compliance for the Meeting of IQAC held on 11.4.2015**

### 1. Skill upgradation:

Action Taken:

The University has tied up with IIT Mumbai to upgrade soft skills through the program Spoken Tutorials.

### 2. Making available on request copy of answer book to the student

Action Taken:

The provision of the facility has been incorporated

### 3. Promotion of Research:

Action Taken:

Four research centres were established by the university in specific applied areas areas of national importance. These are:

- Algae Biofuel and Biomolecule Centre
- *Prithviraj Chauhan Etahasik Evam Sanskritik Shodh Kendra*
- *Sindhu Shodhpeeth*
- *Ambedkar Shodhpeeth*

The first of these is an interdisciplinary research Centre involving five departments. Some departments developed collaborations with institutions/universities in India and abroad.

## **Compliance for the Meeting of IQAC held on 6.1.2016**

### 1. Creation of amenities

#### Action Taken:

Foundation stone has been laid for the construction of commercial complex as well as auditorium.

### 2. Strengthening Information-Communication Technology

#### Action Taken:

The permission has been granted for the departments who have initiated IIT Spoken Tutorial program and have applied for upgradation of ICT facilities.

Rest of the items in the agenda are under consideration for processing.

14/09/2016

sd

(Gulraj Kalsi Kohli)

IQAC