

Proceedings of the 2<sup>nd</sup> Meeting of the IQAC held on 13.10.2015 in the Chamber of Vice-Chancellor.

The following were present

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|----------------------|--------------------------|
| 1. Dr MR. Sharma     | Vice-Chancellor          |
| 2. Dr Sanjeev Sharma | Registrar                |
| 3. Dr Naveen Thakur  | Vice Chairman            |
| 4. Er R S Chandel    | Member                   |
| 5. Dr Yogesh Walia   | Member                   |
| 6. Dr Lekh Raj Verma | Member                   |
| 7. Dr S Vaibhav      | Member                   |
| 8. Dr. K L Verma     | Member (Special Invitee) |

The Hon'ble Vice-Chancellor welcomed all the members and asked the Convener to put Agenda Items one by one for discussion.

**Item No.1 To confirm the minutes and action taken report of 1<sup>st</sup> meeting of IQAC.**

The minutes of the 1<sup>st</sup> meeting of IQAC were confirmed.

**Item No.2 Attendance in the class**

It was decided after deliberation that Academic Regulation 36 of the Chapter 2 be followed strictly for the UG Classes. Extra Classes may also be conducted before the start of Major Examination.

**Item No.3: Project Formulation/Apprenticeship/Job Training**

After thorough discussion it was decided that every department will prepare at least one project in a semester which should become a working model minimizing the gap between curriculum and employer requirements.

**Item No. 4 Effective Tutorials**

It was decided that tutorial should be held effectively. Problem of the student should if any be solved to their entire satisfaction.

**Item No. 5 Industrial visits**

It was decided that Industrial visit should be arranged by the concerned departments in consultation with the respective Deans as per requirement of curricula.

**Item No. 6 Library should be equipped with E-Books, Journals**

It was agreed upon after discussion that more Peer Reviewed Journals should be prescribed. Efforts be made to increase the facility of e- Material in Library.

### Item No. 7 **Guest Lectures**

After deliberations, it was decided that guest lectures should be arranged as per need for the overall development of the students, possibly on current topics.

### Item No. 8 **Conferences/Workshops**

It was decided that every school must organize at least one conference/ workshop in an academic session.

### Item No. 9 **Certification viz; Tally, MS Office etc.**

After thorough discussion it was decided that feasibility be explored for the certification of the course like; Tally, MS Office etc which could later help the students in getting employment opportunities and these should be designed as per requirement of the industry.

### Item No. 10 **Publication of Magazine/Annual Report (to encourage Article writing of students)**

An Editorial Board should be constituted for the purpose and the magazine be published annually and the students should also be member of the board. The concerned department may encourage the students and give necessary guidance /encourage for writing the articles. A committee of the following was proposed:

- i) Dr Kuldeep Kumar
- ii) Ms Aditi Thakur

The work will be done in consultation with Literary Club.

### Item No. 11 **Faculty Development Program FDP, Refresher Courses**

After thorough discussion it was decided that it should be arranged in the university and faculty should be encouraged to attend refresher courses in other university. It was also suggested that the five days academic leave should be enhanced from 5 to 10 days. The FDP should be once in year by each School.

### Item No. 12 **Choice Based Credit System CBCS**

It was decided that CBCS be implemented from the next academic session as per guidelines of the UGC. A committee of the following was proposed:

- iii) Dr Lekh Raj Verma
- iv) Ms Amita Sharma

### Item No. 13 **Review of Syllabi with external experts**

After thorough discussion it was decided that an internal committee consisting of the representative of all discipline be formed to review the syllabi and thereafter the draft so

prepared be sent to the external experts nominated in the BOS and Academic Council for their inputs. Dr Verma may propose a committee for the purpose.

**Item No. 14 Departmental Audit:**

It was resolved after discussion the departmental audit should be conducted by the inter-departmental committees and such committees be constituted by the Dean Academic Affairs.

**Item No. 15 Strength, weaknesses, opportunities and challenges analysis of Department**

It was decided that Heads of the different departments will put up SWOC analysis to the IQAC, which would work out ways and means for the improvement of overall academic standard in the university.

**Item No. 16 Internet Facility (Projector, Printer, Paper, office goods etc.)**

It was decided that internet facility be improved in the campus. It was also decided that a printer be installed with the Clerk sitting in the faculty room for use by all the faculty members.

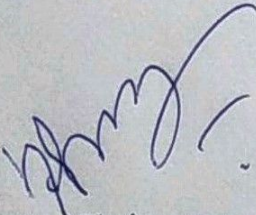
**Item No. 17 Periodic Meetings with CR's**

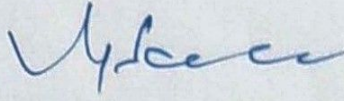
It was decided that Meetings with CR's be held monthly by the concerned Deans.

**Item No. 18 Any Item with the permission of Chair.**

Dr Sanjeev Sharma suggested that a comprehensive feedback form be framed afresh and got filled in regularly in the end of semester from the students. The suggestion was agreed to.

The meeting ended with a vote of thanks to the chair and from the chair to members

  
Vice-Chairperson

  
Chairperson