



# RIMT UNIVERSITY

"education for life"

Delhi-Jalandhar GT Road (NH1), Sirhind Side, Mandi Gobindgarh, Punjab - 147301 (India)

**Ref. No.: RIMT/IQAC/33//2023-24**

**Dated: 19-10-2023**

To

All the Members  
Internal Quality Assurance Cell (IQAC)  
RIMT University,  
Mandi Gobindgarh

**Subject: Minutes of 14<sup>th</sup> meeting of Internal Quality Assurance Cell of the RIMT University**

Dear Sir/Madam,

The 14<sup>th</sup> meeting of Internal Quality Assurance Cell of the RIMT University took place on September 28, 2023, at 11:30 a.m. in the university's boardroom. Enclosed are the meeting minutes for your review. Please share your comments, if any, by 3<sup>rd</sup> Nov.2023.

Thanks, and Regards

**Director IQAC**

**Encl : as above**



**Ref. No RIMT/IQAC/33//2023-24**

**Dated: 19-10-2023**

The 14th meeting of Internal Quality Assurance Cell (IQAC) of the RIMT University, Mandi Gobindgarh, Punjab, took place on September 28, 2023, at 11:30 a.m. in the university's boardroom. The following members attended the meeting:

Sr. No	Name and Designation	Designation
1.	Dr. Bhupinder Singh Brar, Vice Chancellor	Chairperson
2.	Dr. Vijay Kumar Agarwal, Pro-Chancellor	Member Expert on Quality
3.	Dr. B.S. Bhatia, Pro-Vice Chancellor)	Member
4.	Dr. J. Mishra, Dean, Academic Affairs	Member
	<b>Teacher Representatives</b>	
5.	Dr. Rajiv Kumar, Dean, School of Computing	Member
6.	Dr. Ashish Oberoi, Professor, Dept. of CSE	Member
7.	Dr. Satish Saini, Professor, Dept. of ECE and EE	Member
8.	Er. Ajay Singh Rana, Associate Professor, Dept. of ME	Member
9.	Dr. Sushil Bhardhwaj, Associate Professor, School of Computing	Member
	<b>Students Alumni Representatives</b>	
10.	Mr. Manpreet Singh Dhawan, Senior Manager HR and President Students Alumni, RIMT University	Member
11.	Dr. Nidhi Aggarwal, Associate Professor, School of Business Management and Commerce	Member
12.	<b>Director of the IQAC and Coordinator IQAC</b>	
13.	Dr. Bir Bikram Singh, Professor and HoD, Department of Physics.	Director
14.	Dr. Dimple Sharma, Deputy Registrar, and Assistant Professor, University School of Business Management and Commerce.	Member Secretary /Coordinator

### Special Invitees

Sr. No	Name/Designation	Designation
1.	Dr. Mohinder Pal, Controller of Examination	Member
2.	Mr. R.P. Singh, In-charge RIMT DRI	Member
3.	Dr. Nitin Thapar, Dean, Student Welfare	Member
4.	Dr. Parminder Singh, Chief Librarian	Member



**The following members were unable to attend due to prior commitments and were granted leave.**

Sr. No	Name/Designation	Designation as per IQAC
1.	<b>Teacher Representatives</b>	
2.	Dr. Sandeep Singla, Dean, School of Engineering	Member
3.	Dr. Ajay Bilandi, Principal, College of Pharmacy	Member
	<b>Member from the Management</b>	
4.	Mr. Vijayant Bansal, Chairman	Member
	<b>Senior Administrative Officer</b>	
5.	Er. Rakesh Mohan, Registrar	Member
	<b>One nominee from local society</b>	
6.	Mr. Bhusan Sood, Sr. Correspondent	Member
	<b>Nominees from Industry Stakeholders</b>	
7.	Dr. Sandeep Grover, JC Bose University of Sci & Tech., YMCA University, Faridabad-HR	Member
8.	Mr. Sandeep Agarwal, Punjab Steel Forging & Agro Industry	Member

At the outset, the Vice Chancellor extended a warm welcome to all attendees, including the distinguished external member, Dr. Vijay Kumar Agarwal, Pro-Chancellor and Member Expert on quality, as well as the newly appointed members: Dr. Bir Bikram Singh, Director IQAC; Dr. Sushil Bhardhwaj, Associate Professor, School of Computing; and Dr. Nidhi Aggarwal, Associate Professor, School of Business Management and Commerce. He also acknowledged the presence of other members serving in the 4th term of IQAC from 20-9-2023 to 19-9-2025 during the 14th meeting of IQAC.

Additionally, the Vice Chancellor expressed his appreciation for the special invitees in attendance, including Dr. Mohinder Pal, Controller of Examination; Mr. R.P. Singh, Incharge RIMT DRI; Dr. Nitin Thapar, Dean Student Welfare; and Dr. Parminder Singh, Chief Librarian, who joined the 14th meeting of IQAC.

The meeting was graced by the presence of Dr. B.S. Bhatia, Pro-Vice Chancellor, who provided insights into the vision and strategic planning of IQAC for enhancing quality across various facets of academic and administrative functions within the university. Subsequently, he entrusted the member secretary with presenting the meeting's agenda. The meeting then proceeded to discuss the agenda items in detail, and the proceedings are summarized as follows:

**Item No.1: To officially approve the minutes of the 13th IQAC meeting, which took place on March 2, 2023.**

**Action taken:**

The minutes from the 13th IQAC meeting held on March 2, 2023, were distributed to all members for their review and potential comments or objections. Following a thorough review period of 15 days, no comments or objections were received. Therefore, the IQAC members were requested for formal confirmation of the minutes of the 13th IQAC meeting.

The proceedings of the 13th IQAC meeting were also presented during the 9th Academic Council meeting convened on April 28th, 2023, and sought approval.



**Resolution:** The minutes were unanimously confirmed by the IQAC members and subsequently approved by the Academic Council during its meeting on April 28th, 2023. Copy enclosed as **Annexure-1**

**Item No. 2: Report regarding actions taken on the decisions of the meeting of 13<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting held on March 2, 2023.**

**Action taken:**

Director IQAC, briefed the following Action Taken Report (ATR) on the decisions taken in the 13<sup>th</sup> meeting of the IQAC.

**Item No. 2.1 : Academic and Administrative Audit of the University**

**Action taken:** Internal Academic and Administrative Audit of the University (IAA) of all Schools/Departments was conducted by the duly constituted committee, as per schedule given below from 28<sup>th</sup> August to 4<sup>th</sup> September, 2023.

The notification and analysis report of the same is attached at **Annexure -2**

**Item No. 2.2 : Status of University Ethics Committees**

**Action taken:**

1. Institutional Biosafety Committee (IBSC): The Department of Biotechnology, Government of India, officially approved the establishment of the IBSC at RIMT UNIVERSITY, effective from July 21, 2023. We have received confirmation via email, which is attached at **Annexure-3**.
2. Chemical Ethics Committee: The Chemical Ethics Committee has been reconstituted as of September 26, 2023. Please find detailed information about the committee. A copy enclosed at **Annexure-4**.
3. Biomedical and Health Research Committee: In accordance with the UGC letter dated December 26, 2022, regarding the constitution and registration of Ethics Committees for Biomedical and Health Research with the Department of Health Research, Government of India, we have formed a committee with provisional members. All committee members are kindly requested to complete the online human ethics course offered by ICMR, Government of India. We will proceed with the committee's registration once all members have obtained certification.
4. Animal Ethics Committee: We are currently in the process of registering with the Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry, and Dairying, Government of India (CPCSEA). The registration will be completed after we establish an animal house on the University Campus.

**Item No. 5: Status of Environment/Green/ Energy Audit**

**Action taken:**

On February 25, 2023, Dr. Virender Narula, the external auditor from "Shivam Quality Consultant" in New Delhi, conducted audits for environmental, green, and energy standards at RIMT University. These audits aimed to obtain certification for the years 2022 and 2023. Certificates are enclosed at **Annexure-5**.



## Item No. 6: Status of Self Study Report (SSR) and speeding up the process of University/Departmental level preparation for NAAC Peer team visit.

### Action taken:

SSR report was successfully submitted to NAAC, the DVV has been accepted by NAAC. Further preparedness for NAAC Peer Team visit is in -process.

Item No.	Subject matter	Action taken
7.	<b>Status of Planning for next Academic year 2023-24.</b> <ul style="list-style-type: none"> <li>Completion of BoS for all the updated syllabuses</li> <li>Lab infra development (wherever required especially for wet labs)</li> <li>Introduction of R&amp;D policies (Annexure-1)</li> <li>Annual Faculty Appraisal</li> <li>Dean-HoD interaction once in a month (MoM will be generated) Dean-teacher interaction once in a month.</li> <li>Dean-HoD-Student interaction in case of any grievances</li> <li>Saturday activities and other activity reports</li> </ul>	<p>It was informed by the Dean Academic Affairs that:</p> <p>Completed. Recommendations received from the experts of respective BoS meeting of all Schools/Departments, have been implemented in syllabus of various programmes. The same was duly approved in the 9th Academic Council Meeting held on 28-4-2023.</p> <p>Under-construction, it was informed that wet lab will be completed soon and instruments preparedness is going on for the same.</p> <p>Re-Notification to all the concerned and implemented accordingly.</p> <p>Done by the HR department with due approval from competent authority. Notification for the promotion under CAS was also sent to the eligible faculty members.</p> <p>Done. Recommendations of Meeting held on 24-5-2023 attached as <b>Annexure-6</b></p> <p>Implemented by all Schools/Departments as per the recommendations received during the meeting held on 14-9-2023, agenda points of 4 and 5 is attached at <b>Annexure 7</b> Anti-Ragging and Grievance Redressal committees are also constituted at departmental level.</p> <p>Implemented, a report of Saturday activities planning for the session 2023-24 is enclosed at <b>Annexure 8)</b></p>



Further, it was informed that a request note regarding Protocol for Organizing Events was sent to all Deans/Directors on 6-9-2023 to send all activity reports in a standardized format for the proposal that must be followed meticulously. Additionally, after the event has concluded, they are required to submit a detailed report with geotagged photos, attendance of the participants, and approved proposal, to the Dean's Office of Academic Affairs and the IQAC cell for proper record-keeping.

9. **Review of feedback analysis and action taken report regarding design and review of curriculum for the session 2022-23.**

Feedback analysis and action taken report regarding design and review of curriculum for the session 2022-23 has been collected and analyzed. Report enclosed as **Annexure -9)**

10. **Value Added Programme for the session 2022-23 and planning for the next academic session 2023-24**

Value added programmes for the session 2022-23 was approved from the 9<sup>th</sup> Academic Council in its meeting held on 28<sup>th</sup> April, 2023.

Details of the value-added courses (school-/department wise) for the session 2023-24 is attached as **Annexure -10)**

11. **Status of Registration of Alumni Association**

- **Registration of Alumni Association:**  
Certificate of Registration of Societies (Act /XXI of 1860) vide No. DIC/MGG/3048 of 2023-24 have received on April 20, 2023 from the additional Registrar of Societies.
- Alumni Association Committee has also been formed in this regard.
- The Member Secretary was asked to get the schedule of planning of activities conducted/to be conducted from the Alumni Association and submit the same to the Chairman on or before 9<sup>th</sup> October, 2023
- The said document is attached as **Annexure - 11** for the reference.



**Item No. 12: Status report of University Department of Research, Innovation & Incubation (RIMT-DRI) in the previous year and planning for next academic session 2023-24.**

**Action Taken till date:**

1. Activities -Awareness Programmes/Sessions delivered /celebration of days.
  - Farmer Awareness Program has been conducted by School of Agriculture on April 94, 2023. One more program is scheduled to be held in the month of August 2023.
  - Session delivered on Startup and Innovation Awareness.
  - Session delivered on Entrepreneurship Day.
  - Community Day has been celebrated at RIMT University in association with School of Engineering.
  - Celebration of community day through "research and innovation for all" has been done at OPBMS School, other schools also participated.
  - Other schools visited the DESINNO CoE - interaction done.
  - In-house Memento design and development has been initiated using waste material and successfully executed.
  - In association with TPO cell, boot camp on coding skills has been organized for the final year students of CSE and computer applications.
  - In association with OPBMS, National Technology Day has been celebrated through an innovative project exhibition.
  - Workshop on 3D Modelling and Printing has been conducted.
2. Projects/ PoC / Prototypes: Discussion with Dean, School of Engineering has been done and information for the same has been floated to the concerned departments. Also, some students have been identified who have started working on the requirements as well as for YUKTI, an MoE initiative. Location for Project/Innovation Museum has been identified and approved by the PVC.
3. To felicitate the effort of the students, a ceremony will be conducted at the end of the current semester or during the orientation session in the starting of next semester.
4. For advertisement regarding DRI/DESINNO, one flyer/brochure has been designed (for DESINNO) and shared with admission team. Discussion with the Head of Media Cell regarding documentary or visibility contents has been done.
5. IIC team has been constituted and information for the same has been uploaded on the portal of Ministry of Education along with Minutes of Meeting (Meeting done on March 28th, 2023). This information has already been shared with the IQAC members.
6. Regarding the display of Tinkering Lab, Stem/Steam/Stream Cell, the boards will be placed only after improvement of the lab infrastructure.
7. DESINNO Certificates received from European union have been distributed.
8. Patent writing training has been conducted, DRI is now capable of patent writing.



9. It has been proposed to develop in-house ERP as an alternative to CollPoll.
10. Pilot Projects: Kicked off - Pilot project development for Brahmand edutain, Malwa hydraulics and BSD infotech.
11. a) Inter-departmental project development discussion has been done with Dr. OP Jasuja (Forensic Science) and b) Dr. Jaspreet Singh (Physiotherapy Department) to develop A.I. based ergonomics chair.

**It was also informed by the Department of Research, Innovation & Incubation that after approval, DRI Logo was communicated to the MoE (Ministry of Education), Govt. of India.**

**After due discussion and deliberation, it was suggested that:**

- **A team of dedicated teachers will be constituted, who will visit surrounding of nearby schools (Govt. /Private) for displaying/demonstrating the strength of RIMT DRI projects to attract students for the admissions in the various courses of the University.**

Item No.	Subject matter	Action taken
13	<b>Status of Training and Placement office activities in the previous year and planning for next academic session 2023-24.</b>	The activities presented for the session 2022-23 has been successfully completed by the Training and Placement Cell and activities for the session 2023-24 are going as per schedule presented in the 13 <sup>th</sup> IQAC meeting.
14	<b>Review and Planning of Swayam/NPTL courses</b>	<b>Report of enrollment for Swayam/NPTEL courses for the session 2023-24 is given as Annexure -12</b>
15	<b>Status of Activity Calendar of the University Schools/Departments/Committees</b>	<b>Done. Activity Calendar from July-Dec. 2023 is attached as Annexure -13)</b>

**Item No. 16: Plan to organize Conferences/Seminars/Workshops for the next academic session 2023-24 (School-wise/Department-wise)**

**And Item No. 17: Planning to conduct Faculty development/Refresher courses/Orientation programme (School-wise/Department-wise)**

The details are given below:

Sr. No	Name of School/Department	Activity Name	Schedule Date
1	School of Management Studies & Commerce	Workshop on Communication Skills	September 2023, conducted as per the schedule.
2		Workshop on Soft Skills for Personality Development	October 2023
3	School of Languages and Social Sciences	Seminar on Critical thinking skills	November 2023
4	School of Education	FDP on (tentative topics) <ul style="list-style-type: none"> <li>• Research and the use of SPSS</li> </ul>	Mid-January to February 2024



5

- Government Policies and Impact on Educational and other sectors

International Conference on  
Government Policies and  
Sustainability

March 2024

**In addition to the above, the following schools/departments has conducted Seminars/FDPs/Conferences as listed below:**

Schools/Departments	Topic	Event Date
School of Pharmaceutical Sciences	3 <sup>rd</sup> National Pharmacovigilance Week/Virtual Awareness Seminar on National Pharmacovigilance Week	September 17-23, 2023.
RIMT University	Five-day Faculty Development Program on Research Capacity Building. Content of FDP is given below: Overview of Research Research Methodology Literature review Data Analysis through S.P.S.S Technical Report writing How to write a Research Paper Data Integrity and Research Ethics	September 19-23, 2023.
RIMT University	Five-day Faculty Development Program on "Teaching Skills, Research and Innovation" Content of the FDP is given below: • Teaching Skills • Innovation /Intellectual Property Rights • Startup/Entrepreneurship • Grant proposal and manuscript writing	July 17-21, 2023
School of Pharmaceutical Sciences	Conference on "Boosting public confidence in Pharmacovigilance"	September 20, 2023
School of Mass Communication and Media Technology	Seminar on " News Reporting and Anchoring Skills"	March 2,2023

Item No. 18	Subject matter	Action taken
18.1	Coordinator IQAC informed that certification of ISO 50001 and ISO 14001 is in-process for certification by the duly approved certification body and it will be done very soon.	Done. The following certificates have been received: 1. Energy Management System ISO 50001 Certificate 2022-23. 2. Environment Management System 14001 Certificate 2023-24.



18.2

**Decision of 1<sup>st</sup> Internal review committee of the University, held on Dt. 16-2-2023**

**The following were the agenda points:**

1. Role and responsibilities of  
Deans/Directors/HoDs/In-charges for framing/mapping out the Curriculum/Lecture Plans/Practical's and Tutorials.
2. Action taken by the  
Deans/Directors/HoDs/Incharges in case of chronic absenteeism of students in the class.
3. Mechanism/techniques adopted to conduct of classes.
4. Publications, research activities and projects developed by the faculty members.
5. Organization of Workshops, Seminars and Conferences etc.
6. Quality of the Question Bank set by the faculty members for end-term examinations.
7. Quarterly report of the Ph.D Scholars.
8. To train the students before the scheduled Training and Placement drive

All the decisions have been implemented accordingly and the report of the same has been submitted to the Dean Academic Affairs and Chairman of the committee.

8.2

**Constitution of Examination Monitoring Committee (Question Bank/Question Paper setting).**

Implemented, all the question papers for the end-term examinations 2023 have been completed except few. Minutes of meeting dated 12-6-2023 is enclosed at **Annexure 14**

**Resolution:** The members resolved to ratify the action taken as presented and accepted the time requested for the implementation of few suggestions.

**Item No. 19 Review of preparation before the NAAC peer team visit to the University.**

DVV of SSR submitted has been accepted by NAAC meanwhile. Now they have given us three dates option for the physical inspection of the University by NAAC peer team members.

3.1 The following information's/documents have been shared with the Dean/Directors/HoDs for preparation before the Peer-Team visits in university.

- Shared duly filled/Uploaded Self Study Report of the University/IIQA
- Mock NAAC presentations schedule along with layout/sketch of PPT (School-wise/Department-wise) -Annexure of schedule **enclosed as Annexure 15**

**Item No. 20 Item for discussion and due deliberation.**

**20.1 Discussion on Library upgradation:** Dr. Parminder, Chief Librarian presented the following points for library upgradation: -

- Library layout to be fixed on main gate of the library.
- Need to subscribe more e-Resources/Data based and Print Journals for various programmes in the University.
- Some new books (updated addition/version) as per NEP policy, to be purchased.



After due discussion and deliberation, it was recommended that a budget for the same to be submitted to the Chairman for approval.

Further he informed that:-

- Library Orientation program to be conducted in the month of Oct, 2023 to enhance awareness among the fresh as well as continuing students & faculty members about the Library E- Resources & Services, and registration/access of e-resources NDLI (National Digital Library of India).

**20.2 To review the status of NIRF ranking of applied sectors (Engineering and Management)**

- India Rankings 2024: Registration process is now started, Last date is 9th October 2023

- In last year, the participation was only two sectors 1. Engineering; 2 Management.

It was proposed to include Pharmacy, Law, Agriculture and Allied Sectors, Medical, Architecture, Planning and Innovation

Finally, it was recommended to apply for Pharmacy, Law and Agriculture in addition to Management and Computer science sectors.

**20.3 Status of publications, patents and projects etc. as per seed money policy, notified 18-7-2017 for the session 2022-23.**

For detail, please see at **Annexure- 16**

**20.4 To review the status of registration of students and staff for MOOCs programmes on the Swayam/NEPTEL and various platform of repute.**

After a thorough discussion, it was proposed to implement the following measures:

- Establish a departmental-level mechanism to effectively monitor and encourage active student participation in SWAYAM courses.
- Allocate the workload related to SWAYAM/MOOCs to the respective faculty members in the upcoming academic session, incorporating it into the timetable.

**Responsibilities of the Nodal Officer:**

1. **Workload Allocation:** The Nodal Officer is responsible for maintaining a comprehensive record of the workload associated with Swayam/MOOCs/NPTEL courses, ensuring it aligns with the relevant subject matter available on the Swayam/MOOCs/NPTEL platform. This includes coordinating with the Dean of Academic Affairs office to allocate these responsibilities to the appropriate faculty members.
2. **Student Registration and Attendance:** The Nodal Officer must diligently keep records and conduct analyses pertaining to student registration for specific courses. This includes tracking attendance during lectures, which is reported by faculty members/mentors, or as per the assigned workload.
3. **Monitoring Tools:** The Nodal Officer is tasked with developing a calendar and format to facilitate monitoring by faculty members. This tool assists in tracking the progress of students at various stages, ranging from their attendance in classes to the submission of assignments, participation in examinations, and the final determination of results.



4. **Provision of Support:** To facilitate the successful execution of these responsibilities, the Nodal Officer must ensure that all necessary facilities and infrastructure are provided to the faculty members and mentors. This support aids them in fulfilling their obligations effectively.

### **Responsibilities of Faculty Members/Mentors:**

- Ensure that all students in their classes adhere to the course registration schedule provided by Swayam, MOOCs, NPTEL, or communicated by the designated Nodal Officer at RIMT University.
- Regularly report to the Nodal Officer (Swayam/MOOCs) regarding the number of students registered for their subject, the level of student engagement, and the attendance in their lectures.
- Assume sole accountability for monitoring whether students adhere to assignment submission instructions, as conveyed by Swayam, MOOCs, NPTEL, or the Nodal Officer.
- Following registration, ascertain that students meet the mandatory requirement of attending at least 75% of the scheduled classes.
- Identify both students who may require additional support due to slower progress and those who are advancing at a faster pace in their respective classes.

Moreover, it has been recommended that a properly constituted committee, which includes the Nodal Officer of Swayam/NPTEL, should submit its report to the Dean Academic Affairs, the Director of IQAC, and the Member Secretary for documentation purpose.

**20.5 To review the report of Academic and Administrative audit, submitted to the Vice Chancellor by the duly constituted committee.**

Issue/Report / findings/ conclusions	Coordinator(s)
<b>A. E-Governance Initiatives:</b> <ul style="list-style-type: none"> <li>The E-governance cell is set to become fully operational by October 2023.</li> </ul>	Registrar, and Chief Librarian
<b>B. Extended Library Hours:</b> <ul style="list-style-type: none"> <li>Library hours will be extended, with the outer section open until 8 pm.</li> </ul>	<b>Point No. 1-In-charge, R&amp;D</b>
<b>C. Strengthening Focus Areas:</b> <ol style="list-style-type: none"> <li><b>Research and Publications:</b> <ul style="list-style-type: none"> <li>Enhancing research, publications, patents, and sponsored and consultancy projects, both from government and non-government sources.</li> </ul> </li> <li><b>Co-Curricular Activities:</b> <ul style="list-style-type: none"> <li>Promoting co-curricular activities such as invited extension lectures, talks, conferences, workshops, and seminars.</li> </ul> </li> <li><b>Government-Funded Events:</b> <ul style="list-style-type: none"> <li>Actively pursuing opportunities to secure government funding for conferences, symposiums, and seminars.</li> </ul> </li> <li><b>Patent Applications:</b> <ul style="list-style-type: none"> <li>Encouraging and facilitating an increase in the number of patent applications and publications.</li> </ul> </li> </ol>	<b>Point No. from 2 to 10</b> Dean Academics Affairs and IPR cell/respective Deans/Heads of Schools/Departments



<p><b>5. Student Performance Monitoring:</b></p> <ul style="list-style-type: none"> <li>Implementing robust monitoring of students' attendance and performance during Mid-Semester Tests, Class Tests, and Assignments.</li> </ul> <p><b>6. Inter-University Student Engagement:</b></p> <ul style="list-style-type: none"> <li>Encouraging students' participation in co-curricular activities and competitions at the inter-university level.</li> </ul> <p><b>7. Faculty Development:</b></p> <ul style="list-style-type: none"> <li>Motivating faculty members to engage in academic activities sponsored by UGC, government, councils, and reputable organizations to enhance teaching and research skills.</li> </ul> <p><b>8. Collaborations and MoUs:</b></p> <ul style="list-style-type: none"> <li>Actively fostering existing Memorandums of Understanding (MoUs) and exploring new collaborations with national and international industry, academia, research institutes, and organizations.</li> </ul> <p><b>9. Faculty Retention Efforts:</b></p> <ul style="list-style-type: none"> <li>Implementing strategies to retain faculty members to bolster academic and research activities.</li> </ul> <p><b>10. Student Awareness:</b></p> <ul style="list-style-type: none"> <li>Raising student awareness regarding the registration, examination, and certification on government-recognized national and international portals like Swayam and NPTEL for courses that add value to their academic credentials.</li> </ul> <p><b>11. Placement Activities:</b></p> <ul style="list-style-type: none"> <li>Enhancing placement activities to facilitate the successful transition of students into their careers.</li> </ul> <p><b>12. Student Participation in Sports:</b></p> <ul style="list-style-type: none"> <li>Encouraging students' participation in sports activities at inter-university, state-level, and national-level competitions.</li> </ul>	<p>Point No. 11. Associate Director, TPO</p> <p>Point No. -12 Dept. of Sports.</p>
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Detail enclosed at **Annexure-17**

The Pro Vice Chancellor emphasized that the IQAC's role extends beyond mere data reporting. Not only does it analyze information, but it also engages in discussions and offers recommendations to enhance the quality of teaching, learning, research, innovation, curricular, extra-curricular, and sports activities. He urged the IQAC to present these suggestions in the upcoming meeting, underscoring the need for proactive improvement in the existing educational system.

**Status of functioning of ERP CollPoll software:**

<p><b>Status of ERP (CollPoll):</b></p> <p>Total Main Modules: 12</p>	<p><b>Regarding In-house ERP Development:</b></p> <p>Since the existing system has issues in the Examination and HR module; therefore, following is to be answered:</p>
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<ol style="list-style-type: none"> <li>1. <b>Admission Management:</b> - Working as per the availability. Some work is under progress for university specific reports.</li> <li>2. <b>Core Data Management</b> (Includes Academic Management - Class Schedule): Working as per the availability.</li> <li>3. <b>Examination Management:</b> - Working for exam scheduling, marks filling, result publications. Partial work related to different exam reports as per university specification is under progress.</li> <li>4. <b>Finance Management:</b> Working as per the availability. Some specific requirement is supported from the vendor side.</li> <li>5. <b>HR Management:</b> Working as per the availability. Reports are being provided from the backend by vendor.</li> <li>6. <b>Hostel Management:</b> Working as per the availability.</li> <li>7. <b>Course Master:</b> Working. More features are being explored to be included like BT Levels.</li> <li>8. <b>Privileges and Permissions:</b> Working as per the availability.</li> <li>9. <b>Reports and Logs:</b> Working as per the availability.</li> <li>10. <b>Student Management:</b> Working as per the availability. Some specific reports are being provided by the backend from vendor.</li> <li>11. <b>Workflow Management</b> (Attendance Console/Gate Pass etc.): Working as per the availability.</li> <li>12. <b>Training Placement Module:</b> Being used. After having necessary data, specific report requirements will be provided through tailor made Dashboard.</li> </ol>	<ul style="list-style-type: none"> <li>• <b>What should be the solution to resolve the problems of present ERP: Collpoll?</b> The present ERP should be replaced gradually with an efficient ERP for the University.</li> <li>• <b>Is it feasible to develop ERP for the University meeting all the requirements?</b> Yes, this is possible and the most effective way to do this is only through an in-house developed ERP for the University where the core team should have detailed knowledge of the University working system.</li> <li>• <b>If yes, how this can be done?</b> This is a team work where the module-wise ERP should be developed and after trials each module should be run parallel to the existing system and then can be finalized by the end-user. First of all a prototype will be developed and tested. Thereafter, final work would get started.</li> <li>• <b>Modules of ERP:</b> <ol style="list-style-type: none"> <li>1. Student Record</li> <li>2. Faculty Record</li> <li>3. Academics and Attendance Module</li> <li>4. Fees and Account Section module</li> <li>5. Examination module</li> <li>6. Payroll and leave (HR) module</li> <li>7. Faculty Profile</li> <li>8. Misc.</li> </ol> </li> <li>• <b>What is the timeframe to develop this?</b> Prototype version: 2 months required. First version of the system can be developed in 6 months with limited modules (Attendance, Examination), which can be validated and run parallel to the present system.</li> <li>• <b>Which kind of resources are required?</b> A team of programmers/Coders, Testers, System analyst with minimum 5-6 people is needed.</li> </ul>
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## 20.6 Status of Budget allocation for publications/Patents etc. for the session 2023-24 to the eligible faculty for the session 2023-24.

It was informed that the 2023-24 budget has been allocated to eligible faculty members as per agenda item 2.6.

The details are enclosed in **Annexure-18**

## 20.7 Co-curricular and Ex-cocurricular activities for the session 2023-24.



It was suggested to comply with note issued on Dt. 6-9-2023 from the Dean Academic Affairs office.

The details are enclosed in **Annexure-19**.

**20.8 To review the status of Academic Review meetings held on 12-6-2023, 24-5-2023, 3-5-2023, 28-3-2023, 15-3-2023, 23-8-2023, 22-8-2023 and 18-8-2023.**

Member Secretary informed that every suggestion and recommendation concerning internal academic review committee meetings, led by the Pro-Chancellor, Pro Vice-Chancellor, and Vice-Chancellor, have been successfully executed. Furthermore, a comprehensive action taken reports from the respective Schools/Departments has also received and submitted to the Pro-Chancellor's office.

**20.9 Ex-post facto approval**

**20.9.1 To analyze the feedback report received from all stakeholders (Alumni, Teachers, Employees, Students on Teaching learning, Curriculum and Support Services).**

Nodal Officer, Dr. Satish Saini, shared input on different aspects of the curriculum and courses, gathering feedback from students, alumni, faculty members, and employers. The feedback was carefully examined and considered in the refinement of the curriculum, teaching methods, and the overall learning environment. These recommendations were subsequently endorsed by the relevant Schools/Departments' Board of Studies and presented for approval at the 9th Academic Council Meeting of the University on April 24, 2023. The members of the Academic Council unanimously approved these recommendations.

A copy of the same is attached to **Annexure 9**

**20.9.2 Re-constitution of Committees as per UGC guidelines.**

- To approve the constitution of the "Wellness Committee" constituted for physical fitness, sports, students' health, welfare, psychological, and emotional well-being, the said committee was formed as per UGC guidelines vide D.O. No. F.L.-19/2011 (CPP-II), dated April 12, 2023.
- Re-constitution of Grievance Redressal Committee for the session 2023-24 vide
- Re-constitution Anti-Ragging and Anti Squad Committee
- Re-constitution Internal Compliant Committee
- Re-constitution Equal Opportunity Cell
- Re-constitution University internal Committee

**Items to note down:**

**20.10 Proposal for submission of application for 12B to UGC/MHRD:** The university will submit its application for 12B status (Eligible for grants) to the UGC by October 30, 2023. All necessary information has been completed in the provided form, except for equipment and library expenses, which are pending approval from the accounts department.

**20.11 Proposal for submission of application for NBA accreditation:** An NBA application deadline of December 2023 was proposed for the B.Pharm, MBA, and MCA programs. The Member Secretary was tasked with distributing the application form and guidelines for



NBA accreditation from the NBA website to the relevant Deans/Directors of the respective Schools/Departments.

**20.12 Annual Convocation of University:** The annual convocation of the RIMT University, Mandi Gobindgarh, originally set for the third week of November 2023 has been rescheduled due to NAAC inspection. The new date will be announced later.

**20.13 RIMT -DRI /Research department:** To assess the progress of initiatives within the IIC-MoE Innovation Cell and ARIIA portal of MHRD, the individual in charge of these programs was tasked with providing a status update, including the scheduled activities received from IIC and ARIIA. This information should be sent to the Chairman, with a copy forwarded to the Member Secretary for documentation and reference.

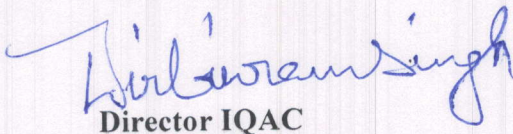
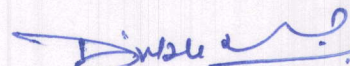
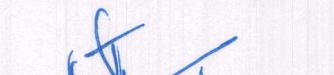
**20.14 Review the status of activities conducted under IPR cell:** The Dean of Academic Affairs and the Head of the IPR Cell were asked to raise awareness about intellectual property rights (IPR) among all university stakeholders, including faculty members and students. This initiative aims to boost the number of patent publications and awards on a per-school or department basis. Additionally, please ensure that the schedule of IPR-related activities conducted by the IPR Cell is shared with the Chairman and copied to the Member Secretary for record-keeping.

**20.15 Annual report of the University for the session 2022-23,** prepared and approved in the 9<sup>th</sup> Academic council of the university, held on 28<sup>th</sup> April, 2023. The report is attached at **annexure-20**

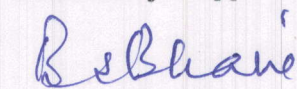
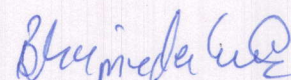
**21 Any other agenda points with the permission of the Chair.**

- **Shifting of Department of Forensic Sciences from the School of Paramedical to School of Basic, Applied and Bio- Sciences:** After due discussion and deliberation, it is recommended to shift Department of Forensic Sciences from the School of Paramedical to School of Basic, Applied and Bio- Sciences, as it is amalgam of all the sciences and act as an autonomous department.
- **Logo of the RIMT University:** It is proposed to change the logo of the university. The proposed draft is attached at **annexure -21** for consideration.

The Vice Chancellor expressed gratitude towards the ex-officio and core committee members for their valuable presence and unwavering support. Since there were no specific agenda items requiring discussion, the meeting was adjourned following closing remarks from the Chair, concluding with a vote of thanks delivered by the Director of IQAC.

  
Director IQAC  
Member Secretary  
Dean Academic Affairs

*Submitted for approval*

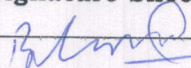

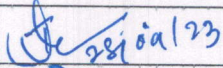
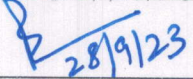
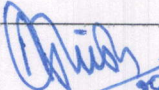
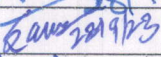

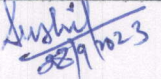
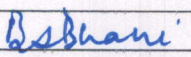
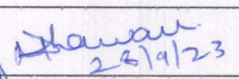
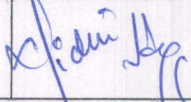
  
PVC  
Vice Chancellor



# RIMT UNIVERSITY, MANDI GOBINDGARH

Dated: 28-9-2023

## Signature Sheet 14<sup>th</sup> Meeting of IQAC

Sr. No	Name/Designation	Designation as per IQAC	Signature Sheet
1.	Dr. Bhupinder Singh, Vice Chancellor	Chairperson	
2.	Dr. Vijay Aggarwal, Pro-Chancellor	Member Expert quality	
3.	<b>Teachers to represent all level</b>		
3.1	Dr. J. Mishra, Dean, Academic Affairs	Member	
3.2	Dr. Rajiv Kumar, Dean, School of Computing	Member	
3.3	Dr. Sandeep Singla, Dean, School of Engineering	Member	on leave
3.4	Dr. Ajay Bilandi, Principal, College of Pharmacy	Member	
3.5	Dr. Ashish Oberoi, Professor, Department of CSE	Member	
3.6	Dr. Satish Saini, Professor, Department of	Member	
3.7	Er. Ajay Singh Rana, Associate Professor, Department of ME	Member	
3.8	Dr. Sushil Bhardhwaj, Associate Professor, School of Computing	Member	
4.	<b>Member from the Management</b>		
4.1	Mr. Vijayant Bansal, Chairman	Member	
5.	<b>Senior administrative officers</b>		
5.1	Dr. B.S. Bhatia, Pro Vice-Chancellor	Member	
5.2	Prof. Rakesh Mohan, Registrar	Member	
6.	<b>One nominee each from local society</b>		
6.1	Mr. Bhusan Sood, Sr. Correspondent	Member	
7.	<b>Students and Alumni</b>		
7.1	Mr. Manpreet Singh, Senior HR Manager, RIMT University	Member	
7.2	Dr. Nidhi Aggarwal, Associate Professor, School of Business Management and Commerce	Member	
8.	<b>One nominee each from Employers/Industrialists/Stakeholders</b>		
8.1	Dr. Sandeep Grover, JC Bose University of Sci & Tech.YMCA University, (Faridabad-HR)	Member	
8.2	Mr. Sandeep Agarwal, Punjab Steel Forging & Agro Industry	Member	
9.	<b>Director of the IQAC and Coordinator IQAC</b>		
9.1	Dr. Bir Bikram Singh, HoD and Professor, Department of Physics.	Director	
9.2	Dr. Dimple Sharma, Deputy Registrar and Assistant Professor, University School of Business Management and Commerce.	Member Secretary /Coordinator	



Dated : 22-9-2023

Approval regarding Special Invitee in the 14<sup>th</sup> IQAC meeting held on 28-9-2023

Signature

Sr. No	Name	Designation/School/College
1.	Dr. Mohinder Pal	Controller of Examination
2.	Mr. R.P. Singh	Incharge Entrepreneur cell
3.	Dr. Nitin Thaper	Dean Student Welfare.
4.	Dr. Parminder Singh	Chief Librarian

*H. B. Singh*  
Director IQAC  
22/09/2023

Approved

*H. B. Singh*  
(PVC)