

Ref. No. RIMT/Reg/15/2022-23

Dated: 16-3-2023

Minutes of 13th Meeting of Internal Quality Assurance Cell (IQAC)

Dated: 2-3-2023 at 2.30pm

Venue: Board Room of Administrative Block of University, RIMT University, Mandi Gobindgarh

Minutes of the 13th meeting of Internal Quality Assurance Cell (IQAC) was held on 2nd March, 2023 at 2.30pm at the Board Room of Administrative Block of University, RIMT University, Mandi Gobindgarh

The following Member were present:

Sr. No	Name/Designation	Designation as per IQAC
1.	Dr. B.S. Bhatia, Pro Vice-Chancellor	In-Chair
2.	Dr. Jibanad Mishra, Dean Academic (Affairs)	Member
3.	Dr. Rajiv Kumar, Dean School of Computing	Member
4.	Dr. Ajay Bilandi, Principal College of Pharmacy	Member
5.	Dr. Ashish Oberoi, Professor Computer Science & Engg	Member
6.	Dr. Satish Saini, Professor Electronic & Communication Engg	Member
7.	Er. Ajay Singh Rana, Associate Professor Mechanical Engg	Member
8.	Dr. Jyoti Angrish, Associate Professor RIMT School of Legal Studies	Member
9.	Ms. Shubhreet Kaur, Assistant Professor, Department of Management and Commerce.	Member
10.	Mr. Manpreet Singh, Senior HR Manager, RIMT University	Member
11.	One nominee each from Employers/Industrialists/Stakeholders	
12.	Dr. Sandeep Singla, Dean School of Engineering	Coordinator
13.	Dr. Dimple Sharma, Deputy Registrar	Member Secretary

Special Invitee :

Sr. No	Name	Designation/School/College
1.	Dr. K.C Goal	Director, University School of Health Sciences
2.	Dr. Surabhi Sharma	Dean, School of Agriculture and Technology
3.	Dr. O.P. Jasuja	Head Forensic Science
4.	Dr. Mohinder Pal	Controller of Examination
5.	Mr. R.P. Singh	Incharge Entrepreneur cell
6.	Ms. Monica Sandhu	Head - Training and Placements

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The following could not attend due to pre-occupation and were granted permission of leave.

Sr. No	Name/Designation	Designation as per IQAC
1.	Dr. Bhupinder Singh, Vice Chancellor	Chairperson
2.	Mr. Vijayant Bansal, Chairman	Member
3.	Prof. Rakesh Mohan, Registrar	Member
4.	Nominee from local society	
	Mr. Bhusan Sood, Sr. Correspondent	Member
5.	Nominee each from Employers/Industrialists/Stakeholders	
5.1	Dr. Sandeep Grover, JC Bose University of Sci & Tech.YMCA University, (Faridabad-HR)	Member
5.2	Mr. Sandeep Agarwal, Punjab Steel Forging & Agro Industry	Member

At the outset, the Pro Vice Chancellor informed that I, on behalf of Vice Chancellor of the University welcome all the members of the IQAC in the 13th Meeting of Internal Quality Assurance Cell(IQAC) and expressed his gratitude to the efforts done by Dr. Mandeep Singh Bindra (Ex-Director Academics) for the University. Thereafter the Member Secretary presented the Agenda Items before the members for deliberation with permission of the chairman.

1 To confirm the minutes of 12th Internal Quality Assurance Cell (IQAC) meeting held on 2nd December, 2022

The minutes of 12th Internal Quality Assurance Cell (IQAC) meeting held on 2nd December, 2022, was circulated to the Hon'ble member of IQAC on 2-12-2022. No comment has been received from any from any member.

Action: The minutes were unanimously confirmed

Minutes enclosed at **Annexure-1**

2 To note the action taken report on the decision of 12th Internal Quality Assurance Cell (IQAC) meeting held on 2nd December, 2022.

Coordinator IQAC presented the action taken report on the suggestions made during the 12th Internal Quality Assurance Cell (IQAC) meeting.

Action: The member resolve to ratify the action taken as presented and accepted the time requested for implementation of few suggestions.

Action taken report is enclosed at **Annexure-2**

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3. To constitute a committee for conducting Academic and Administrative Audit of the University (AAA) and to approve schedule for the same-

Chairman informed that as Academic & Administrative Audit (AAA) is a process of self-reflection and self improvement of the quality of teaching and learning. He told that the University followed this practice since 2017 onwards.

Further, he added that following Academic & Administrative Audit (AAA) committee is constituted in anticipation to the approval of the Academic council for the next academic session 2023-24 and also share the tentative schedule along with prescribed proforma to conduct of the same.

Academic Audit

Sr. No	Name	Designation	Designation as per Committee
1.	Dr. Jibananad Mishra	Dean Academic (Affairs)	Convener
2.	Dr. Surabhi Sharma	Dean, School of Agriculture Sciences and Technology	Member
3.	Dr. O.P. Jasuja	Dean Forensic Sciences	Member

Schedule of Academic Audit

Academic Audit	From	To	Total 15 days
	1-6-2023	15-6-2023	

Administrative Audit

Sr. No	Name	Designation	Designation as per Committee
1.	Prof. Rakesh Mohan	Registrar	Convener
2.	Dr. Rajiv Kumar	Dean School of Computing	Member
3.	Dr. Parminder Singh	Chief Librarian	Member
4.	Ms. Monica Sandhu	Training and Placement officer	Member

Detail enclosed at Annexure-3

Action: Asked Academic Coordinator to include the schedule of Academic and Administrative in Academic Calendar for the session 2023-24 and requested the convener of Administrative Audit to send schedule of conduct of Administrative audit.

4 Status of University Ethics committee for research.

Dean Academic(Affairs) presented the status of Ethics committee, which is being constituted as per UGC letter regarding: Registration of Ethics Committees for Biomedical and Health Research with the Department of Health Research, published on 26/12/2022 and as per requirement of concerned regulatory bodies norms.

The following status was shared regarding the Ethics committees in the University:

1. **Institutional Biosafety Committee (IBSC)** This Committee shall be constituted for handling hazardous microorganisms and/or GE organisms – Approval from Department of Biotechnology (DBT) and Govt of India is in process.
2. **Biomedical and Health Research committee** constituted as per UGC letter regarding: Registration of Ethics Committees for Biomedical and Health Research with the Department of Health Research, published on 26/12/2022 .
--Approval from National Ethics Committee Registry for Biomedical and Health Research, Department of Health Research, and Govt. of India is in process.
3. **Chemical Ethics Committee** (Internal committee in the University)- Chemical waste management permission from Pollution Control Board, Punjab is –in process.
4. **Animal Ethics Committee**, Registration with Department of Animal Husbandry and Dairying, Ministry of Fisheries, Animal Husbandry and Dairying, Government of India (CPCSEA) is in process. it will be done after having animal house in University Campus

Action: *Dean Academic (Affairs)DAA asked to expedite the process of registration with the regulatory bodies cited above.*

Detail enclosed at Annexure-4

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5 Status of Environment/Green/ Energy Audit

Dr. Ajay Rana, Associate Professor, Deptt of Mechanical Engineering presented the status report of Environment/Green/ Energy Audit. He also informed that External Auditor, Dr. Virender Narula from "Shivam Quality Consultant", New Delhi visited RIMT University on 25th February, 2023 for the following:

1. Environment Audit
2. Green Audit
3. Energy Audit

The Audit is for the certification of above said for the year 2022 and 2023 and the said certificate has been received.

Detail enclosed at Annexure-5

6 Status of Self Study Report (SSR).

Individual Criteria Leader assigned for NAAC SSR preparations, presented the progress in terms of work completion adhering to comments given by leadership team (Review reports attached as Annexure 6

Action : *All criteria Incharge Chairpersons, highlighted the immediate need of applying for NAAC accreditation in respect of increasing the visibility of University at the national level and stakeholders perception.*

7 Speeding the process of University/Departmental level preparation for NAAC Peer team visit.

Chairman informed that instructions were sent to the all Deans/Directors/Incharges/HoDs to complete the task of NAAC -Departmental Check vide No. RIMT/IQAC/10/2023-24, dated 25-2-2023 and added that a committee is constituted to check the preparedness of NAAC at the University School/Departmental level for the sae. The committee will submit its report to the PVC office within 15 days. In addition to the above, the following presentation schedule is also fixed(Department-wise/Criteria-wise) regarding the preparedness of SSR .

- Day 1 Monday (06/03/23) Criteria 7
- Day 2 Tuesday (07/03/23) Criteria 6
- Day 3 Thursday (09/03/23) Criteria 5
- Day 4 Friday (10/03/23) Criteria 4

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Day 5 Monday (13/03/23) Criteria 3

Day 6 Tuesday (14/03/23) Criteria 2

Day 7 Wednesday (15/03/23) Criteria 1

Timings 2.30 pm to 4.00 pm.

Venue: NAAC Office.

Action : All criteria heads need to submit hard copy and soft copy of deficiencies (if any, till date) for their respective criteria on the day of presentation as scheduled above.

8 Status of Planning for next Academic year 2023-24.

Dean Academic(Affairs) shared that the following academic plan for the academic session 2023-24 in detail.

- Completion of BoS for all the updated syllabuses
- Lab infra development (wherever required especially for wet labs)
- Introduction of R&D policies (Annexure-1)
- Implementation of 1) Annual Faculty Appraisal, 2) Student Feedback, and 3) Self-assessment of teachers digitalized system with the help of computer science department
- Feedback analysis will be done and a committee will be formed to look into it
- Dean-HoD interaction once in a month (MoM will be generated)
- Dean-teacher interaction once in a month
- Dean-HoD-Student interaction in case of any grievances
- HoD-Faculty meeting once in every fortnight (MoM must be sent to Dean's office post-meeting)
- Ensure mandatory registration of SWAYAM/NPTEL course (at least one in a semester) by the students and faculties
- Saturday activity and other activity reports (mandatory) from HoDs within 24-48h post-completion.

In addition to the above some of the activities are to be planned to foster research and development activities in the university- The detail enclosed **at Annexure-7.**

Action: Dean Academic (Affairs) was asked to prepare formats for implementation of the same and process to be started on urgent basis for foster Research environment in the University.

9 Review of Feedback Analysis Report (session 2022-23) prepared by various University Schools/Departments and Action taken thereon.

Dr. Satish Saini told that feedback regarding curriculum will be taken at the end of the session 2022-23. Further, he suggested that schedule of Feedback analysis should be included in the Academic Calendar and to be conducted one month advanced before the schedule of Board of studies of respective University Schools/departments.

Action: Dr. Sandeep Singla asked to work on the same and submit tentative academic calendar in the last week of March to the Dean Academic Affairs with one copy to the Member Secretary for repcrd.

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

Dr. Satish Saini presented that Value Added Programme for the session 2022-23 of all the University Schools/Departments and informed that the process to add value added courses in the current course curriculum of a Programme for the next academic session 2023-24 is in-process.

Action: Dean Academic (Affairs) was asked to send circular to all the Deans/Directors/Incharges/HoDs of University School/Departments for finalization of value-added courses for the session 2023-24 before the scheduled dates Board of studies of their respective Schools/Departments.

Detail of value-added courses session 2022-23 is enclosed at annexure 8

11 Status of Registration of Alumni Association.

Chairman informed that All the documents related to Association Registration has been submitted to Attorney. It is under-process. A core committee member of alumni association was also constituted to foster a spirit of loyalty, involvement and life-long intellectual and emotional connection to the University by its alumni's.

Action:

1. Alumni Association will be in contact with its alumni through WhatsApp, YouTube and Facebook page and group.

2. Alumni Association plans to organize reunion and University convocation.

12 Status report of University Department of Research, Innovation & Incubation (RIMT-DRI) in the previous year and planning for next academic session 2023-24

Mr. R.P. Singh, Incharge presented the following Achievements and Progress Report and future planning of University Department of Research, Innovation & Incubation (RIMT-DRI).

Achievements and Progress Report of Incubation Centre / Department of Research, Innovation & Incubation (RIMT-DRI) in previous years	Planning for next academic session 2023-24
<ul style="list-style-type: none"> • Under the scheme of "Entrepreneurship Development and Managerial Skills" 5 Projects has been approved and sanctioned for grant of INR 30,89,000 by Ministry of MSME. • Received International funding of Euro 8,50,000 alongwith partner universities Brunel University London - UK, University of Aegean-Greece, Polytechnico de' Milano - Italy, World University of Design and IIITD Delhi. Which resulted into successfully establishment of DESINNO Centre of Excellence on Design and Innovation. 	<ul style="list-style-type: none"> - Reconstitution of IIC and DRI Team (Expansion) - Activities / Events of DRI - New / Old Establishments - Budget for DRI - Infrastructure / Machine upgradations

All member appreciated the efforts of the department.

Detail of Achievements and Progress Report in previous years is enclosed **at annexure 9**

Action:

1. To organise Farmer Awareness program with Agri Deptt
2. To enthuse students to develop prototype projects /innovated ideas under the supervision of faculty.
3. To appraise the student with appreciation/Award.
4. To focus on Advertisement of DESINNO / DRI Activities through Media Cell / students
5. To reconstitute of Institution's Innovation Council (IIC) Team in the University
6. To reconstitute of DRI Team Reconstitution
7. To display Board Display of Tinkering Lab, STEM/STEAM/STREAM CELL

13 Status of Training and placement office activities in the previous year and planning for next academic session 2023-24.

Dr. Monica Sandu, Head - Training and Placements of the University shared the planning of Training and placement office activities for next academic session 2023-24.

1. Organizing Guest lectures for skills development sessions to the students in all the courses of the University on 2nd and 4th Saturday of very month.
2. Organizing pre-placement training/workshops/seminars for students.

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3. Organising Faculty development programmes for the Teachers, particularly in summer vacations.
4. Coordinating/Collaborating with Industries for developing MooCs and Live projects for the students.
5. To act as a link between students, alumni, and the employment community.
6. To invite Industry experts in the Board of Studies of the respective Universities Schools/Departments for curriculum design/development as per need of the Industry.

Action:

1. Department has to make sure for the registration of each student. (As per eligibility criteria, so desired)
2. To train the students in advance in coordination with TPO as per the requirement of particular drive.

14 Review and planning of Swayam/NPTEL courses.

Dr. Satish Saini presented the enrollment Status of SWAYAM MOOCs courses

Sr. No	Session	Semester	No. of Enrollment	No. of students & faculty members enrolled
1	2022-23	Even	1238	953

Further, he shared the information of UGC Letter regarding: MOOCs to be offered by UGC, CEC, IIM-B, NPTEL, and IGNOU on the SWAYAM Platform for January Semester 2023, published on 03/02/2023 has already been shared to the Dean/Directors/HoDs for mapping the MooCs courses in their curriculum, but the reply is still awaited.

Action: Dean Academic (Affairs) was asked to send a notice to all the Dean/Directors/HoDs/Incharges for getting status of mapping of MooCs courses (in a prescribed format) for the next academic session and its integration with their respective Board of studies.

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15 Status of Activity Calendar of activities in the University Schools/Departments/Committees for the next academic session 2023-24

Member Secretary informed that she received academic calendar of activities from the department of Legal studies only and told that the mail has been sent by the Dean Academic (Affairs) to all the Dean/Directors/HoDs/Incharges to send the Activity Calendar of activities in the University Schools/Departments/Committees for the next academic session 2023-24.

**Detail of activities received from
Legal studies enclosed at annexure
10**

Action: *Dean Academic Affairs was asked:*

1. *To collect Activity Calendar of activities in the University Schools/Departments/Committees for the next academic session 2023-24 within 10 days and be ensured that activities will be done accordingly.*
2. *A prescribed format will be prepared to compile the activities of each department.*

16 Planning to orgnaise Conferences/Seminars/Workshops for the next academic session 2023-24(School-wise/Department-wise)

17 Planning to conduct Faculty development/Refresher courses/Orientation programme (School-wise/Department-wise)

Chairman told Dean Academic Affairs to plan of action for orgnaising/conducting Conferences/Seminars/Workshops/ Faculty Development in each University School/Department as per detail given below for the next academic session 2023-24 (School-wise/Department-wise) and suggested to plan activities from June onwards.

Sr. No.	Name of School/Deptt	Name of the conference/seminar/workshop	Proposed Date	Remarks
1	Management, Commerce+ Education Languages and Social Sciences *	--	--	--
2	Pharmacy +Bio Sciences *	---	---	---
3.	Engineering *	--	--	--
4.	Health Sciences *	--	--	--

Action:

1. To organise/conduct one conference/seminar/workshop/Faculty development Programme by the above said clubbed School/department.
2. To start activities as suggested from June 2023 onwards (For the academic session 2023-24.)
3. To make/share record in a prescribed format to the Dean Academic (Affairs) with one copy to the Deputy Registrar for record.

18 Any other agenda point with the permission of the Chair.

18.1. To consider and approve the ISO 50001 and ISO 14001 certification of university by the certification body: 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.

(a) Decision of 1st Internal review committee of the University, held on 16-2-2023

Action: Member Secretary was asked to share the schedule of next review committees of University Schools/Departments regarding, what action to be taken on the decisions taken during the 1st meeting by the concerned Deans/Directors/HoDs/incharges.

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

Chairman informed that the following committee is constituted to thoroughly review and strengthen the question paper setting/Question Banks by the faculty of the University and to review the examination process, administrative structure of the examination department of various University Schools/Departments in the University.

Sr. No	Name	Designation	Designation as per Committee
1.	Dr. B.S Bhatia	Pro Vice Chancellor	Convener
2.	Prof. Rakesh Mohan	Registrar	Member
3.	Dr. Jibananda Mishra	Dean Academic (Affairs)	Member
4.	Dr. Mohinder Pal	Controller of Examination	Member
5.	Dr. Sandeep Singla	Dean, University School of Engineering	Member
6.	Dr. Dimple Sharma	Deputy Registrar	Member-Secretary

Action: The committee will submit its report to the Pro Vice-Chancellor for the same.

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18.2.2: Chairman appreciated the efforts of faculty of School of Agricultural Sciences and Technology for publishing eleven (11) research papers in 2022-23 in the reputed journals.

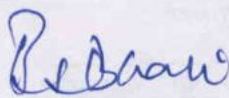
Action: Dean Academic (Affairs)-DAA were asked to send one more mail to all Deans/HoDs/Dept. in-charges, to foster research and development activities in their respective University Schools/Departments and instruct all the eligible faculties to publish at least one research paper in any indexed journal (preferably Scopus indexed) and submit a grant proposal to the external agency in a year as it is mandatory requirements for their career advancement in University.

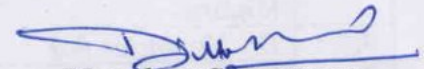
Further he asked to DAA to collect publication details in a prescribed proforma from all Deans/HoDs/Dept. in-charges for information and record.


18.2.3 : Request to Dean/Directors/HoDs/incharges of the various University Schools/Departments

- All the Deans/HoDs/Dept. in-charges are also requested to submit a monthly progress report related to the Academic Activities (Curriculum design aligned with Industry requirements, reporting of students in class, weekly work report of the faculty, Publication, Research projects and Development activities, sponsored and consultancy projects etc. to the Dean, Academic Affairs office with a copy to the Member Secretary for report.
- To send Minutes of Meeting (MoM) related to academia to the Dean Academic (Affairs) for information and for further processing with a one copy to the Deputy Registrar for record. -Monthly basis.
- To adjust Examination fee of Swayam/Nptel courses (as per applicability) in the academic fee at the admission and to return back 50% of examination fee to the students and staff on getting certification/ pass out for the same.
- Reporting on successful submission of AISHE Report, 2021-22 on 15th February, 2023.
- Reporting on successful submission of NIRF ranking data session 2021-22 on January 31, 2023 under two different categories: University, Engineering and Management.

As there were no agenda points for discussion, the meeting was ended with a vote of thanks to the Chair.


Chairman


Member Secretary


(Coordinator)