

Minutes of Meeting

Ref. No. RIMT/IQAC/ADMIN/2019/172-C

Date: 10-6-2019

The Fifth Internal Quality Assurance Cell (IQAC) was held on 7th June, 2019 at 11.30am in Board Room of Administrative, RIMT University, Mandi Gobindgarh.

The following members were present:

- | | | |
|---|--------------|------------------|
| 1. Dr. A.S. Chawla, Vice Chancellor | - | Chairperson |
| 2. Prof. Rakesh Mohan, Registrar | - | Member |
| Expert in Quality Management | | |
| 3. Prof. K.K. Uppal (University Business School, P.U. Chandigarh | - | Member |
| Teachers/Administrative representative | | |
| 4. Dr. Mandeep Singh Bindra, Director Academic | - | Member |
| 5. Dr. Neeraja Babbar, Director, RIMT College of Architecture | - | Member |
| 6. Dr. Sanjeev Mittal, Principal, School of Pharmaceutical Sciences | - | Member |
| 7. Dr. Ashish Oberoi, Head, Department of CSE | - | Member |
| 8. Dr. Mohinder Pal Sharma, Head, Department of Physics. | - | Member |
| 9. Dr. Tejinder Kaur, Professor, Department of Languages | - | Member |
| 10. Dr. S.S. Saluja, Dean, School of Legal Education | - | Member |
| 11. Dr. R.K. Maheshwari Dean School of Management and Commerce- | Coordinator/ | Member Secretary |

At the outset, Vice Chancellor of the University, welcomed all the members in the 5th IQAC Meeting and expressed his gratitude to the all the members present. Thereafter, the Vice Chancellor asked Member Secretary to present the agenda items before the members.

The following agenda were discussed and deliberated upon for consideration

Agenda of 5th IQAC meeting to be held on 7-6-2019.

1. **To confirm the minutes of 4th IQAC Meeting, held on 17-7-2018**

The Minutes of 4th IQAC meeting held on 17-7-2018 was presented for confirmation ---
Confirmed.

2. Action taken report on the decisions of the previous meeting, held on 17-7-2018

The following action taken points of 4th IQAC meeting held on 17-7-2018 was presented and notified by the members. The detail is as under:

Item No	Item Points	Action taken
3	To make regular follow up of ERP Software in administration for administrative reforms.	Done
4	Review of activity conducted under RIMT-DRI (Department of Research and Innovation)	Done
5	NAAC Documentation	In-Process
6	To discuss the Report cum feedback of External Academic-Administrative Audit.	Done
7	To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy	In-Process
8	Maintenance of University Campus	Done
9	Regarding Canteen Facility	Done
10	To Facilities online counselling for all Programme	Done
11	UGC letters related to: <ul style="list-style-type: none"> • Quality Mandate for Improving quality in HEIs • Equivalence of Foreign Ph.D. Degrees • Views /suggestions on Examination reforms in the Higher Education • Implementation of CBCE and course curriculum • Installing Anti Ragging Posters to create awareness among students about ill effects of ragging • Introduction of e-filling of ABC applications. 	Done

3. Syllabus completion status

Chairperson, IQAC, discussed on the status of Syllabus completion reports of all departments. He has expressed his good opinion on the progress of syllabus completion by each University School/Department as per Academic Calendar by the start of 1st mid examination.

4. Performance of students in Mid-1 examination

Member Secretary, IQAC, expressed that the performance of students in 1st mid examination is up to the mark and stressed the role of faculty in improving the quality of students by providing quality education and improving their skill, IQAC Coordinator, has requested the heads of the departments to maintain the same quality of work to get the best performance from students even in 2nd Mid and Final examinations.

5. Analysis of student's feedback and measures taken

Chairperson, IQAC, discussed that the feedback analysis and action taken on design and review of curriculum/syllabus from various stakeholders i.e students, Faculty members, Industrialists, Employers, Experts and Alumni for the session 2018-19 will be presented in next IQAC meeting

6. To link the University with NAD (National Academic Depository)

It has been recommended that refer to the advisory of Ministry of Human Recourse, all academic awards of university viz. Certificate, diplomas, degree, mark-sheet etc. required to be uploaded in the National Academic Depository. (NAD).

7. To issue & verify students' credentials online

It has been suggested to issue and verify all credentials online whenever required or requested by students, placement agencies & other Institutions in addition to auto generation of admit card of students & secrecy memo. This feature will help the Examination cell to sort out re-appear, regular & re-valuation students. It will also be easy to set question papers, organize seating plans & record of examination payments.

8. To enhance online activity.

Further it has also been advised that assessment and evaluation should be encouraged through alternate online mode of examination along with the conventional examination mode for quick evaluation and results. It is suggested to conduct maximum number of exams and assessment through online mode.

9. To discuss about the NAAC Accreditation Preparation

NAAC has issued a circular to revise the NAAC accreditation process, it was recommended by all the member to provide a detailed workshop about the process one a detailed guideline is issued by NAAC so that the current application may be framed accordingly, and data may be collected accordingly from all the schools.

10. Status of academic review meetings with Heads of University School/Departments.

Director Academic (Affairs informed that:

- Academic and administrative audit for the session 2017-18 has been done successfully by the duly constituted committee. Report of the same was also submitted to the Vice Chancellor office.
- Conferences, Seminars, Workshops on quality of education are being conducted as per duly approved schedule.
- University participated in NIRF 2017-18.
- Faculty are advised to publish more journals in UGC notified list of journals and urge them to publish books and papers in national/international conference-proceedings.
- Efforts are also being made for collaborative quality initiatives with other institution(s)
- Value added courses and skill development courses are being introduced from the academic session 2018-19, which is 67% more than 2017-18 session.
- Focus on students, for their participation in Extension activities/NCC/NSS.

11. To discuss DESINNO Project co-founded by the Erasmus+ programme of the European Union, and in context of the same related Team identification through RIMT-DRI. RIMT as a partner university along with World University of Design, IIT-Delhi selected for the aims of establishing innovation capacities in India with the help of improved Design education considering the modern social, economic and business environment. Where three universities selected from India to work with partner universities/Industries from Europe i.e Brunel University, London -UK, University of Agean, Athens - Greece, Polytechnico de Milano, Milan - Italy and CRETHIDEV, Greece. The project aims at creating and maintaining a link between universities and Industrial businesses by creating a research innovation and training network that will foster innovation and the manufacturing of high value quality products, as well as further cooperation between EU and Indian HEIs.

12. Member Secretary presented the Annual report for the session 2018-19., the Vice Chancellor whole heartedly appreciated the work of Team.

13. To discuss following UGC letters for deliberation and consideration

- Member Secretary told to circulate UGC guide to Student Induction Programme. published on 20/08/2018 to all the Directors/HoDs/Incharges for further processing.
- Research and Development cell shared UGC Public Notice reg (Minimum Standards and Procedure for Award of M.Phil/Ph.D Degrees) (1st Amendment) Regulations, 2018,published on 18-9-2018 along with Standards and Procedure for

Award of M.Phil /Ph.D.(2nd Amendment) Regulations,2018, published on 16-10-2018 for information and further processing for the same.

- RIMT-DRI Department of the University are informed about the UGC letter regarding Institutions Innovation Council (IICs), published on 15-11-2018 and instructed to apply for the same.
- With the aim to provide ERP system of the University as a single platform, it has been recommended that online redressal system should be functional. This is as per UGC Grievance Redressal Regulations, 2018, published on 11-12-2018 and to comply with UGC guidelines on Establishment of Grievance Redressal Mechanism and Students Grievance Portal, published on 5-2-2019 and Grievance Redressal Regulations, published on 22-2-2019.
- Nodal officer of Internal Complaint asked to submit report to the Member Secretary as per UGC public Notice of the same, published on 17-5-2019.
- Member Secretary told to circular the UGC letter on Implementation of course on Environmental Studies at all branches of Higher Education in India. published on 22-5-2019 to all the Directors/HoDs/Incharges for implementation of the same.
- Member Secretary was asked to get report of promotion cases/API score from HR department as per UGC regulations on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education, 2018.

In addition to above, CoE was asked to comply the UGC guidelines on

- Guidelines for revaluation of Answer-sheets, published on 20-7-2018.
- Introduction of Identification Mechanisms in the Students Certificates without mentioning Aadhaar number, published on 20-7-2018.
- Examination Reform in Higher Education, published on 14-9-2018.
- introduction of security features in Mark sheets and Certificates, published on 27-5-2019
- National Academic Depository (NAD), published on 29-5-2019

As there were agenda items for discussion, the meeting ended with a vote of thanks to the Chair.



[Signature]
Member Secretary