

## Minutes of Meeting

Ref. No. RIMT/IQAC/ADMIN/2018/425-B

Date: 14-12-2018

The 3rd Internal Quality Assurance Cell (IQAC) was held on 12-2-2018 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                            |
| 3. Prof. Vijay Christopher, Principal College of Architecture         | - | Member                            |
| 4. Dr.Manvinder Tandon, Dean, School of Business Management           | - | Member                            |
| 5. Dr. Sanjiv Kalia, Principal, School of Basic Science               | - | Member                            |
| 6. Dr. Sanjeev Mittal, Principal, School of Pharmaceutical Sciences   | - | Member                            |
| 7. Dr. Yogeeta thakur, Head School of Agriculture Sciences            | - | Member                            |
| 8. Ms. Aruna Chohan, College of Education                             | - | Member                            |
| 9. Dr. Ashish Oberoi, Head, Department of CSE                         | - | Member                            |
| 10. Dr. Deepinder Pal Singh, Head, Department of Biology              | - | Member                            |
| 11. Dr. Manjit Pattra , Punjabi University, Patiala (External Expert) | - | Member                            |
| 12. Dr. Mohinder Gupta, Industry expert (External Expert)             | - | Member                            |
| 13. Dr. Vinod Kumar Sood, Local Community (External Expert)           | - | Member                            |
| 14. Dr. Rajesh Goel, Director IQAC                                    | - | Coordinator /<br>Member Secretary |

At the outset, Vice Chancellor of the University, welcomed all the members in the 3<sup>rd</sup> 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**

**1. Review of minutes of 2<sup>nd</sup> IQAC Meeting held on 22-12-2017**

The Minutes of 2<sup>nd</sup> meeting of IQAC was held on 22-12-2017, was presented for confirmation --- Confirmed at **Annexure-1**.

- 2. To note down the action taken report on the decisions of the 2nd IQAC meeting held on 22-12-2017.**

The action taken report of 2<sup>nd</sup> meeting of IQAC, held on 22-12-2017 was presented and notified by the members.

- 3. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.**

All the Directors/HoDs/incharges were requested to work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis and submit the University School-wise/Department-wise report to the Director Academics of the University as per duly prescribed schedule issued from the Vice Chancellor office.

- 4. To strengthen the industry-Institute Interaction through Collaboration, Membership & MoU's**

Committee recommended for continuing Institutional Membership with National/International organisation of repute. Further Committee also suggested to explore the possibilities of MoUs with various organizations and Industry as per the need of the curriculum to enhance skills and employment opportunities for the students.

- 5. To decide incorporate extension activities under the program of NSS**

Incharge NSS/NCC asked to submit its department activity report for analysis and to introduce more extension activities as per desired by the MHRD.

- 6. To initiate E-Governance in administration for administrative reforms**

Registrar informed that digitization of administration is important and is needed for smooth functioning of administration activities like service record of the employees, Leave Records. All the Head of Departments also emphasized on digitization to improve the student's database such as attendance, marks statements, achievements, Training & Placements and higher education records.

IQAC Committee members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities

- 7. Infrastructure development as CCTV installation**

Installation of CCTV facility in the campus is approved by members of Management and installations work is in Progress.

**8. NAAC SSR Criteria-wise Plan of Action**

Individually all the criterion Incharge of NAAC were interacted with the fellow members of the NAAC team and submitted plan of action to NAAC Coordinators.

**9. To review the status on Eco-friendly measures, include steps to reduce consumption of electrical energy**

Committee suggested to take review and audits on status of eco-friendly measure already taken in campus in order to reduce consumption of electrical energy, where Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, highly efficient LEDs.

**10. Record of Consumable and Non -Consumable items**

It was advised and suggested Consumable and Non -Consumable items record to be maintained and supervised by Laboratory Incharge and Internal Audit items should verify the same with reference to the inventory control Policy.

**11. Stock maintenance Labs**

Some amendments are suggested by the IQAC members regarding existing record keeping for Laboratory stock maintenance.

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

It was informed by the Deans/Directors/HoDs of University Departments that:

- 919 value added courses and 850 courses having focus on employability/ entrepreneurship/ skill development have been proposed to be started in the year 2018-19 in the University, which is more than 50% as compared to session 2017-18.
- Plan to conduct around 20 workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development in the year 2018-19, which is 25% more than 2017-18.
- Plan to publish around 150 research papers in journals as per notified list of UGC.
- Faculty are being enthused to publish books and chapters in edited volumes / books published, and papers in national/international conference-proceedings and for attending professional development programme.
- Students will be encouraged for participating in extension activities and outreach programs to be conducted by the University through NSS and NCC.
- Initiative for more Collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students.

- Strengthen Placement cell to place more students in reputed companies with high packages.
  - Plan to organize sports and cultural competitions and professional development /administrative training Programmes organized by the institution for teaching and non-teaching staff
13. Initiation of STEM Education through RIMT DRI and to adopt nearby STEM Schools (CBSE) Atal Tinkering Lab (ATL) approved by Niti Aayog under Atal Innovation Mission (AIM).- RIMT-DRI incharge requested to initiate for the same and to send status report within a week to the undersigned.
14. **To approve the feedback analysis report of all stakeholders**

Member Secretary presented feedback collected from all stakeholders- Alumni, Teachers and Employers and students on Teaching learning, Curriculum and Support Services. After due discussion and deliberation, the feedback forms of all stakeholders were analyzed and approved by all members after a few additions to it. The members advised to put all the suggestion in the respective curriculum of Programmes all Schools/Departments.

15. **Any other agenda items/points with the permission of Chair**

The matter regarding allowing vacation to the faculty members was discussed in detail. It was decided that to avoid any inconvenience to the examination branch in the evaluation work, the Deans/HoDs were advised to convene the meetings of their respective Schools/Departments and decide at their end to allow the faculty "05 working days" summer vacation in one any time till the end of July, 2018

It was further convened that the faculty members may avail the vacation of remaining 05 days at any time during Winter session.

However, it was advised that final decision shall be taken, in the matter in the meeting to be held in next week.

As there were no agenda points to be discussed, the meeting ended with the vote of thanks to the Chair.

