

Minutes of Meeting

Ref. No. RIMT/IQAC/ADMIN/2019/479

Date: 19-11-2019

The 6th Internal Quality Assurance Cell (IQAC) was held on 18th November, 2019 at 1.30pm 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 from industry/Local Community

3. Mr. Vinod Sood(Surinder Diagnostics Centre, Khanna) - Member

Teachers/Administrative representative

4. Dr. Mandeep Singh Bindra, Director Academic - Member
5. Dr. Sanjeev Mittal, Principal, School of Pharmaceutical Sciences - Member
6. Dr. Ashish Oberoi, Head, Department of CSE - Member
7. Dr. Mohinder Pal Sharma, Head, Department of Physics. - Member
8. Prof. Shashank Anand, Head, Department of Hotel Mgt - Member
9. Dr. Tejinder Kaur, Professor, Department of Languages - Member
10. Dr. Sumita Vig, Principal, School of Education - Member
11. Dr. S.S. Saluja, Dean, School of Legal Education - Member
12. 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 6th 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**A. Agenda of 6thIQAC meeting**

1. To confirm the review of minutes of 5thIQAC Meeting, held on 7-6-2019

The Minutes of 5th IQAC meeting held on 7-6-2019 was presented for confirmation ---
Confirmed

2. Action taken report on the decisions of the 5th IQAC Meeting held on 7-6-2019.

The following action taken points of 5thIQAC meeting held on 7-9-2019 was presented and notified by the members. The detail is as under:

Item No	Item Points	Action taken
3	Syllabus completion status	Done
4	Performance of students in Mid-1 examination	Done
5	Analysis of students' feedback and measures taken	Done as per feedback received
6	To link the University with NAD (National Academic Depository)	Done
7	To issue & verify students' credentials online	Done
8	To enhance online activity	Done
9	Preparation of NAAC Accreditation documents	In-Process
10	Status of academic review meetings with Heads of University School/Departments	All Done as scheduled by each University School/Departments
11	UGC letters for deliberation and consideration	Comply with all UGC public notices.

3. Review of NAAC-SSR preparations 2019-20 and Preparations of NAAC-SSR, data collection from all departments for the academic year 2020-21.

All the 7 Criteria Data templates of NAAC SSR have been presented to all the heads in University. Members were asked to prepare yearly report well in advance, as per NAAC data templates. SoP of NAAC process will be shared to the heads for reference to complete the detail and documents for the session 2020-21.

4. Review of Faculty Research Initiatives.

R&D coordinator suggested that the Best Researcher award can be given to the faculty with reputed publications, and funding activities can be encouraged with research policies. All senior faculties in the department have to plan for book publication with renowned publishers.

5. Review of Academic and Administrative Audit and report of Feedback analysis

Internal assessment review meeting minutes has been presented by HoDs. The Chairperson advised the heads that the poor performers can be given extra coaching in the evening hours to improve performance in internal tests. The student member suggested that each student can be given different assignment topic by the subject teacher.

IQAC presented 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 as per annexure attached.

6. Training & Placement Cell activities.

The expert suggested that the students who have undergone internships will have a better chance at placement. Placement cell can interact with the industries and help students to bag internships. Entrepreneurship skills have to be improved by value added courses with Industry experts or Alumni resource persons.

Coordinator IQAC presented 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 as per annexure attached.

7. Upgradation of Library: It was decided that transit is needed from traditional to digital library; resource and space planning to be done effectively. E- library subscription may be done.

8. Participation in NIRF ranking

- i. The University has resolved its participation in 2 category this time in NIRD ranking 2020 i.e Engineering and Management & overall

9. To upload the data on AISHE.

- i. University has been actively uploading the data related to students, faculty and programs offered by university schools/departments to AISHE portal time to time.

10. Suggestions for Quality Initiatives in the next year

- 10.1 Steps have to be taken to set up a local NPTEL chapter at the University.
- 10.2 Faculty have to prove their excellence in their field by awards.
- 10.3 Journal publications have to be improved.
- 10.4 Students have to be directed by HoDs for Internship with stipend to various reputed industries.
- 10.5 MoUs has to be utilized properly to provide knowledge transfer to students.
- 10.6 Internal examinations system has been strengthened to improve the performance of students in final examinations.
- 10.7 National workshop on "Data Analysis through SPSS" in Dec.2019 was organised

- 11 **Disposal of old Answer Sheets:** Member Secretary was told to issue a notification from the Registrar office regarding Disposal of old Answer Sheets in the examination department.
- 12 Progress of RIMT DRI activities, DESINNO Project and to identify the team from RIMT to visit at Brunel University London, UK.- It was asked to RIMT-DRI incharge to submit detail of Progress of RIMT DRI activities, DESINNO Project to the Registrar and send tentative name of team for the same with a week
- 13 Member Secretary presented the **Annual report for the session 2019-20.**, the Vice Chancellor whole heartedly appreciated the work of Team
- 14 **To consider UGC notices as:**
 - 14.1 **Paramarsh** - UGC Scheme for Mentoring NAAC Accreditation Aspirant Institutions to Promote Quality Assurance in Higher Education, published on 24-7-2019 was discussed in detail. Member Secretary was asked to send to the NAAC coordinator for information and further processing of the same.
 - 14.2 **UGC Notice reg.: "Curbing the menace of ragging in Higher Educational Institutions" published on 1-7-2019.**

Nodal officer of Anti Ragging committee asked to submit the School-wise/Department-wise report as per UGC Letter reg.: Curbing the Menace of Ragging in Higher Educational Institutions to the Member Secretary.
- 15 **Any other Agenda point with the permission of Chair.**
 - Apart from the above discussion, some valuable suggestions related to academics as well as for Extra-curricular activities were received.
 - Vice Chancellor informed that the Research Department of University is going to organize 4th National workshop on "Advance Data Analysis using SPSS from 1st to 6th April, 2020 .

The Chairperson and Member secretary extended their sincere thanks to all the members for their active participation in the meeting. The meeting concluded at 4.00pm with a vote of thanks to the Chair.



Member Secretary