

Minutes of Meeting

Ref. No. RIMT/IQAC/ADMIN/2018/225-A

Date: 19-7-2018

The 4th meeting of Internal Quality Assurance Cell (IQAC) was held on 17-7-2018 at 2.00pm in the Board Room of Administrative, RIMT University, Mandi Gobindgarh.

The following members were present:

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| 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. Yogeeta thakur, Head School of Agriculture Sciences | - | Member |
| 7. Ms. Aruna Chohan, College of Education | - | Member |
| 8. Dr. Ashish Oberoi, Head, Department of CSE | - | Member |
| 9. Dr. Deepinder Pal Singh, Head, Department of Biology | - | Member |
| 10. Dr. Manjit Pattra, Punjabi University, Patiala | - | Member |
| 11. Dr. Mohinder Gupta, Industry expert | - | Member |
| 12. Dr. Vinod Kumar Sood, Local Community | - | Member |
| 13. Dr. Sanjeev Mittal, Principal, School of Pharmaceutical Sciences | - | Member |
| Secretary(officiating) | | |

At the outset, Vice Chancellor of the University, welcomed all the members in the 4th meeting of IQAC and expressed his gratitude to the all the members present. Thereafter, the Vice Chancellor asked officiating Member Secretary, Dr. Sanjeev Mittal to present the agenda items before the members.

The following agenda were discussed and deliberated upon for consideration**A. Agenda of 4th meeting of IQAC to be held on 17-7-2018.****1. To confirm the minutes of 3rd IQAC Meeting held on 12-2-2018**

The Minutes of 3rd IQAC meeting held on 12-2-2018 was presented for confirmation ---
Confirmed at Annexure-1.

2. To note down Action taken report on the decisions of the previous meeting held on 12-2-2018.

The action taken report of 3rd IQAC meeting held on 12-2-2018 was presented and notified by the members.

3. To make regular follow up of working of ERP software in administration for administrative reforms

ERP is implemented in all the departments and Administration for Faculty Profile, Student data, Lesson Plan and administrative activities etc. 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.

It is decided to rigorously implement upgraded ERP software for academic and administrative reforms.

4. Review of activity conducted under RIMT-DRI (Department of Research and Innovation).

Mr. R.P. Singh, Incharge RIMT-DRI raised the point towards the research activities to be initiated under Incubation center. It is decided to conduct various activities under Incubation center to enhance Multidisciplinary activities.

5. NAAC documentation.

All the Deans/Directors/HoDs are requested to prepare all the requisite information and detail as per scheduled shared by the NAAC coordinator and Criteria In charges to expedite the process of NAAC.

6. To discuss 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 2017-18 as per annexure attached.

Report the Report cum feedback of External Academic-Administrative Audit.

It is decided to conduct Energy Audit to reduce the consumptions of electrical energy Audit for eco-friendly measures. The task to conduct the same was given to the Registrar. He was asked to send report to the Vice Chancellor within 15 days for further processing.

7. To review the status and audits on Eco-friendly measures include steps to reduce consumptions of electrical energy.

The various activities are decided to be plan to generate awareness among the staff about Ecofriendly measures. The review and audits on status of eco-friendly measure are 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.

8. Proposal to organize:

8.1 2nd National Conference on Recent Advances in Multidisciplinary Research on 2-11-2018.

8.2 A one-week National Workshop on Data Analysis thorough SPSS for the research scholars and faculty members on Nov. 30th 2018.

Research department shared its department planning regarding to organize 2nd National Conference on Recent Advances in Multidisciplinary Research on 2-11-2018 and a one-week National Workshop on Data Analysis thorough SPSS for the research scholars and faculty members on Nov. 30th 2018. The both proposals were sent to the Vice Chancellor for approval.

After due deliberation and discussion, Vice Chancellor gave approval for the same and asked to send detail of external experts for information.

9. Maintenance of University Campus

It has been recommended that a dedicate officer should be appointed to make planning for maintenance of campus including all hostels and to take care of requirement to be needed for physically challenged persons in the University.

10. Regarding Canteen Facility

It has been proposed that as food canteen has already been functional round the year to cater the need of the students, faculty, guests and visitors. A dedicated team should be constituted to check the food quality at regular intervals and all checking record should be properly maintained under the supervision of the Registrar of the University.

11. To facilities online counselling for all Programme.

It has been advised to the admission section that online counselling and career counselling facilitates should be vitalized, at the time of admissions. It will not only helpful to shape the career of the student, but will benefit to the student for guiding them to get right course as per their skill among the various courses available in the University.

12. To discuss following UGC letter for consideration and implementation.

- UGC Letter reg.: UGC Quality Mandate for improving quality in Higher Educational Institutions, Published on 04/06/2018.
- UGC Public Notice reg.: Equivalence of Foreign Ph.D. Degrees, published on 08/06/2018

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- UGC Letter reg.: Examination reforms in the Higher Education Institutions (HEIs), published on 7-6-2018 along with UGC letter regarding inviting Suggestions/Views on specified themes for Examination Reforms, published on 20-6-2018
- UGC letter reg.: information from universities about implementation of CBCS and curriculum revision, published on 6-4-2018
- UGC Letter reg.: Anti Ragging Posters to create awareness in the Students about ill effects of ragging, published on 5-6-2018 and Advisory for action steps which may be deployed in University/Institutions on Ragging in Higher Educational Institutions, published on 5-6-2018.
- UGC Letter Reg.: Annual Return on Cases of Sexual Harassment. published on 2-7-2018.
- UGC Letter reg.: Safety of Students on and off Campuses of Higher Educational institutions. Published on 9-3-2018
- UGC Letter reg.: Gender Champions in Universities and Colleges, published on 19-6-2018.
- UGC Letter reg.: Introduction of e-filing of ABS applications- National Biodiversity Authority, published on 6-9-2018
- UGC Public Notice regarding inter-changeability of subjects of Political Science and Public Administration for the appointment of Assistant Professor, published on 4-7-2018

Apart from the above discussions, it was recommended that collaborative industry-oriented research projects within and outside the University should be encouraged.

Some valuable suggestions related to academia as well as for extra-curricular activities were also received. The Chairman and member secretary extended their sincere thanks to all the members for their participation in the meeting.

The meeting ends with formal vote of thanks.

The next date of 5th IQAC meeting is proposed on 7-6-2019 and formally convened to all.



Member Secretary