

Minutes of Meeting

Ref. No. RIMT/IQAC/ADMIN/2017/507-A

Date: 24-12-2017

The 2nd meeting of Internal Quality Assurance Cell (IQAC) was held on 22-12-2017 at 11.30am in 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. 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 Pattar, Punjabi University, Patiala | - | Member |
| 12. Dr. Mohinder Gupta, Industry expert | - | Member |
| 13. Dr. Vinod Kumar Sood, Local Community | - | Member |
| 14. Dr. Rajesh Goel, Director IQAC | - | Coordinator/
Member Secretary |

At the outset, Vice Chancellor of the University, welcomed all the members in the 2nd 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 and recommendations for the approval.

Agenda Item No: 1

To confirm the minutes of 1st IQAC meeting and to note the action taken report on the decision of 1st IQAC held on 27-9-2017.

The Minutes of 1st IQAC meeting held on 27-9-2017 was presented for confirmation --- Confirmed at **Annexure-1**.

The action taken report of 1st IQAC meeting held on 27-9-2017 was presented and notified by the members.

Agenda Item No: 2: Internal administrative and academic Audits.

Academic Audit Committee was formed under Vice Chancellor. Academics audit for all the departments are to be conducted for A. Y. 2017-18. Administrative Audit Committee was formed under Registrar. Administration audit are also be conducted for A. Y. 2017-18.

Agenda Item No: 3 Extension of activities under RIMT-DRI (Department of Research and Innovation Centre

RIMT -Department of Research and Incubation Centre (RIMT-DRI) was activated. The Innovative projects of students on different disciplinary and interdisciplinary areas are to be introduced and provided financial support to start-ups.

Agenda Item No: 4: Items for considerations and recommendations for approval.

- 4.1 **To Implement Quality policy guidelines related to NAAC:** It was informed that all the University schools/departments have, already held the meeting regarding NAAC documentation process i.e. quality policy, NAAC manual & various other processes.
- 4.2 It has been suggested that all the Directors/HoDs/Incharges shall implement the **NAAC quality policy and documentation** for their Academic and Administration usages. Also.
- 4.3 **It was also decided to comply with UGC Guidelines** for appraising the process and initiative towards quality policy and requested to all the Deans/Directors/HoDs for to send action taken report to the member secretary for the same within a week.

Agenda Item No: 5 :To introduce Value-Added and Skill enhancement courses, as a part of the curriculum in all University School/Departments (as per applicability)

As **Value-Added courses**, are part of the curriculum designed to provide necessary skills to increase the employability quotient and equipping the students with essential skills to succeed in life, *hence it was suggested to implement the same in all University School/Departments (as per applicability)*

Agenda Item No: 6 :To constitute a committee for collection and analysis of student, Alumni, Teacher and Employee feedbacks

It was discussed & realized that the **students, Alumni, Teachers and Employers** feedbacks on design and review of curriculum are very important in bringing out the desired changes in quality aspects related to teaching and learning methodology and reforms to enhance the quality parameters like

Admission process, Quality of teachers, Teaching Methodology, Examination system, Syllabus Contents, Institution Governance, Technological up gradation & Practical skill/ knowledge,

hence it was decided that feedback from the students, Alumni, Teachers and Employers feedbacks shall be collected along with analysis report and Action Taken report at the end of the academic year.

Agenda Item No: 7: To hold the review meetings with their faculty to assess the results of each semester

All School Heads were advised to hold review meetings with their faculty to assess the results of each semester and advised to hold workshops/seminars/ FDP's on regular basis.

Further, Director IQAC informed that:

- Total Nos. of 5 awards / recognitions was received by the TEACHERS in the field of research/innovations in the year 2017.
- Total Nos. of 16 research papers, published by the faculty in the Journals was notified on the UGC website.
- Total number of 18 books and chapters in edited volumes / books published, and papers in national/international conference-proceedings were published by the faculty in the year 2017.
- Total number of 30 students participating in extension activities
- Collaborative activity with other institutions for research and academic development of faculty and students was conducted in the year 2017.
- Number of 2193 students in 2017 as compared to 1624 in 2016 has been benefitted by guidance for competitive examinations and career counselling offered by the University.
- Total number of 3 professional development /administrative training Programmes was organized by the University for teaching and non-teaching staff in the year 2017.
- Total number of 6 teachers attending Refresher Course/ Faculty Development Programmes year in the year 2017-18.

Agenda Item No: 8: To consider the proposal to organize 1st Multi Faculty Research Conference

R&D department was informed that National Conference on Research Development & Socio-Economics was successfully held on 31-10-2017.

Agenda Item No: 9: To make schedule to conduct coherent assessment of the Programme Outcomes (PO), Programme Specific Outcomes and course outcome.

It was decided that IQAC and Program Assessment Committee (PAC) will conduct coherent assessment of the Programme Outcomes (PO), Programme Specific Outcomes, Course Outcomes (COs) and learning outcomes, to monitor and ensure the quality and consistent academic progression. Further, it was recommended to constitute a committee, to decide the guidelines for setting up targets of attainment for COs, Pos and PSOs.

Agenda Item No: 10: To sensitize all Staff regarding optimal usage of university resource

It was informed all the faculty, staff and students should be sensitized regarding optimal usage of university resource for the benefits of implementation of Quality Policies to improve the quality of education in campus.

Agenda Item No: 11: To get status of working of Fee Bank ERP software in the University

ERP Coordinator shared that in addition to the regular manual, uploading of student details on ERP, Fee Bankare being updated for the usage in various teaching learning domains.

Agenda Item No: 12: To work out on pre-placement module/pre-training session, career guidance and counselling cell.

It was highlighted to have a pre-placement module/pre-training session, career guidance and counselling cell in the Campus for assisting students during internships and placements. Responsibility was assigned to Head, training and placement to implement the same on expedite basis.

Agenda Item No: 13: To discuss following UGC letters for deliberation and consideration

- 13.1 Research Department to ask for compliance of UGC letter regarding on Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2017.
- 13.2 RIMT-DRI head asked to send report on UGC Letter reg.: Atal Innovation Mission (AIM) scheme of NITI Ayog,
- 13.3 Swayam Coordinator was asked to send brief points related to UGC Letter reg.: UGC(Credit Framework for online courses through SWAYAM) Regulations 2016 (First Amendment, Second amendment and Third amendment)and comply the same with letter in sprit.
- 13.4 CoE asked to attend UGC Schedule of Country wide Awareness Programme on National Academic Depository (NAD), published on 13-6-2017 and UGC letter regarding NAD, published on 14-11-2017 and send report accordingly to the member secretary.

- 13.5 Nodal officer of IIC/Gender Sanitization was asked to orgnaise activity as per UGC Letter reg.: Internal Complaint Committee (ICC) and Gender Sensitization Programme, published on 8-10-2017 and send report to the member secretary for the same.
- 13.6 It was discussed that Gender Champion club should be constituted as per Guidelines for Gender Champions in Educational Institutions, published on 13-9-2017, Director Academics asked to work out on the same.
- 13.7 Registrar of the University asked to work out on UGC Letter reg.: Supernumerary Post for students from Jammu & Kashmir, published on 21-9-2017 and send report to the Vice Chancellor for the same.

Agenda Item No. 14: Annual Report of the University 2017-18: Member Secretary presented the Annual report for the session 2017-18., the Vice Chancellor whole heartedly appreciated the work of Team.

Agenda Item No: 15: Any other agenda points with the permission of Chair

- UGC Letter reg.: **Approved List of Journals**, published on 14-6-2017 was thoroughly discussed. Further R&D head and all the Directors/HoDs/Incharges asked to sensitize their faculty for publication on the UGC approved journals
- RIMT-DRI incharge was requested to apply for Atal Community Innovation center (ACIC) Scheme under Atal Innovation Mission (AIM) of NITI Aayog

In addition to the above, the following items points were discussed and requested the concerned for implementation.

- A detailed **process of preparation & submission of NAAC Criteria** -wise documents was discussed in detail. All members were requested for timely submission of NAAC documents to member secretary.
- **Display of Notice by Director Academics:** Director Academics was asked to display on Notice Board and get the same circulated in classes requesting the students to take part in various activities of different clubs in the University.
- **Dress Code:** It was informed that the work on Dress Code has already started and hope the same will be implemented within 15 days.

- **Monitoring the entry of staff and students at main gate of the University**

In-Charge security be asked to direct the staff on security duty at main gate to be vigilant, when they are on duty. Any lapse on their part shall be seriously viewed and strict action shall be taken for any kind of dereliction of duty on the part of any security guard.

- **Regarding conference on National Research and Socio-Economics Change conducted on 30th October, 2017**

The vice chancellor whole heartedly appreciated the work and co-operation extended by Faculty members, particularly Dr. Manvinder Singh Tandon, Dean School of Business Management, Dr. Sanjiv Kalia, Dean School of Applied Sciences, Prof Navin Nanchahal, Dean Hotel Management, Dr. Rajiv Goel, Director RIMT IET, Dr. Sanjeev Mittal, Principal RIMT, School of Pharmacy and all other faculty and staff members to make the event a success. It was conveyed that the event was very successful from all angles. It was also suggested, particularly Dr. Sanjiv Kalia to start work and prepare programme to hold seminars/conferences/workshops/conferences at the earliest but before the end of current calendar year.

The Chairperson & members secretary extended their sincere thanks to all the members for their active participation in the meeting. The meeting concluded at 1.30pm.

The Meeting ended with a vote of thanks to Chair.

