

**Minutes of Meeting**

Ref. No. RIMT/IQAC/ADMIN/2022/172-A

Date: 27-4-2022

The 11<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) was held on 25-4-2022 at 11.30am in the Board Room of Administrative, RIMT University, Mandi Gobindgarh.

The following members were present:

1. Dr. Vijay Kumar Agarwal (Vice Chancellor) - Chairperson
2. Dr. Suresh Kaswan, Dean School of Computing- - Coordinator/Member Secretary of IQAC

**Expert in Quality Management**

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

**Teachers/Administrative representative**

4. Dr. Mandeep Singh Bindra, Director Academic - Member
5. Er. Rakesh Mohan (Registrar, RIMT University) - Member
6. Dr. Nitin Thapar, Head, School of Management and Commerce- Member
7. Dr. Sanjeev Mittal, Director, School of Pharmaceutical Sci. - Member
8. Dr. Mohinder Pal Sharma, Head, Department of Physics. - Member
9. Dr. Mejar Singh, Professor, Department of Social Science - Member
10. Dr. Navkaran Singh Shergill,, HoD, Department of Physiotherapy - Member

At the outset, Vice Chancellor of the University, welcomed all the members in the 11<sup>th</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. To confirm the 10th minutes IQAC Meeting.**

The minutes of 10<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting held on 25<sup>th</sup> November, 2021, was circulated to the Hon'ble member of IQAC.

No comment has been received from any from any member. **The minutes were unanimously confirmed**



**To note down action taken report on the decisions of the previous meeting.**

Further, Coordinator IQAC presented the action taken report on the suggestions made during the 10<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting. – I

It was **noted down and approved as per detail given below:**

Item No	Item Points	Action taken
1.	Review of Academic and Administrative Audit	Done
2.	Suggestions for Quality Initiatives in the next year and Status of academic review meetings with Heads of University School/Department.	Implemented.
3.	Review of NAAC-SSR preparations 2021-22	In-Process
4.	Up gradation of Library	In-Process.
5.	Participation in NIRF ranking	Done
6.	To upload the data on AISHE	Done
7.	To consider UGC letters for implementation in each University School/Departments <ul style="list-style-type: none"> <li>• Extension of date for submission of thesis for terminal M.Phil/Ph.D Students, published on 4-9-2021.                             <ul style="list-style-type: none"> <li>• Ph.D. as mandatory requirement for appointment of Assistant professors in departments of the Universities-Extension of date regarding, Published on 12/10/2021.</li> </ul> </li> <li>• Implementation of NEP, 2020, published on 18-11-2021.                             <ul style="list-style-type: none"> <li>• Guidelines on Examinations and Academic Calendar in view of the COVID-19 Pandemic-July 2021, published on 16-7-2021</li> <li>• Verification or authentication of genuineness of degrees and other certificates awarded by different Universities, published on 13-8-2021.</li> </ul> </li> <li>• NCC as general elective credit course, published on 12-7-2021.                             <ul style="list-style-type: none"> <li>• Prevention of Caste Based Discrimination in Higher Education, published on 13-9-2021</li> <li>• UGC Letter regarding: Choice Based Credit System (CBCS), published on 23-3-2022</li> </ul> </li> </ul>	Implemented



**2. Annual Report Format for data collection**

In order to build an organized methodology for data collection and documentation, IQAC has initiated and circulated Annual Report Format covering all the aspects which will be filled up by all the departments and University level committees. Publication of annual report will help to retrieve data as sought by various agencies

At department and Institute level, summary sheet can be prepared for analysis of performance of departments. Based on the same, targets can be set for different activities by departments.

**3. Review of format prepared by IQAC committee for collection of data.**

IQAC committee prepared a format to pull the information of the various departments of the University in order to avoid repetition of work for HODs and conveners and save their time which can be utilized for more productive purpose. This format included the information needed by various committee conveners to prepare individual reports, Information needed by NIRF, AISHE and NAAC. •

The main agenda of this meeting was to present this format in front of the members and clear any doubts, if any. The second agenda was to make faculty members aware of the NAAC requirements since the college will go for accreditation in September 2020. • IQAC convener made the members aware of certain suggestions made by the auditors after Academic and Administrative Audit. • After the presentation of the format suggestions were invited and incorporated to modify the format and to make it more effective. • The video from the NAAC website on 'how to prepare and upload the SSR' was shown for better understanding of the accreditation process.

**4. Discussion on progress NAAC Preparation for 1<sup>st</sup> Cycle**

IQAC coordinator informed that SSR preparation is nearly about to complete from 2017 18 to 2021-22. University will go through the NAAC accreditation process for cycle 1. IIA is submitted to the NAAC in the month of January 2023, further process of NAAC cycle 1 is going on. Submission of AQAR will be done after completion of the accreditation process cycle 1.



**Discussion of feedback and its ATR.**

Incharge Feedback informed that University School/Department took feedback from students, teachers', employers, Alumina, Parents design and review of syllabus during 19-20, 2020-21 and its ATR submitted to Director Academic (Affair). Further, it was informed that Feedback forms for student for interaction with industry, feedback from students regarding infrastructure and facility is designed and circulated to all departments for implementation

5. **Status of pilot projects under DESINNO and progress of RIMT-DRI activities** was thoroughly discussed and appreciate the efforts of team.
6. **Annual Report for the session 2021-22:** Member Secretary presented the Annual report for the session 2021-22., the Vice Chancellor whole heartedly appreciated the work of Team
7. **Any other agenda item points with the permission of chair.**

**Research department informed that:**

- 4<sup>th</sup> Workshop/FDP on Research Capacity Building was organized from 12<sup>th</sup> to 17<sup>th</sup>, 2022 September, in university. The prominent faculty from outside were Dr. Vidhu Mohan, and Dr. JM Jairath both former professors from Punjab university Chandigarh. Dr. PK Tulsi, Professor (Retd.) NITTTR, Chandigarh, Dr. Kanu Priya Mohan, Asst. Professor, Behavioral Science Research Institute, Srinakharinwirot University, Bangkok, Thailand, and Dr. Richa Shree, Professor and Dean, Punjab University, Patiala were the External Speakers.
- Seminar Session on Intellectual Property Rights was held on 25<sup>th</sup> April 2022, in University, Prof.) Balwinder Sooch, Deputy-coordinator (IPRs and Technology Transfer Cell) and Head, Department of Biotechnology Punjabi University, Patiala were the External Speakers
- Orgnise Workshop on Data Analysis through SPSS from April 13 to 18, 2022

It was informed by the member secretary Energy and Green Audit Reports is in process to complete and to be completed very soon.



**In addition to the above, it was suggested that:**

- All scanned documents to be uploaded on website should be with signature of Principal and official seal.
- More number of values added and certificate courses need to be introduced-Instructions were given to concerned criteria in charges and university schools/ departments to be identified and to be initiated.
- Activities related to IPR and start up need to be enhanced.
- Development activities for non-teaching staff to be organized.
- Institute website need to be updated regularly.
- Webinars on IPR were conducted as a part of celebration of Strat Up and Innovation week.
- FDP cell of the institute-initiated planning of activities for non-teaching staff.
  - To discuss on improvement in involvement of students and faculty in research and innovation activities
  - Discussion on research and innovation activities in the institute was held. Pro Vice Chancellor recommended for improved interaction with industry for internships, industry sponsored projects with major focus on involvement of faculty in consultancy to industry
- **To comply with UGC Public notices issued from time to time :-**
  - UGC Letter regarding: COVID Appropriate Behaviour in HEIs, Published on 13/12/2021
  - UGC Letter regarding: Advisory and Do's and Don't on Cold and Frost, published on 22/12/2021
  - UGC Letter reg.: Re-opening of Universities and Colleges Post Lockdown due to COVID-19 Pandemic. Published on 11/02/2022
  - UGC letter regarding: Specification of new degrees/duration of some degrees under Section 22 of the UGC Act, 1956, Published on 25/03/2022
  - UGC Letter regarding: Registration on Education India Portal, Published on 05/04/2022



- UGC Public Notice regarding: Inviting suggestions on Draft University Grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations, 2022, Published on 17/03/2022
- UGC Public Notice regarding: Inviting suggestions on draft Curricular Framework and Credit System for the Four-Year Undergraduate Programme, Published on 17/03/2022
- UGC Letter regarding: Acceptance of Degree, Mark-sheet and other educational documents presented through the DigiLocker platform, Published on 05/01/2022
- UGC letter regarding: UGC (Establishment and Operation of Academic Bank of Credits in Higher Education) (First Amendment) Regulations, 2021. Published on 14/01/2022
- UGC Letter regarding: Pariksha Pe Charcha "an interactive program of Hon'ble Prime Minister with students, teacher and parents", Published on 18/01/2022
- UGC Letter reg.: Digi Locker platform. Published on 31/01/2022
- UGC Letter regarding: Sexual Harassment of Women at Workplace Published on 07/12/2021
- UGC Letter reg.: Creating a health and Tobacco Free environment in Educational Institutions. Published on 04/02/2022
- UGC Letter reg.: Maternity Leave to women students. Published on 14/12/2021



*[Signature]*  
**Member Secretary**