

Minutes of Meeting

Ref. No. RIMT/IQAC/ADMIN/2017/421-A

Date: 28-9-2017

The First meeting of Internal Quality Assurance Cell (IQAC) was held on 27-9-2017 at 2.00pm 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 Pattra, 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 1st IQAC Meeting and expressed his gratitude to the all the members present. Thereafter, the Vice Chancellor asked Director IQAC/Member Secretary to present the agenda items before the members.

The following agenda were discussed and deliberated upon for consideration

- 1 Introduction to IQAC Members**
 - 2 To discuss objectives and Functions of IQAC Cell**
- The meeting commenced with a formal address by the Vice Chancellor about the need and importance of formation of IQAC at the University and its function and welcomed the members of the newly constituted IQAC.
 - Member Secretary made a detailed presentation of the IQAC composition, and its objectives and functions.

- Further he, briefly explained the agenda of the first meeting.
 - The committee decided to meet once in every semester to assess the quality of teaching and best practices to be adopted for improvement the quality of Academics, Administration and Research activities of the University Schools/Departments.
 - Member Secretary requested cooperation from all IQAC member to make IQAC at the University to succeed in achieving its vision and mission.
 - After that guideline of National Assessment and Accreditation Council (NAAC) and submission of IIQA and SSR to NAAC in a timely manner was discussed.
3. **To discuss and recommend the following proposed item points for the approval from the Academic Council meeting to be held on 18-4-2017.**

3.1 Academic Policies/Schemes

- 3.1.1 Student Attendance Policy
- 3.1.2 Teaching Load Policy
- 3.1.3 Migration Policy
- 3.1.4 RIMT Scholarship Scheme for Students

3.2 Establishment of Center of Skill Development

3.3 & 3.4 Vice Chancellor was authorized to Establishment of Research Department and to constitute University Research Board, Research Advisory Committee, Department Research Committee in the University.

3.5 Registrar was authorized to reconstitute an Anti-Sexual Harassment Committee

3.6 To focus on Corporate Social Responsibility (Hunar Se Rozgar Tak)

3.7 All Deans/Directors/Incharges were advised to focus on value-added and skill development courses in the University Schools/Departments

3.8 Vice Chancellor was authorized to Constitution of Intellectual Property Right (IPR) committee.

Constitution of Intellectual Property Right (IPR) committee: It was informed that researchers in the University need to patent their novel ideas and findings and hence a committee/cell was constituted to facilitate patent filing with an earmarked budget for patent fund. As of today, 4 workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development in the University.

3.9 It was suggested that to enhance Research, Innovation and Development work, an exclusive Department of Research should be established in the University according to

current trends and requirements. The detailed guidelines required to release funds in the shape of seed money and Research Development and consultancy policy for researchers, faculty and students to be framed Further a committee was formed at the University Research Board, Research Advisory Committee, Department Research Committee in the University for the same. The aim of the committee to nurture research culture in the student teachers and faculties by encouraging research in newly emerging and challenging areas of Education and in its multidisciplinary fields.

3.10 Curriculum Feedback Analysis & ATR for the academic year 2017-18

It was decided that Feedback on design and review of curriculum will be taken from various stake holders i.e students, Faculty members, Industrialist, employers and alumni w.e.f 2017- 18.

Director IQAC informed that all the following prescribed formats of feedbacks have been approved as per detail given below-

1. Student Feedback on design and review of curriculum
2. Teachers-Feedback on design and review of curriculum
3. Industrialist /Employers/Experts Feedback on design and review of curriculum
4. Alumni Feedback on design and review of curriculum

Forms are attached at Annexure-1

In addition to the above, after discussion and due deliberation, it was decided to recommend Student Attendance Policy, Teaching Load Policy, Migration Policy as per **annexure -1** be implemented with the approval of the Academic Council of the University.

It was decided that Scholarship Scheme for Students would also be implemented to provide financial assistance to the eligible and deserving students.

- Further, it was also decided to set up Center of Skill Development in the University, that will not only help the students for actively involved in the learning process and decision-making activities, increasing motivation, initiative, creativity, responsibility but also increasing their skill to get employability.
- Anti-Anti-Sexual Harassment Committee was constituted as per Annexure-2 and recommended for the approval of the Academic Council Meeting.

- Corporate Social Responsibility (Hunar Se Rozgar Tak): It is aimed at increasing skilled manpower in hospitality sector, the Directors of the concerned department was requested to assess the effectiveness of the curriculum in order to meet the requirement of the industry and to complete the objective of Hunar Se Rozgar Tak of MHRD.
- It was informed by the Director IQAC/Member-Secretary that total Nos. of 610 value-added courses and 420 skill development courses have been introduced in the various programme of University Schools/Departments, for imparting transferable and life skills to the students.

4. To discuss following UGC letter for deliberation and consideration.

- 4.1 UGC Letter reg.: Approved List of Journal published on 13-4-2017.
- 4.2 UGC Letter reg.: Data uploading of Ph.D. Scholars on University website, published on 28-4-2017.
- 4.3 UGC Letter reg.:MOOCs Courses through SWAYAM platform on Published on 30/01/2017.
- 4.4 UGC Letter reg.: Introduction of Identification Mechanisms in the Students Certificates., published on 22-3-2017.
- 4.5 UGC has notified the List of Journals vide Notification F.No.1-212016(PS) dated 10th January,2017
- 4.6 To collect list of publications of faculty in the UGC listed journals. Published on 30/01/2017
- 4.7 UGC letter reg: Revision of Curriculum. syllabi and amendment therein, Published on 08/02/2017 and 17-3-2017. And Discussion on amendment of syllabus
- 4.8 UGC Notice reg.: Duration of Bachelor of Fine Arts (BFA) and Bachelor of Visual Arts (BVA) degrees, published on 24-5-2017.
- 4.9 UGC letter reg.: Environmental Studies, published on 20-6-2017
- 4.10 UGC Letter reg.: Student's Grievance Redressal, published on 14-8-2017.
- 4.11 UGC Letter reg.: Videos developed by UGC to counsel students on ill effects of Ragging, published on 14-8-2017.

After due discussion and deliberation, it was decided

- 4.1 All the Directors/HoDs/incharges are requested to aware their faculty for more and more publication in the UGC approved List of Journal as per list published by UGC 10-1-2017 and on 13-4-2017.
- 4.2 Research Department head was asked for uploading of Ph.D. Scholars on University website as per UGC letter published on 28-4-2017.

- 4.3 Nodal officer Swayam of the University to work out on MOOCs Courses through SWAYAM platform and submit report to the academic coordinator as per UGC letter on Published on 30/01/2017 for the same.
- 4.4 Controller of Examination of University was asked to implement UGC letter regarding Introduction of Identification Mechanisms in the Students Certificates., published on 22-3-2017 and submit the report of the same to the member secretary.
- 4.5 **Director Academic was asked to submit following reports**
- 4.5.1 Revision of Curriculum. syllabi and amendment therein required in the courses of various University Schools/Departments
- 4.5.2 report on UGC letter regarding Duration of Bachelor of Fine Arts (BFA) and Bachelor of Visual Arts (BVA) degrees, published on 24-5-2017 for implementation of the same.
- 4.5.3 Introduce Environmental Studies at UG /PG letter as per UGC, published on 20-6-2017
- 4.6 **Registrar was asked to reconstitute the following committees in the University** Student's Grievance Redressal committee and to prepare Slandered Operating Procedure for the same as per UGC letter published on 14-8-2017.
- 4.6.2 Reconstitution of ill effects of Ragging committee as per UGC letter published on 14-8-2017
- 4.7 Further, it was informed that the Library is digitized by installing KOHA software from the academic session 2017-18
- At the end Chairperson expressed that there is no substitute to hard work and it's required to achieve overall development of university. Concrete steps and path needed in all direction for achieving quality excellence. So, first Mission and Vision of University Schools and departments should be framed for setting quality benchmark.
- Further, he extended their sincere thanks to all the members for their active participation in the meeting. The meeting ended with a vote of thanks to the chair at 4.15pm.

