

Ref. No.: Tula's/IQAC/0125/02

Date: 06.01.2025

NOTICE

This is to inform you that the 44th meeting of IQAC will be held in the IQAC Room at 11:30 am on 07/01/2025. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

- IQAC.44.01: Confirmation of minutes from the 43rd meeting.**
- IQAC.44.02: Discussion on academic calendar of even semester for the session 2024-25.**
- IQAC.44.03: Preparation of load distribution and timetable for the Even Semester.**
- IQAC.44.04: Uploading timetables to the UMS portal.**
- IQAC.44.05: Preparation of the department-wise activity calendar for the even semester of 2024-25.**
- IQAC.44.06: Planning and execution of placement drives for students.**
- IQAC.44.07: Finalization of add-on courses, including selection of topics, quotations, venue, and dates.**
- IQAC.44.08: Mentor-parent calls for session updates and fee instalment reminders.**
- IQAC.44.09: Finalization of department-wise requirements, including faculty recruitment, lab equipment, and consumable materials.**
- IQAC.44.10: Discussion the signing MoU between the institute and the various organizations for academic and industrial collaboration.**
- IQAC.44.11: Library budget discussion, approval of book purchases for Pharmacy programs, and renewal of GSB department journals for four years.**
- IQAC.44.12: Faculty feedback of odd semester.**
- IQAC.44.13: Any other matter with permission of the chair.**

Copy to:

- Director office : For kind information please
- All HOD's : Invitee
- Registrar : Special invitee
- Dr. Sunil Semwal : Special invitee
- Mr. Vaibhav Kumar : Special invitee
- Mr. B. K. Sharma : Special invitee
- Mr. Abhishek Sharma (Sr. Librarian) : Special invitee


Dr. Nishant Saxena

**Co-ordinator, IQAC
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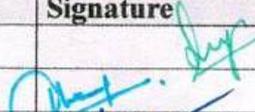
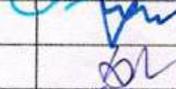
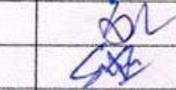
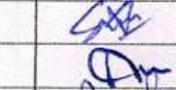
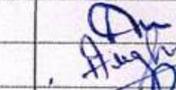
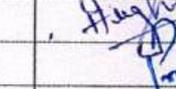
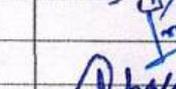
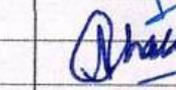
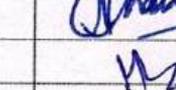
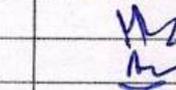
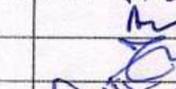
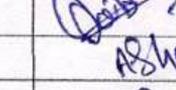
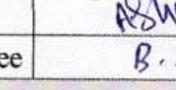
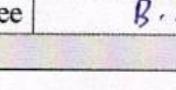
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44th Meeting of IQAC (Minutes of Meetings)

Date/Time	07/01/2025 11:30AM		
Venue:	IQAC Room		
Minutes taken by:	Ms. Samiksha		
Chairperson	Dr. Sandip Vijay		
Attendee:	Dept. & Designation	Signature	
Dr. Sandip Vijay	Director		
Dr. Nishant Saxena	Dean Academics		
Dr. Vijay Kumar Upadhyay	Registrar		
Dr. Sunil Semwal	Dean, R&D		
Dr. Sanjeev Kumar	Professor, CSE/CA		
Dr. Anand Kumar Gupta	HoD, CSE		
Dr. Arghya Sarkar	HoD, Management		
Dr. Priya Matta	HoD, CA		
Dr. Tripti Khanduri	HoD, CE		
Mr. Abhishek Chakravorty	HoD, ECE/EEE		
Mr. Mukesh Pathela	HoD, Applied Science		
Mr. Ankit Jain	HoD, ME		
Mr. Tauseef Iqbal	HoD, JMC		
Mr. Vaibhav Kumar	TPO		
Mr. Abhishek Kumar Sharma	Sr. Librarian		
Mr. Brajendra Kumar Sharma	Coordinator, Feedback Committee		
Absent:	Reason		
Agenda:			
Planning, Implementation, and Review of Academic Activities for the Current Semester			
Issues	Actions		
	No.	Actionee	Due Date
IQAC.44.01: Confirmation of minutes from the 43rd meeting.	1		

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IQAC.44.02: Discussion on academic calendar of even semester for the session 2024-25.	2	Dean Academic	-
IQAC.44.03: Preparation of load distribution and timetable for the Even Semester.	3	All H.O.D's	18/1/25
IQAC.44.04: Uploading timetables to the UMS portal.	4	IT Coordinator	20/1/25
IQAC.44.05: Preparation of the department-wise activity calendar for the even semester of 2024-25.	5	All H.O.D	20/1/25
IQAC.44.06: Planning and execution of placement drives for students.	6	Placement Coordinator	20/1/25
IQAC.44.07: Finalization of add-on courses, including selection of topics, quotations, venue, and dates.	7	All H.O.D's	30/1/25
IQAC.44.08: Mentor-parent calls for session updates and fee instalment reminders.	8	Respective mentors.	15/1/25
IQAC.44.09: Finalization of department-wise requirements, including faculty recruitment, lab equipment, and consumable materials.	9	All H.O.D	15/1/25
IQAC.44.10: Discussion the signing MoU between the institute and the various organization for academic and industrial collaboration.	10	All committee heads	10/2/25
IQAC.44.11: Library budget discussion, approval of book purchases for Pharmacy programs, and renewal of GSB department journals for four years.	11	Sr. Librarian	20/1/25
IQAC.44.12: Faculty feedback of odd semester.	12	Feedback Coordinator	20/2/25
IQAC.44.13: Any other matter with permission of the chair.	13		

Agenda Items Discussed:

- Confirmation of minutes from the 41st meeting:**
The minutes of the 43rd IQAC meeting were reviewed and approved without any modifications.
- Discussion on the academic calendar for the even semester of the 2024-25 session:**
The committee discussed and approved the proposed academic calendar for the even semester, ensuring alignment with university guidelines and institutional requirements.
- Preparation of load distribution and timetable for the Even Semester:**
The respective departments were instructed to finalize faculty load distribution and submit the timetable by the given deadline.

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4. Uploading timetables to the UMS portal:

The examination and timetable coordination committee was tasked with ensuring the accurate and timely upload of the finalized timetable to the UMS portal.

5. Preparation of the department-wise activity calendar for the even semester of 2024-25:

Each department was directed to submit their respective activity calendars for approval, incorporating academic, co-curricular, and extracurricular activities.

6. Planning and execution of placement drives for students:

The Training & Placement Cell provided an update on ongoing placement activities and discussed strategies to attract more companies. It was decided to organize additional industry interactions and skill enhancement workshops for students.

7. Finalization of add-on courses, including selection of topics, quotations, venue, and dates:

The committee reviewed the proposed add-on courses and suggested finalizing topics based on industry trends. Departments were asked to confirm the venue and dates within the next two weeks.

8. Mentor-parent calls for session updates and fee installment reminders:

Faculty mentors were assigned the responsibility of reaching out to parents and providing updates on academic progress, attendance, and fee-related matters.

9. Finalization of department-wise requirements, including faculty recruitment, lab equipment, and consumable materials:

Department Heads submitted their respective requirements. A consolidated report will be reviewed and forwarded for approval and budget allocation.

10. Discussion on signing MoUs between the institute and various organizations for academic and industrial collaboration:

The committee discussed potential organizations for MoUs and decided to initiate formal discussions to establish collaborations for research, internships, and training programs.

11. Library budget discussion, approval of book purchases for Pharmacy programs, and renewal of GSB department journals for four years:

The library committee presented the budget proposal, which was reviewed and approved. The purchase of books for Pharmacy programs and renewal of GSB department journals for the next four years was sanctioned.

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12. Faculty feedback of the odd semester:

The feedback from faculty members on the odd semester was discussed, highlighting areas for improvement in lecture delivery, student engagement, and infrastructure support. Necessary actions will be taken to address concerns raised.

13. Any other matter with permission of the chair:

It was decided to conduct a follow-up meeting to assess the implementation of resolutions taken in this meeting.



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Action Taken Report

S. No.	Agenda Points	Action taken
1	IQAC.44.01: Confirmation of minutes from the 43rd meeting.	The minutes of the 43 rd IQAC meeting were confirmed and approved without any changes.
2	IQAC.44.02: Discussion on academic calendar of even semester for the session 2024-25.	Preparation of Academic Calendar: <ul style="list-style-type: none"> The Academic Calendar for the even semester 2024-25 has been drafted, including key dates for CIE, holidays, add-on courses, and Sanskriti events. Final version to be shared with all faculty members and students after approval.
3	IQAC.44.03: Preparation of load distribution and timetable for the Even Semester	Subject Allocation and Load Distribution: <ul style="list-style-type: none"> The subject allocation form has been circulated among faculty members, and load distribution has been finalized based on faculty preferences. HoDs have been asked to provide faculty requirements, if any. Departmental timetable coordinators have begun preparing timetables.
4	IQAC.44.04: Uploading timetables to the UMS portal.	UTU Courses and UMS Portal Updates: <ul style="list-style-type: none"> Departmental time table coordinators have been instructed to upload timetables on the UMS portal within the given deadline. Monitoring to ensure smooth conduction of the academic session.
5	IQAC.44.05: Preparation of the department-wise activity calendar for the even semester of 2024-25.	Departmental Activity Calendar: <ul style="list-style-type: none"> Departments have initiated the preparation of their activity calendars for resource allocation.

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		<ul style="list-style-type: none"> A shared Google Sheet has been provided by Dean Academics, and departments are regularly updating it.
6	IQAC.44.06: Planning and execution of placement drives for students.	<p>Placement Training and Industry Collaboration:</p> <ul style="list-style-type: none"> Placement Head and departmental placement coordinators have started planning soft-skill training for final-year students. Initial discussions with industries for placement sessions have commenced.
7	IQAC.44.07: Finalization of add-on courses, including selection of topics, quotations, venue, and dates.	<p>Finalization of Add-on Courses:</p> <ul style="list-style-type: none"> Departments have submitted multiple quotations from vendors for add-on courses. Venue and dates are being finalized after approval of quotations.
8	IQAC.44.08: Mentor-parent calls for session updates and fee installment reminders.	<p>Mentor-Parent Communication:</p> <ul style="list-style-type: none"> HoDs have initiated mentor-parent calling to inform about the semester opening and fee installment submissions. Departments are maintaining records of communication.
9	IQAC.44.09: Finalization of department-wise requirements, including faculty recruitment, lab equipment, and consumable materials.	<p>Departmental Requirements Submission:</p> <ul style="list-style-type: none"> Departments have submitted requirements, including: Faculty recruitment needs Establishment of new labs (if required) Procurement of consumable items Proposals for reviving old labs Compilation and review of requirements are in progress.

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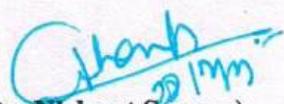
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10	IQAC.44.10: Discussion the signing MoU between the institute and the various organization for academic and industrial collaboration.	MoU Signing for Academic and Industrial Collaborations: <ul style="list-style-type: none"> Discussions have begun for signing MoUs with industries and academic institutions. MoU for E-waste and waste management is in the process of finalization.
11	IQAC.44.11: Library budget discussion, approval of book purchases for Pharmacy programs, and renewal of GSB department journals for four years.	Library Requirements and Book Procurement: <ul style="list-style-type: none"> Departments have submitted book and journal requirements. Procurement process for pharmacy program books is underway. Renewal of GSB department journal is scheduled as per the four-year cycle.
12	IQAC.44.12: Faculty feedback of odd semester.	End-Semester Faculty Feedback: <ul style="list-style-type: none"> The feedback committee has initiated the end-semester faculty evaluation process. Centralized feedback collection for UTU and SDSU faculty members is in progress.


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