

Ref. No.: Tula's/IQAC/0725/01

Date: 24.07.2025

NOTICE

This is to inform you that the 46th meeting of IQAC will be held in the IQAC Room at 11:00am on 25.07.2025. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

IQAC.46.01 – Confirmation of the minutes of the 45th IQAC meeting.

IQAC.46.02 – Review of faculty recruitment and departmental load distribution.

IQAC.46.03 – Finalization of Academic and Holiday Calendar odd semester 2025-26.

IQAC.46.04 – Timetable preparation status for the session 2025-26.

IQAC.46.05 – Discussion on the new course file format.

IQAC.46.06 – Procurement status of books and journals.

IQAC.46.07 – Budget utilization for equipment/consumables purchases and repair.

IQAC.46.08 – Placement record/status for the academic session 2024–25.

IQAC.46.09 – Finalization of NAAC data (activities up to 30th July 2024) and planning.

IQAC.46.10 – Review of NBA SAR preparation status for MBA and MCA departments.

IQAC.46.11 - Review of research outcomes for the session 2024–25.

IQAC.46.12 – Student registration and reporting process session 2025-26:

- Status of induction program preparation for first-year students.
- First-year student reporting
- Second-year onwards registration and orientation program by HoD's.
- Hostel allotment and student reception arrangements

IQAC.46.13 – Proposed changes in the Proctorial Board and anti-ragging duties allocation.

IQAC.46.14 – Appointment of hostel rectors and review of the incentive policy for Proctors and Hostel Rectors.

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IQAC.46.15 – Planning of ICC (Internal Complaints Committee) activities for the upcoming session.

IQAC.46.16 – Status of posters and banners displayed on campus for session 2025-26.

IQAC.46.17 – Any other matter with the permission of the Chair.


Dr. Nishant Saxena
(Coordinator, IQAC)
Co-ordinator, IQAC
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- | | |
|------------------------|-------------------------------|
| • Director's office | : For kind information please |
| • All HOD's | : Invitee |
| • Registrar | : Special invitee |
| • Dr. Sunil Semwal | : Special invitee |
| • Dr. Ashish Gupta | : Special invitee |
| • Mr. Vaibhav Kumar | : Special invitee |
| • Mr. Ashish Kumar | : Special invitee |
| • Mr. Emmanuel Gabriel | : Special invitee |
| • Mr. Abhishek Sharma | : Special invitee |
| • Dr. Sugam Gupta | : Special invitee |
| • Mr. Ankit Jain | : Special invitee |

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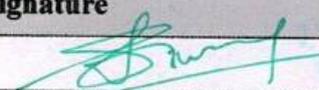
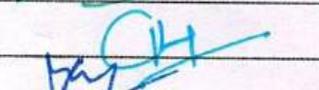
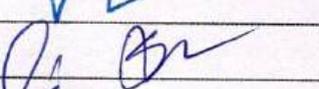
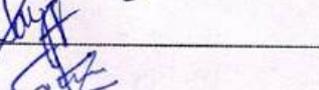
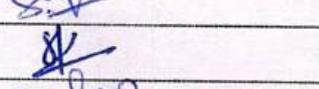
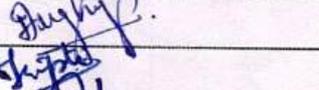
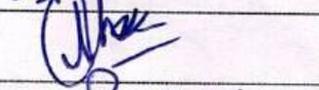
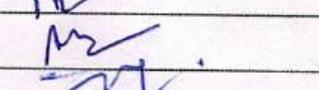
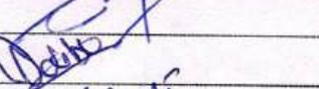
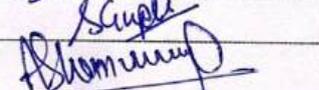
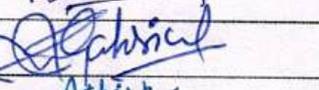
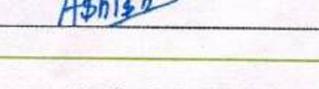
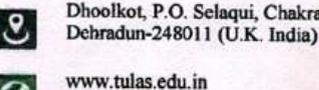
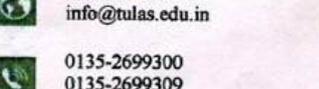
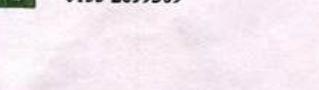
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46th Meeting of IQAC (Minutes of Meetings)

Date/Time	25/07/2025 11:00AM	
Venue:	IQAC	
Minutes taken by:	Ms. Samiksha	
Chairperson	(Dr.) Shailendra Kr. Tiwary	
Attendee:	Dept. & Designation	Signature
Dr. Shailendra Kr. Tiwary	Director	
Dr. Nishant Saxena	Dean Academics/Coordinator IQAC	
Dr. Vijay Kumar Upadhyay	Registrar	
Dr. Sunil Semwal	Dean, R&D	
Dr. Sanjay Sharma	Dean, Student welfare/ HoD, Agri.	
Dr. Sanjeev Kumar	Professor, CSE/CA/Co-coordinator IQAC	
Dr. Sandeep Kumar	HoD, CSE	
Dr. Arghya Sarkar	HoD, GSB	
Dr. Tripti Khanduri	HoD, CE	
Mr. Abhishek Chakravorty	HoD, ECE/EEE/ Co-coordinator IQAC	
Dr. Priya Matta	HoD, CA	
Mr. Mukesh Pathela	HoD, Applied Science	
Mr. Ankit Jain	HoD, ME	
Mr. Tauseef Iqbal	HoD, JMC	
Mr. Vaibhav Kumar	TPO	
Dr. Sugam Gupta	Chairperson, ICC	
Mr. Abhishek Kumar Sharma	Sr. Librarian	
Mr. Emmanuel Gabriel	Coordinator, Extension Committee	
Mr. Ashish Kumar	Chief. Proctor	

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Agenda:			
IQAC Meeting on academic and other activities for the upcoming semester.			
Issues	Actions		
	No.	Actionee	Due Date
IQAC.46.01 – Confirmation of the minutes of the 45th IQAC meeting.		—	—
IQAC.46.02 – Review of faculty recruitment and departmental load distribution.		All HOD's	5 th Aug
IQAC.46.03 – Finalization of Academic and Holiday Calendar odd semester 2025-26.		Additional Director As	5 th Aug
IQAC.46.04 – Timetable preparation status for the session 2025-26.		All HOD's	12 th Aug
IQAC.46.05 – Discussion on the new course file format.		IQAC	20 th Aug
IQAC.46.06 – Procurement status of books and journals.		Sr. Librarian	5 th Sept
IQAC.46.07 – Budget utilization for equipment/consumables purchases and repair.		All HOD's	25 th Aug
IQAC.46.08 – Placement record/status for the academic session 2024-25.		Mr. Vahnav. Kumar	10 th Sept
IQAC.46.09 – Finalization of NAAC data (activities up to 30th July 2024) and planning.		IQAC	30 th Sept
IQAC.46.10 – Review of NBA SAR preparation status for MBA and MCA departments.		Heads CA & OSB	10 th Sept
IQAC.46.11 - Review of research outcomes for the session 2024-25.		Dean Research	
IQAC.46.12 – Student registration and reporting process session 2025-26: <ul style="list-style-type: none"> • Status of induction program preparation for first-year students. • First-year student reporting • Second-year onwards registration and orientation program by HoD's. • Hostel allotment and student reception arrangements 		HOD, Applied Science	30 th Sept
IQAC.46.13 – Proposed changes in the Proctorial Board and anti-ragging duties allocation.		Chief Proctor	—
IQAC.46.14 – Appointment of hostel rectors and review of the incentive policy for Proctors and Hostel Rectors.		Chief Proctor	—
IQAC.46.15 – Planning of ICC (Internal Complaints Committee) activities for the upcoming session.		Dr. Sushma Gupta	5 th Aug
IQAC.46.16 – Status of posters and banners displayed on campus for session 2025-26.		DSW.	12 th Aug
IQAC.46.17 – Any other matter with the permission of the Chair.			

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Discussions/ Resolutions:

1. Confirmation of Previous Minutes

The minutes of the 45th IQAC meeting were read and confirmed without any modifications.

2. Faculty Recruitment Status

The status of faculty recruitment was discussed. While most recruitments have been completed, the following positions remain vacant:

- CSE: 07
- Computer Applications: 03
- Electronics & Communication: 01
- Applied Sciences (Physics): 01
- Pharmacy Library Attendant: 01
- Tentative workload distribution for all departments has also been shared.

3. Proposed Academic Calendar

The proposed academic calendar was reviewed. It will be finalized and circulated after approval of the holiday calendar by the management.

4. Time Table Preparation

Preparation status of departmental time tables was discussed. Final submission dates were confirmed:

- SDSU Programs: 7th August
- VMSB UTU & UBTER Programs: 13th August
- It was also resolved that members of the Proctorial Board will not be assigned lectures in the first slot of the day.

5. Course File Format Changes

Changes in the course file format were discussed, particularly in identifying curriculum gaps and performing impact analysis of slow learners. Dr. Sandeep Kumar (HoD, CSE) will provide a sample format.

6. Procurement of Books and Journals

It was informed that procurement of major books and journals is underway and will be completed by 20th August.

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7. Budget Utilization for Lab Equipment

Most departments have shortlisted vendors for lab equipment procurement. The purchasing process is pending. A follow-up meeting with the Vice Chairman is scheduled.

8. Placement Status

The placement report for the 2024–25 session was presented. Currently, 55% of the students are placed. For the NBA process (MBA & MCA), the placement cell will provide a three-year placement record.

9. NAAC AQAR Finalization

A separate meeting will be convened to finalize the AQAR data for the session 2024–25.

10. NBA SAR Status (MBA & MCA)

The pre-qualifiers for both departments have been submitted. The next step is to complete the SAR filing process.

11. Research Outcomes

The following data were shared:

- Research Papers (Journals/Conferences): 210
- Book Chapters: 30
- Books: 01
- Patents Published/Granted: 35
- Research Grants: ₹1.60 Crores

12. Induction/Orientation and Registration

A separate evening meeting was conducted for the first-year reporting and orientation team. Offline registration for second-year and above students will be done using a form designed by Dr. Sanjay Sharma (DSW). HoDs are instructed to visit their respective classes on the first day and brief students on institutional academic policies, aligned with university guidelines.

13. Proctorial Board Expansion

The board has been expanded to include 18 members from various departments for the 2025–26 academic session.

14. Hostel Rector Appointments

Appointment of 4 rectors for the boys' hostel and 1 for the girls' hostel will be made for the 2025–26 session with appropriate incentives.

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15. ICC and Hygiene Awareness Activities

Hygiene awareness programs will be included in the student orientation. An activity calendar for the ICC will be prepared, and new student members will be inducted.

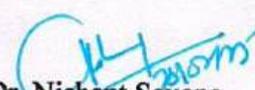
16. Posters and Campus Beautification

Discussions were held regarding the design and display of posters related to:

- Anti-Ragging
- ICC Guidelines
- Plastic Use Awareness
- Helmet Usage
- Mandatory Attendance
- Additionally, beautification plans for academic departments were considered.

17. Other Discussions

- Website to be updated with details of newly joined faculty members.
- Faculty members will be allowed a maximum of two unplanned leaves per semester.
- A comprehensive proposal for student welfare activities is to be submitted by the DSW.


Dr. Nishant Saxena
(Coordinator, IQAC)
Co-ordinator, IQAC
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Action Taken Report

The action taken report of 46th meeting of IQAC Committee (agenda item wise) held on 25/07/2025.

S. No.	Agenda Points	Action Taken
1	IQAC.46.01 – Confirmation of the minutes of the 45th IQAC meeting	The minutes of the 45th IQAC meeting were read, confirmed without any amendments, and placed on record.
2	IQAC.46.02 – Review of faculty recruitment and departmental load distribution	The committee was informed that recruitment for all previously vacant positions had been completed. The matter was noted and closed.
3	IQAC.46.03 – Finalization of Academic and Holiday Calendar (Odd Semester 2025–26)	The Academic and Holiday Calendar for the Odd Semester of the session 2025–26 was finalized and implemented.
4	IQAC.46.04 – Timetable preparation status for the session 2025–26	Department-wise timetables were finalized and implemented as per the approved academic calendar.
5	IQAC.46.05 – Discussion on the new course file format	The revised course file format was approved and adopted by all departments.
6	IQAC.46.06 – Procurement status of books and journals	Approved books and journals were procured and made available in the library.
7	IQAC.46.07 – Budget utilization for equipment/consumables purchases and repair	Budgeted purchases and repair works for equipment and consumables were completed.
8	IQAC.46.08 – Placement record/status for the academic session 2024–25	Placement records for the academic session 2024–25 were reviewed, documented, and maintained by the Training & Placement Cell.
9	IQAC.46.09 – Finalization of NAAC data (activities up to 30th July 2024) and planning	NAAC data up to 30th July 2024 was finalized, verified, and documented.
10	IQAC.46.10 – Review of NBA SAR preparation status for MBA and MCA departments	NBA SAR documentation for the MBA and MCA departments is under process as per NBA guidelines.
11	IQAC.46.11 – Review of research outcomes for the session 2024–25	Research outcomes for the session 2024–25 were compiled and documented.
12	IQAC.46.12 – Student registration and reporting process (Session 2025–26)	Student registration, induction, reporting, orientation, hostel allotment, and reception processes were completed successfully.

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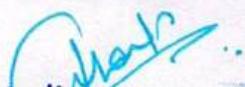
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S. No.	Agenda Points	Action Taken
13	IQAC.46.13 – Proposed changes in the Proctorial Board and anti-ragging duties allocation	Revised Proctorial Board and anti-ragging duty allocations were approved and implemented.
14	IQAC.46.14 – Appointment of hostel rectors and review of the incentive policy for Proctors and Hostel Rectors	Hostel Rectors were appointed, and the incentive policy for Proctors and Rectors was finalized.
15	IQAC.46.15 – Planning of ICC (Internal Complaints Committee) activities for the upcoming session	The ICC activity plan was finalized, and statutory awareness activities were conducted.
16	IQAC.46.16 – Status of posters and banners displayed on campus for session 2025–26	Statutory and informational posters and banners were updated and displayed across the campus.


Co-ordinator, IQAC
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