

Ref. No.: Tula's/IQAC/0925/01

Date: 16.09.2025

**NOTICE**

This is to inform you that the 47<sup>th</sup> meeting of IQAC will be held in the IQAC Room at 11:00am on 17.09.2025. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

- IQAC.47.01 - Confirmation of the minutes of the 46th IQAC meeting.**
- IQAC.47.02 - IIC Activities load distribution for the quarter IV.**
- IQAC.47.03 - Registration status of newly admitted students in VMSB UTU Spot counselling and Institute level counselling.**
- IQAC.47.04 - Status of the modifications of the CO's of the department especially the first time introduced courses.**
- IQAC.47.05 - Software requirement in the computer lab.**
- IQAC.47.06 - Reframing the structure of the Examination cell.**
- IQAC.47.07 - Status of the induction program and conduction of the fresher's party.**
- IQAC.47.08 - Summer semester examination preparations.**
- IQAC.47.09 - Department wise activity calendar based on OBE.**
- IQAC.47.10 - Setting and circulation of the target pass percentage & marks.**
- IQAC.47.11 - Restructuring the ICC Committee.**
- IQAC.47.12 - Placement roadmap & status of students for the session 2025-26.**
- IQAC.47.13 - Implementation of the various policies framed by the Director sir.**
- IQAC.47.14 - Any other matter with the permission of the Chair.**

  
Dr. Nishant Saxena  
Coordinator, IQAC  
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**Copy to:**

- Director's office : For kind information please
- All HOD's : Invitee
- Registrar : Special invitee
- Dr. Sunil Semwal : Special invitee
- Mr. Vaibhav Kumar : Special invitee
- Mr. Ashish Kumar : Special invitee
- Mr. Gaurav Gupta : Special invitee
- Mr. Emmanuel Gabriel : Special invitee
- Dr. Sugam Gupta : Special invitee

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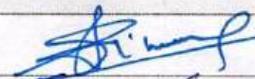
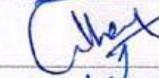
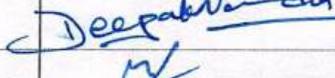
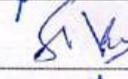
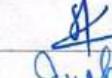
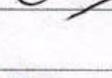
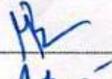
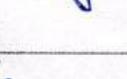
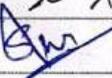


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## 47<sup>th</sup> Meeting of IQAC (Minutes of Meetings)

<b>Date/Time</b>	17/09/2025 11:00AM	
<b>Venue:</b>	IQAC	
<b>Minutes taken by:</b>	Ms. Samiksha	
<b>Chairperson</b>	(Dr.) Shailendra Kr. Tiwary	
<b>Attendee:</b>	<b>Dept. &amp; Designation</b>	<b>Signature</b>
Dr. Shailendra Kr. Tiwary	Director	
Dr. Nishant Saxena	Additional Director/Coordinator IQAC	
Dr. Deepak Nanda	Director	
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	
Ms. Sapna Pandey	HoD, Pharmacy	

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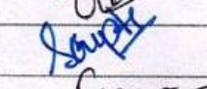
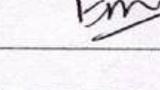
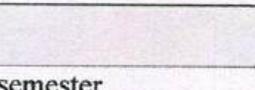


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Mr. Vaibhav Kumar	TPO	
Mr. Gourav Gupta	COE	
Dr. Sugam Gupta	Chairperson, ICC	
Mr. Emmanuel Gabriel	Coordinator, Extension Committee	

### Agenda:

IQAC Meeting on academic and other activities for the upcoming semester.

Issues	Actions		
	No.	Actionee	Due Date
IQAC.47.01 - Confirmation of the minutes of the 46th IQAC meeting.		-	-
IQAC.47.02 - IIC Activities load distribution for the quarter IV.		R.R.D Cell.	30 Sept
IQAC.47.03 - Registration status of newly admitted students in VMSB UTU Spot counselling and Institute level counselling.		All HOD's	20 <sup>th</sup> Sept
IQAC.47.04 - Status of the modifications of the CO's of the department especially the first time introduced courses.		All HOD's	25 <sup>th</sup> Sept
IQAC.47.05 - Software requirement in the computer lab.		All HOD's	25 <sup>th</sup> Sept
IQAC.47.06 - Reframing the structure of the Examination cell.		Exam Cell.	25 <sup>th</sup> Sept
IQAC.47.07 - Status of the induction program and conduction of the fresher's party.		Mr. Emanuel	20 <sup>th</sup> Sept
IQAC.47.08 - Summer semester examination preparations.		All HOD's	25 <sup>th</sup> Sept
IQAC.47.09 - Department wise activity calendar based on OBE.		All HOD's	20 <sup>th</sup> Sept
IQAC.47.10 - Setting and circulation of the target pass percentage & marks.		All HOD's	20 <sup>th</sup> October
IQAC.47.11 - Restructuring the ICC Committee.		ICC Head.	25 <sup>th</sup> Sept
IQAC.47.12 - Placement roadmap & status of students for the session 2025-26.		Mr. Vaibhav	10 <sup>th</sup> Oct.
IQAC.47.13 - Implementation of the various policies framed by the Director sir.		All HOD's & stake holders	-
IQAC.47.14 - Any other matter with the permission of the Chair.		-	-

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### Discussions/ Resolutions:

1. The minutes of the **46th IQAC meeting** were read and placed before the members. After due discussion, the minutes were **confirmed without any modification** and approved by the Chair.
2. The IQAC discussed the **activity load distribution of the Institution's Innovation Council (IIC)** for Quarter IV. The concerned coordinator presented the proposed distribution plan. It was resolved that activities shall be **distributed department-wise** to ensure effective participation, timely execution, and compliance with IIC guidelines.
3. The registration status of newly admitted students through **VMSB UTU Spot Counselling and Institute Level Counselling** was reviewed.  
The members were informed that the registration process is ongoing, and departments were instructed to **coordinate with the admission cell** to ensure 100% registration within the stipulated timeline.
4. The status of **modification of Course Outcomes (COs)**, especially for **newly introduced courses**, was discussed.  
Departments were advised to ensure that COs are **clearly defined, measurable, and aligned with Program Outcomes (POs) and Program Specific Outcomes (PSOs)**.  
The IQAC directed all departments to submit the finalized COs within the prescribed time.
5. The requirement of **additional and updated software** in the computer laboratories was discussed.  
Departments were instructed to submit a **software requirement list with justification**, after which the same shall be forwarded to the management for approval and procurement.
6. The existing structure of the **Examination Cell** was reviewed.  
It was resolved to **reframe and strengthen the structure** to improve efficiency, accountability, and smooth conduct of examinations.  
A revised structure with defined roles and responsibilities was proposed for further approval.
7. The status of the **Induction Program** for newly admitted students and the **conduction of the Fresher's Party** was discussed.  
The committee was informed that the induction program is being conducted as per schedule, and preparations for the fresher's party are underway, ensuring adherence to **disciplinary and institutional guidelines**.
8. Preparations for the **Summer Semester Examinations** were reviewed.  
The Examination Cell assured that question paper setting, examination schedules, invigilation duties, and evaluation plans are being prepared in advance to ensure **smooth and transparent conduct**.

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9. The importance of preparing a **department-wise activity calendar aligned with Outcome-Based Education (OBE)** was emphasized.  
All departments were instructed to prepare and submit their activity calendars incorporating academic, co-curricular, and extracurricular activities mapped with outcomes.
10. The setting of **target pass percentage and target marks** for the current academic session was discussed.  
It was resolved that targets should be **defined course-wise and department-wise** and circulated among faculty members to enhance academic performance and accountability.
11. The need for **restructuring the Internal Complaints Committee (ICC)** was discussed considering compliance and effective grievance redressal.  
The IQAC resolved to reconstitute the committee as per **UGC norms**, ensuring adequate representation and gender balance.
12. The **placement roadmap** and the current status of students for the **academic session 2025–26** was reviewed.  
The Training & Placement Cell shared the proposed roadmap focusing on **skill development, internships, industry interaction, and placement drives**.
13. The implementation status of the **various institutional policies framed by the Director** was discussed.  
Departments were directed to ensure **effective implementation and documentation** of the policies in their respective areas.
14. With the permission of the Chair, the members discussed general quality-related issues and emphasized continuous improvement in academic and administrative processes.

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(Coordinator, IQAC)

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## Action Taken Report

S. No.	Agenda Points	Action taken
1	<b>IQAC.47.01 - Confirmation of the minutes of the 46th IQAC meeting.</b>	The minutes of the 46th IQAC meeting were reviewed and confirmed without any objections.
2	<b>IQAC.47.02 - IIC Activities load distribution for the quarter IV.</b>	The IIC activity load for Quarter IV has been distributed among departments and faculty members. Activity coordinators have been informed to ensure timely planning, execution, and reporting of activities as per IIC guidelines.
3	<b>IQAC.47.03 - Registration status of newly admitted students in VMSB UTU Spot counselling and Institute level counselling.</b>	Departments reported the progress of student registration for UTU UMS, including spot and institute-level counselling. SDSU students are also completing registration through their respective portals.
4	<b>IQAC.47.04 - Status of the modifications of the CO's of the department especially the first time introduced courses.</b>	Departments were reminded to finalise and submit the modified COs, especially for courses introduced for the first time, as per institutional academic policy.
5	<b>IQAC.47.05 - Software requirement in the computer lab.</b>	Departments were instructed to submit a consolidated list of software required for teaching-learning enhancement and associated Add-on courses, in coordination with the IT Cell.
6	<b>IQAC.47.06 - Reframing the structure of the Examination cell.</b>	It was discussed and agreed that the Examination Cell will be restructured. A new CoE, ACoE, and supporting committee members will be appointed as part of the reformation plan.
7	<b>IQAC.47.07 - Status of the induction program and conduction of the fresher's party.</b>	Feedback from newly admitted students will be collected regarding the induction program. The plan and timeline for conducting the Fresher's Party were also discussed.
8	<b>IQAC.47.08 - Summer semester examination preparations.</b>	Preparations for the summer semester examinations were reviewed. Departments were advised to arrange special classes for academically weaker

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		students and ensure timely registration of students on the UTU UMS portal.
9	<b>IQAC.47.09 - Department wise activity calendar based on OBE.</b>	Departments were asked to submit the OBE-based activity calendar within the stipulated timeframe.
10	<b>IQAC.47.10 - Setting and circulation of the target pass percentage &amp; marks.</b>	The method for calculating target pass percentage based on the previous two academic years' results was discussed. Departments will circulate the targets and finalize the mark benchmarks accordingly.
11	<b>IQAC.47.11 - Restructuring the ICC Committee.</b>	The need to expand the ICC Committee with new members to strengthen its functioning was discussed and agreed upon.
12	<b>IQAC.47.12 - Placement roadmap &amp; status of students for the session 2025-26.</b>	Departments were advised to coordinate with the Placement Cell to prepare a comprehensive roadmap aimed at increasing placement numbers. The current placement progress was reviewed.
13	<b>IQAC.47.13 - Implementation of the various policies framed by the Director sir.</b>	Departments initiated the implementation of institutional policies framed by the Director.
14	<b>IQAC.47.14 - Any other matter with the permission of the Chair.</b>	Quality enhancement suggestions discussed were noted, and departments were encouraged to continue initiatives aimed at academic and administrative improvement

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