

Ref. No.: Tula's/IQAC/0523/01

Date 05-05-2023

### NOTICE

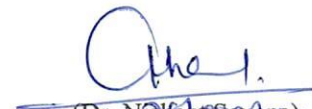
This is to inform you that the 36<sup>th</sup> meeting of IQAC will be held at IQAC Room at 04:00 pm on 08-05-2023. All the IQAC committee members are requested to attend the meeting.

The agenda points for the following meeting are as follows:

- IQAC.36.01: Confirmation of minutes of meeting of 35<sup>th</sup> IQAC Meeting.
- IQAC.36.02: Discussion on the final preparation of the annual cultural fest "Sanskriti".
- IQAC.36.03: Discussion on the syllabus coverage report and allotment of extra classes for the lagging courses
- IQAC.36.04: Discussion on the circulation of the Faculty Appraisal form among faculties as per Institute HR policy.
- IQAC.36.05: Discussion on the Budget preparation of each department for the next academic year 2023-24
- IQAC.36.06: Discussion on the Lab Audit for the maintenance and procurement of the lab equipment.
- IQAC.36.07: Discussion on the organization of the orientation program for newly admitted students for the upcoming session 2023-24.
- IQAC.36.08: Discussion on the increase in seats in different courses and introduction of a new specialization branch of CSE by the admission cell.
- IQAC.36.09: Preparation of the training & placement activity calendar for session 2023-24.
- IQAC.36.10: Discussion on the conduction of more activities related to awareness and empowerment of girls/women.
- IQAC.36.11: Discussion on the initialization of the NBA accreditation process for the program B. Tech Computer Science & Engineering.
- IQAC.36.12: Discussion on the collection of research data of faculty members and students of the current academic session.
- IQAC.36.13: Discussion on the analysis of the Alumni feedback, that was collected during the Retrace Alumni Meet 2023
- IQAC.36.14: Proposal for the new format of Action Taken Reports (ATR).
- IQAC.36.15: Any other matters from departments with the permission of the chair.

Copy to:

- Director: for information please
- All IQAC Committee Members



(Dr. Nishant Sharma)  
Co-ordinator, IQAC  
TULA'S INSTITUTE  
DEHRADUN

#### **Vision**

- To emerge as an academic centre producing world class professionals promoting innovation and research.


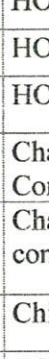
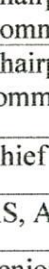
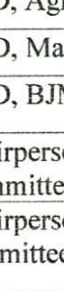
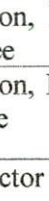

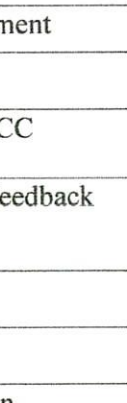
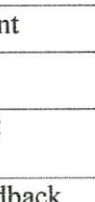




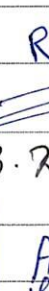







#### **Mission:**

- To promote intellectual and skilled human capital generation employment and entrepreneurship.
- To be educational centre of excellence of multi ethnicity and diversity.
- To establish as technology driven teaching learning institution.
- To provide world class platform for research and innovation.
- To inculcate social, environmental, heritage values.

Approved by AICTE, Ministry of HRD, Govt. of India • ISO 9001:2015

Affiliated: •V.M.S.B Uttarakhand Technical University • Sri Dev Suman Uttarakhand University •Uttarakhand Board of Technical Education

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

<b>Date/Time</b>	08/05/2023/04:00PM	
<b>Venue:</b>	IQAC Room	
<b>Minutes taken by:</b>	Ms. Samiksha	
<b>Chairperson</b>	Dr. Sandip Vijay	
<b>Attendee:</b>	<b>Dept. &amp; Designation</b>	<b>Signature</b>
Dr. Sandip Vijay	Director	
Dr. Nishant Saxena	IQAC Coordinator	
Dr. Pavan Kumar Chaubey	Registrar	 Pavan 08/05/23
Dr. Ranit Kishor.	Dean Management & B.Sc. Agriculture	
Dr. Sunil Semwal	Dean R&D	
Dr. R.B. Singh	HOD, CSE	
Mr. Mukesh Pathela	HOD, Applied Science	
Ms. Preeti Kumari	HOD, CE	
Mr. Abhishek Chakravorty	HOD, ECE/EEE	
Mr. Ankit Jain	HOD, ME	
Dr. Anita Chauhan	HOD, Agriculture	
Dr. K. R. Ansari	HOD, Management	 K.R. 08/05/23
Dr. R.C. Pathak	HOD, BJMC	 R.C. Pathak
Dr. Prerna Badoni	Chairperson, ICC Committee	
Mr. Brajendra Kr. Sharma	Chairperson, Feedback committee	 B.R. Sharma
Mr. Ashish Kumar	Chief Proctor	 Ashish
Dr. Lalit Goyal	AS, ACOE	 Lalit
Mr. Abhishek Sharma	Senior Librarian	 Abhishek
Mr. Arun Kumar	External Member	
Mr. Divyanshu Gupta	Alumni Member	ABSENT
Mr. Nikhil Mathur	Student Member IQAC	
<b>Absent:</b>	<b>Reason</b>	

Agenda:			
IQAC Meeting			
Issues	Actions		
	No.	Actionee	Due Date
IQAC.36.01: Confirmation of minutes of meeting of 35 <sup>th</sup> IQAC Meeting.	1	Coordinator IQAC	08/05/2023
IQAC.36.02: Discussion on the final preparation of the annual cultural fest "Sanskriti".	2	Mr. Emmanuel Gabriel/All HoD's	—
IQAC.36.03: Discussion on the syllabus coverage report and allotment of extra classes for the lagging courses	3	All HoD's	09/05/2023
IQAC.36.04: Discussion on the circulation of the Faculty Appraisal form among faculties as per Institute HR policy.	4	HR/ All Hod's	25/05/2023
IQAC.36.05: Discussion on the Budget preparation of each department for the next academic year 2023-24	5	All Hod's	June - 2023
IQAC.36.06: Discussion on the Lab Audit for the maintenance and procurement of the lab equipment.	6	All Hod's	July - 2023
IQAC.36.07: Discussion on the organization of the orientation program for newly admitted students for the upcoming session 2023-24.	7	Mr. Emmanuel Gabriel/All HoD's	July - 2023
IQAC.36.08: Discussion on the increase in seats in different courses and introduction of a new specialization branch of CSE by the admission cell.	8	Registrar/Coordinator IQAC	Aug. - 2023
IQAC.36.09: Preparation of the training & placement activity calendar for the session 2023-24.	9	TPO	August - 2023
IQAC.36.10: Discussion on the conduction of more activities related to awareness and empowerment of girls/women.	10	ICC	July - 2023
IQAC.36.11: Discussion on the initialization of the NBA accreditation process for the program B. Tech Computer Science & Engineering.	11	CSE HoD	—
IQAC.36.12: Discussion on the collection of research data of faculty members and students of the current academic session.	12	Dean R&D	31/05/2023
IQAC.36.13: Discussion on the analysis of the Alumni feedback, that was collected during the Retrace Alumni Meet 2023.	13	TPO	15/05/2023
IQAC.35.14: Any other matters from departments with the permission of the chair.	14	NA	—

#### Discussions/ Resolutions:

1. The minutes of the 35th IQAC Meeting were confirmed with no objections raised.
2. Reviewed the final preparations for the annual cultural fest "Sanskriti." Discussed logistics, performances, and necessary arrangements to ensure a successful event.

3. Discussed the syllabus coverage report and identified courses lagging behind. Agreed to allocate extra classes to ensure comprehensive coverage and maintain academic standards.
4. Reviewed the Institute HR policy regarding faculty appraisal and discussed the circulation of the Faculty Appraisal Form among faculties. Emphasized the importance of timely feedback for professional development.
5. Discussed budget preparation for each department for the next academic year 2023-24. Considered resource allocation, funding requirements, and strategic priorities.
6. Discussed the maintenance and procurement of lab equipment through a comprehensive lab audit. Identified areas needing attention and discussed strategies for improvement.
7. Discussed plans for organizing the orientation program for newly admitted students for the upcoming session 2023-24. Considered orientation content, scheduling, and logistical arrangements.
8. Discussed proposals for increasing seats in different courses and introducing a new specialization branch of CSE. Considered demand, infrastructure, and academic feasibility.
9. Prepared the training & placement activity calendar for the session 2023-24. Scheduled events, workshops, and recruitment drives to ensure effective placement opportunities for students.
10. Discussed plans to conduct more activities related to the awareness and empowerment of girls/women. Considered workshops, seminars, and campaigns to promote gender equality and inclusivity.
11. Discussed the initialization of the NBA accreditation process for the B.Tech Computer Science & Engineering program. Reviewed accreditation criteria and outlined steps for the accreditation process.
12. The Chairperson initiated the discussion on the collection of research data of faculty members and students for the current academic session like research papers, FDP's, Patents. MOOCs NPTEL certificates etc.
13. The Chairperson introduced the agenda item regarding the analysis of the Alumni feedback collected during the Retrace Alumni Meet 2023. The feedback data was reviewed, focusing on key areas such as curriculum relevance, teaching quality, infrastructure, and career support services.
14. Opened the floor for any other matters from departments. No further issues were raised.

The meeting concluded with action items assigned to relevant individuals or committees for follow-up. The next meeting date and agenda items were also proposed for consideration.

Copy to:  
Allactionee: for necessary action




(Dr. Nishant Saxena)  
Co-ordinator, IQAC  
TULA'S INSTITUTE  
DEHRADUN

### ACTION TAKEN REPORT

The action taken report of 36<sup>th</sup> meeting of IQAC Committee (agenda item wise) held on 08/05/2023 is as follows:

1. Reference agenda point IQAC.36.01: As per the confirmation of MOM of 35<sup>th</sup> IQAC meeting the actions have been taken accordingly and mention in the 35<sup>th</sup> ATR.
2. Reference agenda point IQAC.36.02: The annual cultural fest "Sanskriti" and discussion on Alumni meet successfully organized on 11<sup>th</sup> & 12<sup>th</sup> May 2023. The detailed report has been received and kept on record.
3. Reference agenda point IQAC.36.03: Faculties are advised to spend more time organizing planned lectures and increasing the number of classes.
4. Reference agenda point IQAC.36.04: The self-Faculty Appraisal form has been circulated among the faculties and status will be presented in the next meeting.
5. Reference agenda point IQAC.36.05: The Budget preparation format for the academic year 2023-24 has been circulated with the head of the department.
6. Reference agenda point IQAC.36.06: Actions include scheduling regular maintenance checks and identifying needs for new equipment to enhance practical learning experiences.
7. Reference agenda point IQAC.36.07: The mandatory students induction program for newly admitted students will be conducted in the month of August 2023.
8. Reference agenda point IQAC.36.08: The proposal for increasing seats in various courses and introducing a new specialization in CSE was approved, with implementation steps outlined by the admission cell.
9. Reference agenda point IQAC.36.09: Training and Placement activities have been scheduled by the Training and Placement Officer (TPO), Mr. Vaibhav Kumar, accordingly.
10. Reference agenda point IQAC.36.10: An event "Women in Entrepreneurship Development" was organized on 16<sup>th</sup> May 2023 by ICC committee for
11. Reference agenda point IQAC.36.11: Chairperson proposed NBA Accreditation for the B. Tech Computer Science and Engineering. The suggestions are ready to discussion in the next IQAC meeting.
12. Reference agenda point IQAC.36.12: All the heads of the department ensure to submit the data to R&D cell.
13. Reference agenda point IQAC.36.13: The feedback form to be circulated and is to be presented in the next IQAC meeting that would be used from academic session 2022-23. The Feedback forms to collect feedback from stakeholders (Student, Faculty, Alumni, Employers and Parents) prepared by feedback committee.
14. Reference agenda point IQAC.36.14: There was no issue raised by any member in the meeting, therefore the meeting concluded with a word of thanks to all.

  
(Dr. Nishant Saxena)  
Co-ordinator, IQAC  
TULA'S INSTITUTE  
DEHRADUN