INTERNAL QUALITY ASSURANCE CELL

Minutes of 16th Meeting of IQAC

Date: June 21, 2023
Time: 03:00 PM
Venue: Room No.-1
Academic Block-I
Invertis University, Bareilly

The 16th meeting of Internal Quality Assurance Cell (IQAC) was held on 21st June 2023, at 03:00 PM at the Room No.1 of Academic Block-1 of Invertis University, Bareilly.

The following members attended the meeting:

1. Prof. Y. D. S. Arya
2. Prof. P. P. Singh
3. Prof. R. K. Shukla
4. Prof. Manish Gupta
5. Prof. Reena Jaiswal
6. Dr. Archna Mehrotra
7. Mr. Amitabh Drone
8. Dr. Jitendra Nath Srivastava
9. Mr. Sarthi Prasad Gauda
10. Dr. Kamlesh Kumar Dubey
11. Mr. Sarnam Singh
12. Dr. Pankaj Rai
13. Dr. Prakhar Saxena
14. Ms. Surbhi Sharma
15. Dr. Avdhesh Sharma
16. Dr. Gaurav Agarwal
17. Dr. Rajeev Bhandari
18. Ms. Swati Agarwal
19. Mr. Jitendra Parashari
20. Mr. Sateyndra Singh
21. Mr. Tarun Joshi
22. Mr. Ashutosh Pradhan

Meeting Name: 16th Meeting of IQAC			
Date of Meeting:	**21 June 2023**	**Start Time:**	**3:00 PM**
Location:	**Room No.1 (AB-I)**	**End Time:**	**4:00 PM**
Chair:	**Prof. Y.D.S. Arya**	**Minute Taker:**	**Ashutosh Pradhan**

1. Agenda

Item No.	PARTICULARS
1	To confirm the minutes of the IQAC meeting held on 15 December 2022
2	Action Taken Report (ATR) on the minutes of the last meeting.
3	Timely submission of Departmental Annual Report.
4	Methodology for conducting the Academic and Administrative Audit (AAA) and criteria for evaluation.
5	Building and other infrastructure requirements and maintenance.
6	Departmental Action plan for academic session 2023-24.
7	Implementation process of mid-term examination in the coming session.
8	Examination pattern of LinkedIn.
9	Students welfare initiatives for better campus life
10	Faculty & Staff Development Programs
11	Review of the data for submission of AQAR
12	Any other item with the permission of Chair

2. Summary of Discussion

1. The meeting started with the permission of chair and members have confirmed the minutes of the IQAC meeting held on 27 March 2023, already circulated to them through email.
2. The Action Taken Report (ATR) of the last meeting was presented by Director -IQAC to members for information and discussion.
3. It has been discussed to submit the annual report of the department to office of IQAC within stipulated time..
4. It has been resolved to frame committee for AAA including the internal and external experts to audit the data submitted by departments in form of annual reports of various academic and administrative departments. It has been advised to frame audit committee preferably comprising the members from outside the department.

5. To meet out the additional space requirements, it has been resolved to process for expansion of academic area as well as the hostel area for upcoming session after approval from competent bodies.		
6. Deans and Heads of Administrative Departments have agreed for the preparation of Departmental Action Plan for academic session 2023-24 before the start of session.		
7. For improvement of academic quality, it has been resolved to conduct one mid-term examination of two hours covering syllabi 60-70% in mid of the session form coming academic session of 2023-24.		
8. LinkedIn Learning courses should be taken as a value added course for improvement of soft skills and technical skills of students. It has been discussed to conduct LinkedIn Learning examination from next session in online mode as objective type paper.		
9. For better campus experience, it has been resolved that in addition to existing two cafeterias there is a need to expand the outdoor facility of tea & snacks for students and staff. Also for smooth transportation, inclusion of more CNG buses is required.		
10. It has been resolved that Faculty & Staff Development Programs are to be planned after summer vacation and before the start of new academic session. HODs should plan it in advance.		
11. As most of the AQAR Data of AY 2021 & 2022 has been collected and compiled. After final review it must be submitted before deadline of 30th July 2023.		
12. The meeting ended with vote of thanks by Director-IQAC Dr. P. P. Singh to Chair and esteemed members of IQAC.		

3. Conclusion

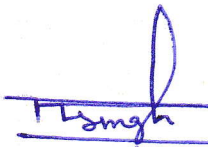|	
1. Submission of Departmental Annual Report
2. Implementation process of mid-term examination
3. Faculty & Staff Development Programs
4. AQAR Submission of AY 2020-21 & 2021-22
5. Conduction of AAA
6. Outdoor facility of tea & snacks

4. Action Items	Person Responsible	Deadline
1. Submission of Departmental Annual Report	HODs	15 September 2023
2. Implementation of mid-term examination	Controller of Examination	01 August 2023
3. Faculty & Staff Development Programs	Deans & HODs	30 July 2023
4. AQAR Submission	IQAC- Coordinator	30 July 2023
5. Committee for AAA	Director-IQAC	30 September 2023

5. Next Meeting		
Date: Sept. 30, 2023	Time: 03:15 PM	Location: Conference Room AB-3
Objective(s):	ATR of the last meeting	

Date:23 June 2023

(Ashutosh Pradhan)
Coordinator- IQAC

Submitted for kind confirmation and approval.

23/06/23

(Prof. P. P. Singh)
Director, IQAC

(Santosh Kumar)
Registrar

(Prof. Y. D. S. Arya)
Vice Chancellor

Enclosures-1: Geotagged Photographs of Meeting

Enclosure-2: Attendance with Signatures

Invertis University, Bareilly
Internal Quality Assurance Cell
Attendees of IQAC Meeting

Date of Meeting: 21st June 2023	Time: 3.00 PM	Venue: Room No.1 (AB-I)	

S. No.	Name	Designation	IQAC	Signature
1	Prof. Y. D. S. Arya	Vice Chancellor, IU	Chairperson	
2	Prof. P. P. Singh	Dean, Faculty of Science, IU	Director-IQAC	21/6/23
3	Mr. Santosh Kumar	Registrar, IU	Member	On Leave
4	Prof. R. K. Shukla	Dean, Faculty of Engineering, IU	Member	21-6-23
5	Prof. Manish Gupta	Dean, Faculty of Management, IU	Member	21/6/23
6	Prof. Reena Jaiswal	Dean, Faculty of Law, IU	Member	
7	Dr. Archna Mehrotra	Principal-Pharmacy, IU	Member	21/6/2023
8	Mr. Amitabh Drone	Director Administration, IU	Member	
9	Dr. Jitendra Nath Srivastava	Director CSED	Member	
10	Mr. Sarthi Prasad Gauda	Director, CRC, IU	Member	21/6/23
11	Dr. Kamlesh Kumar Dubey	Chief Proctor, IU	Member	
12	Mr. Sarnam Singh	Assistant Registrar, IU	Member	
13	Dr. Pankaj Rai	Head, Deptt. of Biotechnology, IU	Member	
13	Dr. Ankita Tandon	Head, MBA, IU	Member	ABSENT
14	Dr. Prakhar Saxena	Head, Deptt. of Law, IU	Member	
15	Ms. Surbhi Sharma	Head, Deptt. of Pharmacy, IU	Member	
16	Dr. Avdhesh Sharma	Head, Deptt of Education, IU	Member	
17	Dr. Gaurav Agarwal	Head, Deptt. of CSE, IU	Member	
18	Dr. Rajeev Bhandari	HOD, BBA, IU	Member	
19	Dr. Mudita Verma	Head, Deptt. of Agriculture	Member	ABSENT
20	Ms. Swati Agarwal	Controller of Examination, IU	Member	
21	Mr. Jitendra Parashari	Finance Officer, IU	Member	
22	Mr. Sateyndra Singh	Admission In-charge	Member	
23	Mr. Tarun Joshi	M.Sc. II Year	Student Member	
24	Mr. Hemant Ghai	News Director, Bharat Express	Alumni Member	—
25	Mr. Sudhir Mehrotra	Chartered Accountant	Management Nominee	—
26	Mr. Vishal Seth	Academic Relationship Manager, TCS	Industry Member	—
27	Mr. Avinash Verma	Parent	Stakeholders Member	—
28	Mr. Ashutosh Pradhan	Deputy Registrar	Coordinator-IQAC	

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Action Taken Report of 15th meeting of (IQAC) held on March 27, 2023

S. No.	Agenda	Decision Taken	Followup Action Taken
1	Review of the data for submission of AQAR	To complete the collection of data for 2020-21 & 2021-22 session before 15 April 2023.	More than 70% data for two years have been completed. Date of submission of AQAR has been extended till 31 July 2023.
2	Academic and Administrative Audit of Departments	Formats for submission of annual report needs to be sent by IQAC Coordinator within two weeks.	Coordinator-IQAC has sent format for submission of annual report to all academic and support departments.
3	Alumni interaction enhancement	CRC to take initiative for data collection.	Under process
4	Building and other infrastructure requirements	Seperate building is required for CSED.	Construction of CSED Building is on full swing.
5	Landscaping for campus beautification	Landscaping work needed for better ambiance.	Landscaping work has been completed in various lawns and open area with varity of plans.

6	Review of DQACs	Action plan by various departments needs to completed within prescribed deadline.	To be checked on submission of annual report.
7	Progress report of current session placements	Director-CRC to provide the data.	Total 405 students placed and 141 compnies visited. 99% placement of MBA & 73% for Engineering disciplin in session 2022-23.
8	To appraise members about lab infrastructure development	Lab of Forensic Science to be established.	Well equipped Forensic Science has been established and inagurated on 14th June 2023 by Mayor, Bareilly.
9	Mechanism for evaluation procedures to maintain quality of examination.	End Semester Question papers setting of CSE and Computer application departments may be exchaned for better transparency.	Implimented in end semester exam of even semester.

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S. No.	Name	Designation	IQAC
1	**Prof. Y. D. S. Arya**	**Vice Chancellor, IU**	**Chairperson**
2	**Prof. P. P. Singh**	**Dean, Faculty of Science, IU**	**Director-IQAC**
3	Mr. Santosh Kumar	Registrar, IU	Member
4	Prof. R. K. Shukla	Dean, Faculty of Engineering, IU	Member
5	Prof. Manish Gupta	Dean, Faculty of Management, IU	Member
6	Prof. Reena Jaiswal	Dean, Faculty of Law, IU	Member
7	Dr. Archna Mehrotra	Principal-Pharmacy, IU	Member
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19	Dr. Mudita Verma	Head, Deptt. of Agriculture	Member
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25	Mr. Sudhir Mehrotra	Chartered Accountant	Management Nominee
26	Mr. Vishal Seth	Academic Relationship Manager, TCS	Industry Member
27	Mr. Avinash Verma	Parent	Stakeholders Member
28	**Mr. Ashutosh Pradhan**	**Deputy Registrar**	**Coordinator-IQAC**

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Internal Quality Assurance Cell

Dear Members of IQAC,

         Please make it convenient to attend a meeting as per the following details. Brief points of Agenda are enclosed. However, the details will be placed on the table.
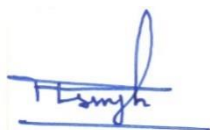
Date: 21st June *2023*
Time: 03:00 PM
Venue: Room No.1 (AB-I)

Agenda Items
IQAC Meeting

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(P. P. Singh)
Director-IQAC
Professor & Dean, Faculty of Science
Invertis University, Bareilly