TEERTHANKER MAHAVEER UNIVERSITY MORADABAD

MEETING OF THE
IQAC

Date : September 20, 2019 (Friday)
Time : 1430 Hrs
Venue: Committee Room,
Administrative Block,
Teerthanker Mahaveer University

Minutes of the First Meeting after reconstitution of IQAC

MINUTES OF THE FIRST MEETING AFTER ITS RECONSTITUTION HELD ON SEPTEMBER 20, 2019 (FRIDAY) AT 1430 Hrs IN THE COMMITTEE ROOM, ADMINISTRATIVE BLOCK.

Agenda 1.1: **Orientation about the objectives & functions of IQAC to the members after its reconstitution in accordance with the new guidelines of NAAC.**

The members were apprised with the following objectives and function of IQAC in accordance with the new guidelines of NAAC:

Objectives:

- To develop a system to improve the academic and administrative performance of the institution.
- To promote measures for enhancement of Quality culture through internalization and institutionalization of best practices.

Strategies:

IQAC shall evolve mechanisms and procedures for*:*

a) Ensuring better performance of academic, administrative and financial tasks.
b) Relevant and quality academic/ research programmes.
c) Introduce modern methods of teaching and learning.
d) Establish credibility of assessment and evaluation process.
e) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
f) Sharing of research findings and networking with other institutions in   India and abroad.

Functions:

a) Development and application of quality benchmarks.
b) Parameters for various academic and administrative activities of the institution.
c) Facilitating the creation of a learner-centric environment.
d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
e) Dissemination of information on various quality parameters to all stakeholders.
f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
g) Documentation of the various programmes/activities leading to quality improvement.
h) Acting as a nodal agency of the Institution for coordinating quality-related activities.
i) Development and maintenance of institutional database for maintaining/ enhancing the institutional quality.
j) Periodical conduct of Academic and Administrative Audit and its follow-up.
k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

RESOLVED TO ADOPT THE ABOVE FUNCTIONS OF IQAC.

Agenda 1.2: **Constitution of sub-committees for NAAC preparation.**

The members discussed and it was decided to constitute the sub-committees at the College level by the concerned College Principals based upon the seven criteria of the NAAC to prepare for the second cycle of the NAAC. The colleges shall submit the sub-committees of their respective colleges by September 25, 2019. The NAAC steering Committee shall also be constituted by September 25,2019 and shall be circulated.

RESOLVED TO CONSTITUTE THE SUB-COMMITTEES AS ABOVE.

Agenda 1.3: **Review of the activities done till date pertaining to the second cycle of NAAC.**

The members were apprised about the following activities which have been initiated till date pertaining to the second cycle of NAAC:

- Reconstitution of IQAC
- Orientation of Faculty members for achievement of KRAs & KPIs
- Introduction of Outcome Based Education and CBCS
- Orientation of faculty members on qualitative and quantitative matrices based upon the seven criteria of NAAC.

THE INFORMATION WAS TAKEN NOTE OF.

Agenda 1.4: Drawing of the future plan for second cycle of NAAC.

The members were apprised by the Chairman, IQAC about the future plan of activities:

- Criteria-wise formulation of teams both at the University level and College level.
- Collection, recording and storage of data in digitized form from each college based upon seven criteria of the NAAC.
- Integration of the data at the University level in accordance with the seven criteria.
- Conducting workshops for sensitization of the faculty members, NAAC teams as constituted above, for developing required skills.
- Conducting workshops for faculty members to facilitate them for quality research publications and introducing experiential learning.
- In depth discussion on both qualitative and quantitative matrices of seven criteria.

IT WAS RESOLVED TO MAKE THE ACTION PLANS BASED UPON THE LISTED OUT ACTIVITIES AS ABOVE.

Agenda 1.5: Review of Academic Audit reports.

S.No.	Observation for Compliance	Stakeholder for compliance	Time frame for compliance as per VC meeting 29-01-2019	Compliance status as on 06-05-2019	Remarks/Action Item during the meeting
1.	Deficiency of senior and middle level faculty across all colleges (except medical and dental colleges)	College Principals and Joint Registrar-HR	06 months from January 2019.	Deficiency still exists.	Registrar and Joint Registrar (Governance) were given the responsibility 1. to work out the vacant positions against the sanctioned strength for senior and middle level faculty. 2. Work out the required faculty for each college and get the sanction accorded.
2.	Faculty in Colleges are not registering for PhD program in spite of clear directives that all faculty should enroll for PhD.	College Principals	03 months from January 2019.	No registration till date in URCC	It was discussed and decided that the confirmation of the services or increments in salary should be linked to the PhD registration of candidates. To implement it, the proposal to be placed before the Executive Council for its approval.
3.	Publications by faculty were there but the publication in quality journals and quality of research publications needs efforts. Proper records of the same need to be maintained.	College Principals	Continuous process	To be verified during visit	The members were advised to guide the faculty members of their concerned department/college to get their papers published in the journals listed in the following databases: •Web of Science •PubMed •Indian Citation Index •Scopus
4.	The mentorship records are not properly maintained and are being filled more for documentation purpose deflecting from the purpose of the mentor-mentee policy of the University. Due to shortage of faculty across the programs the class teacher is made the mentor in some cases and the mentor changes as the student moves to the next semester whereas the faculty should remain same till completion until and unless	College Principals	Continuous process	To be verified at the end of the semester based on inputs shared during last visit	The members were advised to guide the faculty members of their respective department/college to ensure that the mentor-mentee system is being followed in accordance with the guidelines issued by the University and the related documents are maintained properly.

	the faculty leaves the college.				
5.	ERP system is not reliably working and this attendance records are being maintained manually also in the register. The Faculty record registers were also not filled properly, or were filled at end of semester on a single day, attendance and marks given at places did not match. Heads of colleges have also not been regular to check the registers for correctness.	College Principals	Continuous process	Improved – going in for ERP attendance from next semester	It was decided to form the peer teams to do a regular audit of the students' attendance of the departments/colleges.
6.	Admission is on first cum first serve basis in most of the programs and admission through all India Entrance Examinations is yet to be started. Atleast a YoY increase in cut off of the minimum percentage of marks in the qualifying examination should be increased by 5% per year.	College Principals, Director-Admissions	To be decided	Status quo maintained.	The members discussed about the challenges being faced currently and resolved to increase the minimum percentage of marks required for each programme based on situational factors.
7.	Colleges need to focus on new programs in emerging areas for which faculty with expertise and the salary payable to them is a constraint across colleges. Salary slips and pay structure is yet to be implemented across colleges.	College Principals for introducing programs in emerging areas. For salary slips and pay structure, University Administration and Management.	06 months from January 2019.	New program only in CCSIT. Salary pay and structure yet to be decided	Joint Registrar (HR) Joint Registrar (Governance) were given responsibility to look into the matter of salary slips and pay structure.
8.	Budget for various heads is not available across the University colleges	University Administration and Management.	06 months from January 2019.	No budget submitted except FOE	Joint Registrar (Governance) apprised that the colleges have given the details about the budget in their respective KRAs for the session 2019-20.
9.	The Alumni Cell is not yet active and the data of alumni is required to strengthen the alumni relationship.	College Principals and Joint Registrar-Academics	03 months from January 2019.	Data collected from 2016 onwards available back data awaited from colleges Activities to be conducted.	Registrar briefed about the action being taken in this respect and Joint Registrar (Academics) was given the responsibility for the follow-up and take further initiatives for strengthening the work on Alumni.

10.	Placement scenario needs a lot of effort and it has been observed that while action is being taken from time to time but loose strings needs to be tightened for improved results.	College Principals and Joint Director-CRC	06 months from January 2019.	Improvement in placement noticed but quality companies will come after further improvement	College Principals to put greater emphasis on placement by planning each Drive and take required help from CTLD.
11.	Maintenance of the buildings, class rooms, laboratories, notice boards, toilets need attention. Annual maintenance and records for same also need to be documented including system for reporting problems across the University.	College Principals and University Administration	Continuous process	Much still needs to be taken care. Colleges feel need for support staff as a constraint.	Joint Registrar (Governance) apprised that the list of concerned in-charges for the maintenance has been circulated and the Principals/concerned staff of the colleges may reach out to them for the purpose. He also apprised that the administrative audit teams have also been constituted which may do surprise audit of the infrastructure of the buildings.
12.	Original software for computer laboratories are lacking and need to be procured and where open software is being used need to be documented properly.	College Principals	03 months from January 2019.	Not yet done	The members were advised to procure the original software.
13.	Efforts on PhD and Research need strengthening. Research Scholar files and communication with them by the colleges need improvement.	College Principals	06 months from January 2019.	Timely CRC being held and improvement efforts on by Colleges	The Chairman, CRCs were advised to ensure that the files of the Research scholars are maintained as per the guidelines and proper communication to the scholars is made.
14.	While in many colleges activities are being done but documentation is not being maintained properly. (Example event notice, a write up with photographs and a press coverage if done).	College Principals	03 months from January 2019 but also a continuous process.	To be verified in next visit as per the suggestions given after end of semester.	Chairman, IQAC emphasized on proper documentation of the activities esp. in digitized mode. Registrar & Joint Registrar (Governance) were given responsibility to compile and circulate filing arrangement/process to all concerned.
15.	Multiple files were being maintained which needs simplification to ensure better presentation.	College Principals	01 month from January 2019 but also a continuous process.	-do-	
16.	Old records should be bound and kept for better maintenance.	College Principals	01 month from January 2019 but also a continuous process.	-do-	

		College Principals	01 month from January 2019 but also a continuous process.	-do-	Joint Registrar (HR) was given the responsibility to conduct the workshops/sessions for the faculty members esp. the new faculty members for orientation about the University rules/regulations/Ordinances. The Controller of Examinations was also requested to conduct the sessions on Examination rule & regulations for the faculty members on periodic basis.
17.	Majority of the faculty and staff are not having a clear understanding of the provisions of the rules and regulations/ ordinance in the University. Efforts by heads of colleges to sensitize the staff and faculty are needed.				
18.	Proper feedback on the syllabus, teaching content from students, alumni, industry is missing and where taken is not proper and there is no action on the feedback received.	College Principals	03 months from January 2019 but also a continuous process.	Formats sent to the colleges for collection to be verified at the end of semester	The members were advised to take the feedback from the stakeholders, esp. students on syllabus & curriculum on periodic basis. The forms for feedback are available on the University website to be used for the purpose. The collected feedback must be analyzed and action must be taken. The Action taken must be uploaded on University website.
19.	Internal marks are being given generously specially in case of assignments which ranged from 8 to 10 marks across most colleges, to which colleges have accepted that the same are given to increase the percentage of marks for students. Also monitoring of marked attendance needs to be initiated. In case of CTs the marks in the CTs Vs that sent to the Examination; marking of the CT copies, totaling in marks etc., needs cross check. The pointed checks by HOD, Principal and Examination department are not being carried out in most colleges.	College Principals	03 months from January 2019 but also a continuous process.	Need to be verified after the semester end marks are sent to the examination with internal documents.	Chairman, IQAC advised the members to take special care about the issue. He advised them (Principals) to guide the faculty members of their department/college to award the marks judiciously based upon merit and performance. He advised that assignments must be designed keeping in mind that multiple Cos are evaluated. A single comprehensive & application oriented assignment per course be designed. It must be evaluated effectively and a written feedback shared with students.

Joint Registrar (Governance) further apprised that the audit for the even semester is under process and the subsequent report shall be shared with the members after the completion of the Audit.

RESOLVED TO TAKE THE FOLLOW-UP ACTIONS ON THE ISSUES AS ABOVE.

Agenda 1.6: Any other matter with the permission of Chair.

1. Constitution of Peer review teams for audit.
   The Chairman, IQAC apprised the members that the peer review teams shall be constituted for the purpose of audit for the subsequent audit cycles. The constitution of such peer review teams shall be communicated in due course of time.
2. The Chairman, IQAC apprised the members that the academic audit shall be conducted at three levels:
   i. System/processes
   ii. Compliance Audit
   iii. Quality Audit

3. It was discussed and decided to conduct the training of members of the Peer review teams on various parameters based upon the seven criteria of NAAC before they are being sent for the academic audit.
4. It was proposed to ensure monitoring of the Strategic Plan of the University as approved by the Academic Council during its 14th meeting dated 02.11.2018.

   The meeting ended with the vote of thanks to the Chair.

(Aditya Sharma)
Joint Registrar (Governance)
Co-ordinator-IQAC