

Meeting of IQA Cell held on **6th September 2019** in the committee room and Hon'ble Vice Chancellor, Prof. Sikander Kumar chaired the meeting. Following remained present in the meeting

1. Prof. Sikander Kumar Hon'ble Vice Chancellor	Chairman
2. Prof. Chander Mohan Parsheera	Director and Convener
3. Prof. Arvind Kalia	Member
4. Prof. P. K. Ahluwalia	Member
5. Prof. Kulwant Singh Pathania	Member
6. Prof. S. L. Kaushal	Member
7. Prof. Ranjana Bhan	Member
8. Prof. Sunil Deshta	Member
9. Prof. Sanju Karol	Member
10. Prof. Rajendra Sharma	Member
11. Prof. S K Sharma	Member
12. Prof. Reena Gupta	Member
13. Prof. Him Chatterjee	Member
14. Prof. Dinesh Sharma	Member
15. Prof. Khem Chand	Member
16. Prof. Anita Sharma	Deputy Director and member
17. Sh. Mukesh Kumar	Member
18. Sh. Shashi Dogra	Member

Following items were discussed

- 1. NAAC coordinators in every department / institute of University** – to ensure swift information/ data collection from the departments, NAAC coordinators in every department is advised by the expert during NAAC seminar organized by IQAC on 6-7 August 2019.

The cell decided to appoint one NAAC coordinator in each department and the Chairperson of individual department will recommend the name.

- 2. Criteria wise heads and small teams** – for assessing, monitoring and ensuring best results on each NAAC criterion, the expert and IQA Cell members suggested appointing one head from the senior faculty for each criterion along with minimum two assisting members from junior faculty. This way, the composition of all 7 criterions will have 7 + 14 members.

The cell approved the decision and the names will be announced during next monthly meeting.

- 3. Monthly reporting system-** IQAC will supply monthly report chart link/ soft/ hard copy to the departments to collect information on monthly basis. The NAAC coordinators of departments will ensure timely submission.

The cell approved the decision and Web Amin will put the link on IQAC web page at HPU website. The soft copy will be circulated to all the departments for the first month reporting only.

- 4. Student progression-** how a student is performing throughout his studies needs monitoring along with the support system provided by the department. Shortly a link will be supplied to the departments to maintain this record.

Coordinator ERP has assured different data related students to monitor academic progression. He is working on developing web link.

- 5. Manual of self-study report-** it was discussed in the seminar during both the days in detail and IQAC will provide the web link of complete manual containing 146 pages to all the departments. The expert has recommended all the departments to go through this manual carefully and design individual plans.

Here is the link for all the employees of University to study.

- 6. Extension program-** as per the recommendation of IQA Cell, Director Extension, Agriculture University, Palampur or Horticulture University, Nauni will be invited to deliver a lecture on extension program. NAAC expert strongly denied accepting programs like blood donation camps under this heading.

The cell approved the decision and first program on above plan will be organised shortly.

- 7. AQAR-** since the AQAR of past few years is still pending; the department coordinators of NAAC are expected to help in submission.

The reminders have been circulated and from next month onwards, such communication will be made with Department NAAC coordinator.

- 8. Best practices and involvement of society-** it was strongly desired to highlight our best practices after carefully understanding our journey and USP. The research and education connecting society will be more appreciated so accordingly the plan should be designed.

Hon'ble Vice Chancellor suggested to conduct more outdoor camps for cleanliness, bold donation, community program, tree plantation etc. He insisted on more publications and increasing consultancies.

- 9. Functioning & support of ERP** – to generate student data, the maximum support from ERP is suggested. The meeting needs to decide best possible application from the experts.

Discussed above at point 4

10. IIQA, SSR, DVV & SSS – since we are already accredited by NAAC so we don't need to fill up IIQA but our SSR will go to DVV (data Validity and Verification), once we submit our details. This is a TATA consultancy service which will check our data and recommend to NAAC for peer team visit. This point is addressed here to understand the process.

Discussed

11. Seminar on SSS- we will conduct a seminar in 2020 for the students and prepare them with 20+1 questions.

Approved by the cell

12. Visit to other university and their IQAC – it was suggested to visit AMU and some other Universities to see the functioning of IQAC.

Approved by the cell

The meeting ended with vote of thanks to the chair.

Prof. Sikander Kumar
Hon'ble Vice Chancellor

Prof. Chander Mohan Parsheera
Director