Ref. - SGRRU/IQAC/3/23   Date: 7th Nov 2023

Internal Quality Assurance Cell

OFFICE CIRCULAR

Subject: IQAC meeting

IQAC Meeting of Shri Guru Ram Rai University will be held on_17th November 2023 at seminar hall of administrative block of SGRRU at 11:00 AM under the chairmanship of Honourable Vice Chancellor Kindly make it convenient to attend the same.

Agenda of meeting

1. To confirm Minutes of meeting of 29th May 2023
2. To consider the action taken report of the meeting of IQAC meeting held on 29th May 2023.
3. Matters arising out of minutes & action taken report of 29th May 2023.
4. To boost student strength registered under MOOCS / Value added courses in all in schools
5. To Discuss strategies for quality improvement in Academics.
6. To Discuss University Fest dates and role and responsibilities.
7. To discuss responsibility of annual report of university that need to be submitted by April every year.
8. To Discuss any additions in University Strategic Plan for future.
9. To Discuss examination report of Exams of School of Nursing and Paramedical under annual system.
10. To Discuss introduction of new Value-added courses in the university for 23 -24 sessions
11. To Discuss Implementation of Vocational/Skilled based Courses in the University should it be under any School or separate Vocational Courses School to be started for these courses to attract more students for courses.
12. Any other matter with the permission of the chair

(Dr. Suman Vij)

Director, IQAC

SHRI GURU RAM RAI UNIVERSITY PATHRI BAGH/PATEL NAGAR, DEHRADUN

MINUTES OF MEETING OF IQAC

HELD ON 17th November 2023 AT 03:00 PM

VENUE: SEMINAR ROOM, SGRR UNIVERSITY CAMPUS, PATEL NAGAR, DEHRADUN

SHRI GURU RAM RAI UNIVERSITY

(Estd. by Govt. of Uttarakhand, vide Shri Guru Ram Rain University Act No. 03 of 2017
Recognized by UGC (u/s 2 (f) of UGC Act 1956)
Patel Nagar/Pathri Bagh campus, Dehradun-248001, Uttarakhand
MINUTES OF MEETING
HELD ON 17th November 2023 AT 2 PM AT SEMINAR HALL, PATEL NAGAR CAMPUS, SGRR UNIVERSITY, DEHRADUN

The Meeting was chaired by the Honourable Vice Chancellor. The following were present in the meeting.

1. Dr. Yashbir Dewan, Honourable Vice Chancellor – Chairman, IQAC
2. Dr. Ajay Kumar Khanduri, Registrar, Member
3. Prof. (Dr.) Suman Vij, SMCS, Director, IQAC
4. Prof. (Dr.) Kumud Saklani, Dean Academics
5. Dr. R. K. Verma, Dean, SM&HS
6. Prof. (Dr.) Arun Kumar, Dean & Deputy Director IQAC, Member
7. Dr. Sanjay Sharma, COE, SGRR University, Member
8. Dr. R.P. Singh, University Coordinator, Invitee Member
9. Mr. Ashok Swamy , CFO
10. Prof. (Dr.) Malvika Kandpal, Dean, SOE
11. Dr. Lokesh Gambhir , Dean Research
12. Prof. (Dr.) Sarswati Kala, Dean, SYNS
13. Prof. (Dr.) Priyanka Bankoti, Dean, SAS,
14. Prof. (Dr.) Geeta Rawat, Dean, SHSS
15. Prof. (Dr.) Neeraj Kumar, Representative of Dean, SPS
16. Prof. (Dr.) Keerti Singh, Dean, SPMS
17. Prof.(Dr.) Divya Juyal , Dean SPS
18. Prof. (Dr.) Manoj Gehlot, SPS, Criterion 4 In charge
19. Prof. (Dr.) Pooja Jain, SMCS, Member & NAAC Criterion 6 In charge
20. Dr. Parul Agarwal, SHSS, NAAC Criterion 7 Coordinator, Invitee Member
21. Mr. Mohit Bhatt, IT Head, SGRR University, Member
22. Prof. (Dr.) Kanchan Joshi, Dean Student welfare, Member
23. Dr. Garima Singh, SHSS, NAAC Criterion 7 In-charge, Member
24. Dr. Kamla Dhyani, SAS, Member
25. Mr. Manish Kumar, SHSS, Member
26. Dr. Manisha Maiduly, Placement Officer, Member
27. Mr. Vaibhav Sharma, CA&IT, Member
28. Mrs. Neha Ghidiyal, Research Scholar, SMCS, Member
29. Dr. Kanika Rawat, SMCS, Member
30. Dr. Neha Chauhan, SPMS

The following members could not attend the meeting:

1) Dr. Sanjay Padaliya, Associate Professor, SGRR (PG) College, External Member
2) Prof. S. S. Rawat, Former Dean School of Education, External Member
3) Prof. (Dr.) Amit Verma, Head of department Medicine, SMI&HS, Member
4) Dr. Gaurav Raturi , M.S. SM&HS & Deputy Director IQAC, Member
5) Mr. Naveen Ghai, Social worker, Member (society)
6) Mr. Sunil Uniyal, Industrialist, Member
7) Dr. Rajesh Rayal, Chief Librarian, Patel Nagar Campus, Member
8) Mr. Manoj Jakhmola, Finance officer, Member
9) Prof.(Dr.) G. Ramalakshmi, Dean, School of Nursing, Member
10) Dr. Archana Gahtori, SPS, Member

Welcome address

The meeting began with brief introductory note by the Honourable Vice Chancellor, Dr. Yashbir Dewan, wherein he invited Director IQAC Prof. (Dr.) Suman Vij, to proceed further with the agenda points of the meeting. **(Annexture A)**

Agenda point No.1: Confirmation of minutes of the meeting held on 29th May 2023.
Minutes of meeting conducted on 29th May 2023, was circulated among the all through mail, Copy of the same placed for confirmation

Resolution: Confirmed and Approved

Agenda point No. 2: To present action report of IQAC meet held on 29th May 2023. (Action taken report as Annexture B)
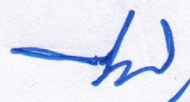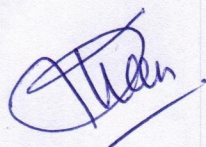
The action taken report with respect to each agenda items of previous meet conducted on 29th May 2023 was placed before the house and discussed in detail for suggestion/ recommendations (Annexure B)

Resolution: It was noted and agreed by all.

Agenda point No. 3: Matters arising out of minutes & action taken report of 29th May 2023.

- **Hon'ble VC instructed all the schools to contribute/Initiate better best practices.**
  Director IQAC Informed the chair that no update on this received from any of the schools. Chairman showed his concern and directed all deans of the different schools to submit the same within 10 days' time to IQAC.

- **Hon'ble VC directed all deans to initiate action for enrolling more students in MOOCs.**
  Director IQAC requested all the deans to confirm steps taken in this regard. All deans informed that they have initiated the process and the students are registering.

- **Hon'ble VC Directed that since the new area in the back side of life science building has been identified for parking, we can go ahead with this. Asked Chief Admin officer to explore it.**
  Chairperson informed the members that the action is almost complete and soon this will be open for parking facility.

- **Hon'ble V.C Directed Dean School of Humanities to conduct in July/August training for all students on the theme 'simple cooking for healthy living' along with awareness of how to reduce food waste.**

  IQAC Director requested Dean Humanities to make members aware on the status. She informed that this could not be done due to several other activities were also planned during this time. But, assured that this will surely be done by mid of Feb after winter break. Hon'ble VC took it seriously and directed dean to positively plan it.

Resolution: It was resolved by all to approve the agenda item and take needful steps for implementing the same.

Agenda point No. 4: To boost student strength registered under MOOCS in all in schools

The Director of IQAC informed everyone that, since the agenda on MOOCs has already been discussed as a subpoint under agenda 3, we will now proceed further

Resolution: It was resolved by all to approve the agenda item

Agenda point No.5:   To Discuss strategies for quality improvement in Academics.

The Chairman emphasized that implementing effective strategies for quality improvement in academics is paramount for enhancing educational outcomes. He stressed the significance of regular reviews and updates, highlighting their critical role in achieving academic excellence and continuous improvement. The Chairman underscored that it is the responsibility of all deans to ensure the proper implementation of various rules, regulations, and guidelines related to academic quality.
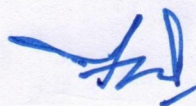
Furthermore, he announced that the university is planning specific training programs, including Toastmasters, additional Personal Development Plan (PDP) sessions, and other initiatives at the university level.

During the discussion, the Chairman posed several questions to the deans:
1. How many of you have conducted alumni meetings school-wise?
2. How many have collected feedback and performed analytics?
3. How many industrial trips have been initiated?
4. How many school initiated Earn while learn activity?

The deans responded, informing the Chairman that alumni meetings for various schools have been planned and are scheduled to commence from December 15th, 2023. The Director of the Internal Quality Assurance Cell (IQAC) reported that feedback from different schools has been collected and already evaluated for the session 2022-23. The upcoming cycle for feedback collection for the academic year 2023-24 will begin in February 2024.

Addressing the need for feedback in hospital services, the Chairman directed Dr. Suman Vij, Director IQAC, to meet with Dr. Amit Maitre to plan and implement feedback mechanisms for the hospital. Simultaneously, the Chairman directed Dr. Kumud Saklani, the Dean of Academics, to conduct an academic visit across all schools under the university, ensuring adherence to all the formats implemented by the university and submit a comprehensive report

Regarding industrial visits, the deans informed the Chairman that local industrial visits have been conducted for all students in different schools. Additionally, external industrial visits are scheduled to begin in January after the conclusion of external exams.

Director IQAC informed that many schools incorporate "Earn-while-Learn" activities under their internship programs but, Managing and documenting financial records in a proper manner is indeed crucial for showcasing the efforts and activities effectively. This will not only allow a comprehensive evaluation of the impact of such programs but also ensure that the financial records associated with "Earn-while-Learn" activities are integrated with the overall financial system of the institution.

Resolution: It was resolved by all to approve the agenda item.

Agenda point No. 6: To Discuss University Fest dates and role and responsibilities.

A comprehensive discussion unfolded among the members, delving into the proposed dates already outlined in the Academic Calendar, specifically on April 4, 5, 6, and 7. The Dean of Academics shared insights, highlighting that these dates were strategically chosen to culminate in the final celebration on the University Foundation Day, which is on April 7, 2023.
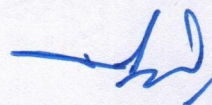
The Chairman announced plans for a Cultural and Sports Week in the month of March, with tentative dates set from February 26th to March 2nd. He directed Dr. Malvika Kandpal, Chair of the Cultural Committee, to finalize the dates within the week. Furthermore, Dr. Ashish Kulshestra was instructed to plan and create posters for the festival within a week's time, providing the same to the Internal Quality Assurance Cell (IQAC). The responsibility for organizing Fest 2023-24 was entrusted to Dr. Manisha Maiduly.

The Chairman issued a directive to the Registrar, emphasizing the need to promptly establish the festival committee and present it without delay. He emphasized that any delays in this process may impede the critical task of securing dates from celebrities. Additionally, the Chairman informed the assembly that the festival dates would be subject to review, taking into consideration the availability of the planned celebrity and aligning with academic schedules.

Agenda point No. 7: To discuss responsibility of annual report of University that need to be submitted by April every year.

Director IQAC apprised the members that the annual report serves as a comprehensive document, providing an overview of the institution's achievements, challenges, and overall progress throughout the preceding year. The purpose of this discussion is to elucidate and assign the responsibilities essential for the meticulous compilation and presentation of the annual report.

Acknowledging the significance of this task, the Chairman directed Director IQAC to take the lead in crafting the format for the annual report, inclusive of pertinent details. Furthermore, he instructed the Director to share this format with all the deans, once the individual school reports are prepared, they should be submitted to IQAC for further

compilation. ensuring the timely completion of the comprehensive annual report within the stipulated timeframe.

Agenda point 8: To Discuss any additions in University Strategic Plan for future.

The Chairman shared that numerous new initiatives are currently in the pipeline, and the process is underway for implementing several new programs and courses under the umbrella of the university. In light of these developments, he directed all the Deans of the schools to adopt a proactive approach. The goal is to ensure the timely and effective implementation of all plans that have been formulated to bring these initiatives to fruition within the specified timeframe.

Agenda point 9: To Discuss examination report of Exams of School of Nursing and Paramedical under annual system.

Director IQAC extended an invitation to Dr. Sanjay Sharma to deliver a report. Dr. Sanjay Sharma informed the members that the examinations for Paramedical and Nursing have concluded except for two programs in nursing which is planed from 11th dec 2023, and the results are now available. He provided a detailed overview of the examination process and the current status of the results to all present members. Additionally, he mentioned that it will take an additional week to compile the comprehensive report, which will be subsequently submitted to IQAC.

Resolution: Confirmed and Approved

Agenda point 9: To Discuss introduction of new Value-added courses in the university for 2023 -2024 sessions.

Director IQAC presented all the proposed value-added courses before the assembly for approval as (Annexure C). Following a thorough discussion, it was decided that the proposed value-added courses are important and required to provide additional support for the students in the university.

Resolution: Confirmed and Approved

Agenda point 10: To Discuss Implementation of Vocational/Skilled based Courses in the University should it be under any School or separate Vocational Courses School to be started for these courses to attract more students for courses.

Director IQAC shared with the members that the skill-based programs were initiated at the university in 2020, with Dr. Soniya Gambhir entrusted with the responsibility. However, given the current requirements and recognizing the importance of adapting to evolving needs, there was a consensus among the members to reconsider the approach.

A discussion was opened among the members, and collectively, it was agreed that to run an impactful Vocational and Skill-based programs under the university, it would be feasible and beneficial to establish a new school dedicated to vocational studies. The Chairman, acknowledging the consensus, directed Dr. Kumud Saklani to schedule a meeting with him along with Dr. Soniya Gambhir to delve deeper into the planning and execution process
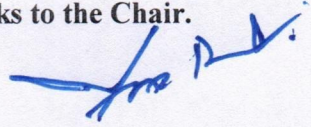
11. Any other matter with the permission of the chair

There being no other item. The meeting ended with a vote of thanks to the Chair.

Prof. (Dr.) Suman Vij
Director IQAC

Dr. Yashbir Dewan
Chairman IQAC