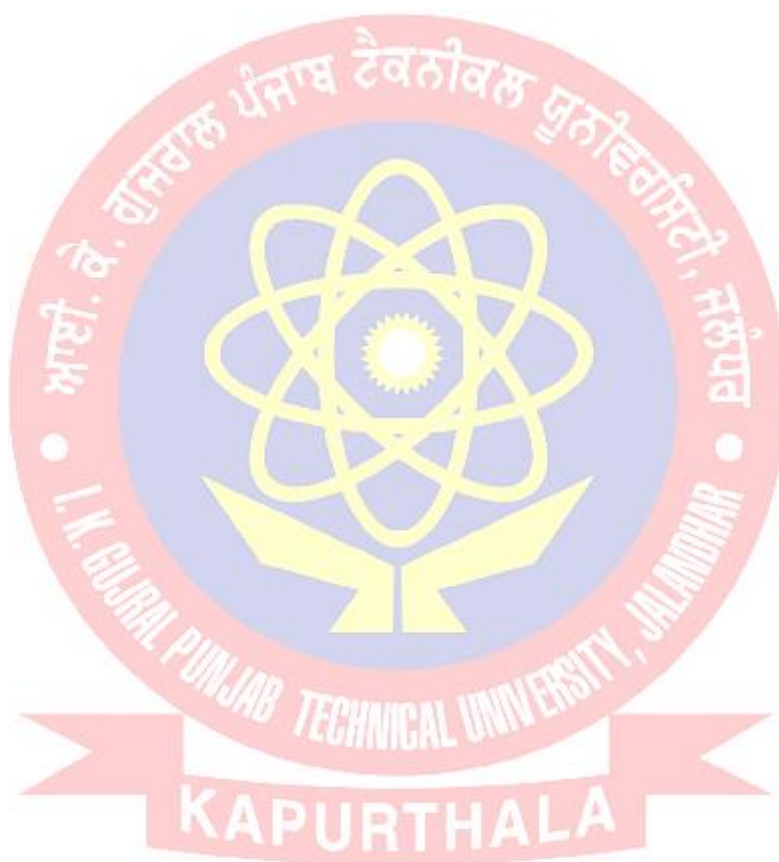# 6.5.1 Proceedings of IQAC

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Proceeding of the 2ndmeeting of Internal Quality Assurance Cell (IQAC), IKGPTUheld on 15.01.2019 in Seminar Hall 3rd Floor at IKGujral Punjab Technical University, Kapurthala at 10:00AM.

The Following attended the meeting:

1.	**Prof. (Dr.) Ajay Kumar Sharma,** Vice Chancellor	**Chairman**
2.	**Prof. (Dr.) Yadwinder Singh Brar,** Director, Main Campus	**Faculty Member**
3.	**Dr. Monika Sachdev,** Associate Professor, Deptt of CSE, IKGPTU Main Campus	**Faculty Member**
4.	**Dr.Satvir Singh,** Associate Professor, Deptt. Of ECE, IKGPTU Main Campus	**Faculty Member**
5.	**Dr.Neelkanth Grover,** Associate Professor, HOD Deptt. Of Mechanical Engg, IKGPTU Main Campus	**Faculty Member**
6.	**Dr. A.P. Singh, Dean** (Research & Development)	**Senior Administrative Officer**
7.	**Dr. S.S. Walia,** Registrar, IKGPTU	**Senior Administrative Officer**
8.	**Dr. Balkar Singh,** Director, Academic	**Senior Administrative Officer**
9.	**Dr.Nitya Sharma,** Deputy Controller of Examination (Finance & Accounts)	**Senior Administrative Officer**
10.	**Dr. R.P.S Bedi,** Joint Registrar, Student Welfare	**Senior Administrative Officer**
11.	**Dr.Amanpreet Singh,** Controller of Examination	**Senior Administrative Officer**
12.	**Shri. Balbir Singh Seechewal**	**Nominee from Local Society**
13.	**Sunil Kumar** , B.Tech(CSE),	**Nominee from Students**
14.	**Kavita Pathak,** B.Tech(EE)	
15.	**Sh. Rahul,** CA Manager, Ericsson Global India Pvt Ltd.	**Nominee from Alumni**
16.	**Dr.Ekonkar Singh,** Deputy Registrar(HRM)	**Nominee From Employer**
17.	**Shri. Ajay Goswami,** CEO, Ajay Fabricators Jalandhar	**Nominee From Industrialists**
18.	**Sh. Devinder Kumar,** Assistant Registrar, IKGPTU	**Nominee From Stakeholders/Parents**
19.	**Dr. N.P. Singh,** Dean(Planning & External Programs)	**Coordinator/Director(IQAC)**

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(Sunil Kumar, DR)

The Following could not attend the meeting and were granted leave of absence:

1. **Dr.Sarit K. Dass**, Director, IIT Ropar

Agenda 2.1: **To suggest examination reforms for establishing the credibility of evaluation procedures and to set achievement targets.**

Controller of Examination presented the agenda before IQAC.IQAC discussed the agenda and appreciated the efforts of university for bringing reforms to the make system more transparent and efficient and recommended as follow:

a) Department of examination to ensure that result of IKGPTU and its constituent campuses should be declared within 15 days of last date of end-semester exam as per the ordinances.
b) Merit list of all the programs should be published.
c) Department of Examination should apprise the Vice Chancellor, a Summary report after conduct of every end semester examination.
d) To bring more transparency in evaluation process of examination, the campus students should be allowed to view their answer books before the declaration of result without charging any additional fee.

Agenda 2.2: **To review the status of Library and development of digital library**

Deputy Librarian presented the agenda before the IQAC.IQAC discussed the agenda and recommended as follow:

a) The library must procure Braille software immediately.
b) Log book regarding usage of library resources (online as well offline)must be maintained
c) Provision of incentives to top users of library resources.
d) IQAC suggested that each department should have their owndepartmental library.
e) Deputy Librarian to prepare an action plan for setting up a digital library and present the same in next IQAC meeting.

Agenda 2.3: **To suggest initiatives for the enhancement of faculty profile & quality.**

Director Main Campus, IKGPTU presented the agenda before the IQAC. IQAC discussed the agenda and recommended as follow:

a) University has notified the Policy on Seed Money to encourage Research by Faculty and students of IKGPTU and its constituent campuses.

b) It was proposed that each teaching department should have 3 research fellows sponsored by University.

c) It was decided that a policy should be framed to sponsor short term trainings for the faculty of university in reputed research labs / Institutes / Industry.

d) IQAC suggested that University should work towards attracting Industry sponsored Research Associates to undertake research activities in University.

e) IQAC suggested promotion of inter disciplinary research approach in university.

Agenda 2.4: **To review the initiatives taken for innovation and awards won by faculty or students for it, along with IPR.**

IQAC decided that detailed agenda pertaining to initiatives for innovation and awards will be taken up in next meeting.Dean R & D will present the detailed agenda in next IQAC meeting.

Agenda 2.5: **To review the existing physical infrastructure and facilities and action plan for up-gradation.**

Executive Engineer, IKGPTU presented the agenda before the IQAC. IQAC discussed the agenda and recommended as follow:

a) Teaching departments should have adequate number of seminar halls with sitting capacity of 120 as per norms of regulatorybodies'.

b) Each department must have labs as per requirement of regulatory bodies.

c) In future an exclusive lecture hall complex shall be constructed to fill the gap.

Agenda 2.6: **Board of Study (Undergraduate & Post Graduate) for Main Campus, Constituent Campuses & Affiliated Colleges of the University.**

IQAC decided that there should be separate Board of Studies (BoS)for IKGPTU main and its constituent campuses and composition / structure must have an alumni representative, Industry representative and one final year student. Director (Academics) will present the detailed Status of constitution of separate BoS for IKGPTU main and its constituent campuses in next IQAC meeting.

Agenda 2.7:	**To suggest guidelines for Post Graduate Admissions for the next session.**

Director, Academicpresented the agenda before the IQAC.IQAC discussed the agenda and recommended as follow:

a) The University should initiate the process of AICTE approval of Campus PG Programs.
b) To boost the overall admission in IKGPTU Campuses and diversity of students, the University Campus may be included in centralised online admission portal used by Central Universities / IIT / NIT for admission. Director Academics will present action plan in this regard in next IQAC meeting.

Agenda 2.8:	**To discuss the initiatives taken for up-gradation of the IT infrastructure.**

IQAC desired that Deputy Controller, IT serviceswill present the status of phase –II of campus LAN project in next IQAC meeting.

Agenda 2.9:	**To suggest initiatives for financial support to students from economically weaker sections of society.**

IQAC decided that a detailed agenda will be presented by Joint Registrar (Students welfare) regarding existing policies adopted by university for financial support to students from economically weaker section of society and scholarship schemes for students like parentless child, only girl child, economically weaker students, etc. in next IQAC meeting.

Agenda 2.10:	**To discuss the existing Research Policy and financial support for R&D and set guidelines for improvement and various levels.**

IQAC desired that Dean (R & D) will present detailed agenda regarding the following in the next meeting of IQAC.

1. Research Policy.
2. Fellowship policy for students.
3. IPR/Patent policy.
4. Entrepreneurship policy.
5. Consultancy policy.

Agenda 2.11:	**To review the status of Research Projects sponsored by Govt./Non-Govt. Agencies and suggest steps for enhancement of grants.**

IQAC discussed the agenda recommended as follow:

1. Dean (R & D) will present the status of data in this regard in next IQAC meeting.
2. The faculty should make more effort to apply for research grants.

Agenda 2.12:   **Suggestions for Enhancement of Extension Activities**

Join Registrar (Student Welfare) presented the agenda before the IQAC. IQAC discussed the agenda recommended as follow:

i)   IQAC desired that a detailed status report (yearwise) regarding extension activities will be presented by Department of Students Welfare in next IQAC meeting.

ii)   IQAC desired that NCC unit may be established in university. Department of Students Welfare to initiate necessary action in this regard and apprisethe IQAC in next meeting.

iii)   Department of Students Welfarewill present a status report regarding adoption of villages by the university in next IQAC meeting.

iv)   Department of Students Welfare shall coordinate with Shri. Balbir Singh Seechewalji for adopting certain areas in proximity of University for the growth of those areas as extension activities. Studentsof various departments must be involved in such extension activities.

v)   Activities related to sports, culture and NSS must be included in academic calendar of main campus and constituent campuses of university.

Agenda 2.13:   **To apprise about implementation of Career Advancement Scheme (CAS) and engagement of new faculty through TEQIP-III/NPIU/Regular Appointments**

IQAC desired that Registrar should present the status report regarding CAS of faculty of university in next IQAC meeting.

Agenda T2.1:   **Guideline regarding role, strategies, functions, benefits, composition of Internal Quality Assurance Cell (IQAC).**

Noted.

Agenda T2.2:   **Academic & Administrative Audit of University**

IQAC discussed the agenda and recommended as follow:

Director (Academics) and Registrar shall present the status in next meeting of IQAC.

Agenda T2.3: **To review feedback on curriculum, infrastructure, teaching learning and appraising student on new initiatives for the stake holders.**

The revised feedback Performa will be circulated to the departments.

Agenda T2.4: **To review publications / books / chapters in books / monograph of faculty and students.**

Data pertaining to agenda will be presented in the next meeting by Dean (R&D).

Agenda T2.5: **To review the initiatives on training and placement scenario.**

1. It was informed that software for Alumni and placement management has been procured and it will be operational in next 15-20 working days.
2. IQAC desired that the status regarding training and placement shall be presented by Deputy Director, CR & A in next IQAC meeting.

Agenda T2.6: **To Discuss the initiatives taken in Open & Distance Learning Department.**

It was suggested to initiate online Industry certified short term courses.

Meeting ended with vote of thanks to the chair.

(Sunil Kuma , DR)

I.K. Gujral Punjab Technical University, Jalandhar
(Planning & External Programmes)

IKGPTU/P&EP/O/1440

dt.:- 09/9/2019

All members of IQAC

Subject: Proceedings of 3rd meeting of IQAC

As approved by Hon'ble Vice Chancellor proceedings of 3rd meeting of IQAC held on 17.07.2019 are hereby forwarded for your kind information and necessary action please

9/9/19

(Sunil Kumar)
HoD (P&EP)

CC:
1. I/C Secretariat, O/o Vice Chancellor: For kind information of Chairman IQAC.
2. All Concerned.
3. File

Proceedings of 3rd meeting of Internal Quality Assurance Cell (IQAC), IKGPTU held on 17.07.2019 in Seminar Hall 2nd Floor at IK Gujral Punjab Technical University, Kapurthala at 11:00 AM.

Following were attended the meeting:

1.	**Prof. (Dr.) Ajay Kumar Sharma,**	**Chairman** Vice-Chancellor
2.	**Prof. (Dr.) Yadwinder Singh Brar,** Director, Main Campus	**Faculty/Teachers Member**
3.	**Dr. Monika Sachdev,** Associate Professor, Deptt. of CSE, IKGPTU Main Campus	**Faculty/Teachers Member**
4.	**Dr. Satvir Singh,** Associate Professor, Deptt. of ECE, IKGPTU Main Campus	**Faculty/Teachers Member**
5.	**Dr. Neelkanth Grover,** Associate Professor HoD Deptt. of Mechanical Engg. IKGPTU Main Campus	**Faculty/Teachers Member**
6.	**Prof. J.S. Sahambi,** Dean Planning, IIT, Ropar	**Management Member** (Nominee of Director IIT Ropar)
7.	**Dr. A.P. Singh, Dean** (Research & Development)	**Senior Administrative Officer**
8.	**Dr. S.S. Walia,** Registrar, IKGPTU	**Senior Administrative Officer**
9.	**Sh. Rajinder Dogra,** Deputy Registrar(Academics)	**Senior Administrative Officer**
10.	**Dr. Nitya Sharma,** Deputy Controller of Examination (Finance and Accounts)	**Senior Administrative Officer**
11.	**Dr. Paramjit Singh,** Controller of Examination	**Senior Administrative Officer**
12.	**Dr. Ekonkar Singh,** Deputy Registrar (HRM)	**Nominee from Employers**
13.	**Sh. Ajay Goswami,** CEO Ajay Fabricators, Jalandhar	**Nominee from Industrialists**
14.	**Sh. Devinder Kumar,** Assistant Registrar, IKGPTU	**Nominee from Stakeholders/ Parents**
15.	**Dr. N.P. Singh,** Dean (Planning & External Programmes)	**Coordinator/Director (IQAC)**

The following could not attend the meeting and were granted leave of absence: -

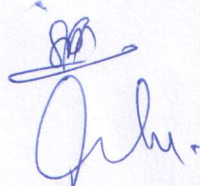|		
1.	**Shri. Balbir Singh Seechewal Ji**	**Nominee from Local Society**
2.	**Dr. R.P.S. Bedi,** Joint Registrar (Student Welfare)	**Senior Administrative Officer**
3.	**Mr. Sunil Kumar**	**Nominee from Students**

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4. **Ms. Kavita Pathak**   **Nominee from Students**
5. **Sh. Rahul,** CA Manager   **Nominee from Alumni**

Following agenda items were discussed in the meeting:

Agenda 3.1 Action taken report on the proceedings of 2nd meeting of IQAC, IKGPTU held on 15.01.2019.
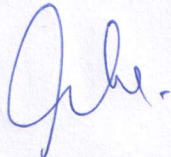
Agenda item and Decision in 2nd Meeting	Action Taken	Suggestions
2.1: To suggest examination reforms for establishing the credibility of evaluation procedures and to set achievement targets **Decision:-** Members appreciated the efforts of University for bringing reforms to the make system more transparent and efficient and recommended for declaring result within 15 days of last date of end-semester exam, merit list to be published for all programs, Summary report should apprise Vice Chancellor and bringing more transparency in evaluation process of examination and campus student can view their answer books without any charge before result declaration.	Result of IKGPTU and its constituent campuses have been start declaring within 15 days from last date of end semester examinations. Merit list of all programmes is ready and have been published. Following points related to conduct of Exam Nov/Dec – 2018 was apprised to the Vice Chancellor is asunder:- 1. Examinations Nov/Dec-2018 were held from 30.11.2018 to15.01.2019. 2. Total 106 Examination Centers (ECs) were established. 3. Question papers were transmitted by encrypted mode. 4. Observers were deputed on rotation basis every week at established ECs. Flying Squads were also deputed at ECs frequently to ensure fair examinations. 5. Also, ECs were monitored online by CCTV cameras by conduct team of University. Answer books for the said session are already sent to departments of campus so that students can view their answer books before declaration of	Deptt. of examination should ensure declaration of results within 15 days from last day of examination for all University campuses and affiliated colleges.

	result without charging any additional fee.	
2.2: To review the status of Library and development of digital library. **Decision:-** a) Library should procure Braille Software. b) There should be a log book maintained for all resources (online as well as offline. c) Provision of incentive to top user of library resources. d) There should be own departmental library in each department. e) Action plan to be prepared for setting up digital library by Deputy Librarian and to be presented in next IQAC meeting.	The requirement has been sent to ITS branch for purchase of Braille software vide KRC ref. No. vide IKGPTU/KRC/2179 dated24.04.2019. The visitor data is maintained regularly for knowledge Resource Centre and usage statistical is also maintained for online access. As an incentive to top user of library resources. two students Mr. Saurav Saini, B. Tech (Mech. Engg.) & Ms. Pranjal Priya, B. Tech (ECE) were awarded by Hon'ble Vice Chancellor Prof. (Dr.) Ajay K. Sharma on 15th August 2018. No such guidelines in this regard are available neither in Knowledge Resource Centre nor in IKGPTU. It is requested that if IQAC have any guidelines it may please be provided. The requirement has been sent to ITS branch for setting up digital library vide KRC ref. no. IKGPTU/KRC/2179dated 24.04.2019	Departmental Heads should start the process of establishing Departmental Library and send their requirements to library. Whether to establish departmental library or not may be decided by concerned HoD.
2.3: To suggest initiatives for enhancement of faculty profile &quality. **Decision:** a) University has notified the Policy on seed money to encourage Research by Faculty and students of IKGPTU and its constituent campuses. b) It was proposed that each teaching department should have 3 research fellows	Department of R&D has issued a circular regarding call of proposals under Seed Grant Scheme of the University, on prescribed applications form, for Seed Grant for Innovative R&D Project from the regular faculty member of IKGPTU holding a Ph. D degree. Last date for submission of proposal is 30-06-2019. University Research	a) Steps should be taken by Deptt of R&D to guide and motivate faculty for applying for seed money. b) Dean (R & D) should get the matter of Guide and Co-guide and corresponding

sponsored by University c) It was decided that a policy should be framed to sponsor short term trainings for the faculty of University in reputed research labs / institutes / industry. d) IQAC suggested that University should work towards attracting Industry sponsored Research Associates to undertake research activities in University. e) IQAC suggested promotion of inter disciplinary research approach in University.	Fellowship (URF) Scheme / Policy prepared and to be put up in Academic Council and BOG. As per this policy, each department of IKGPTU Main Campus Kapurthala will be allotted three URF. Research Policy of IKGPTU prepared and to be put up in Academic Council and BOG. IKGPTU Sponsored Research and Industrial Consultancy Policy is being drafted by a committee for consultancy projects, routine testing and sponsored research projects/HRD Programmes. Two meetings of the committee has already been held so far. 3rd meeting of the committee is scheduled for 11th June, 2019.	slots of each faculty resolved through a committee to be constituted by worthy Vice-Chancellor.
2.4: To review the initiatives taken for innovation and awards won by faculty or students for it, alongwith IPR. **Decision:** IQAC decided that detailed agenda pertaining to initiatives for innovation and awards will be taken up in next meeting. Dean R&D will present the detailed agenda in next IQAC meeting.	The details of initiatives taken with respect to innovation is attached as **ANNEXURE – A** and details of IPR activities is attached as **ANNEXURE –B.**	Dean (R&D) should provide the quantifiable data regarding faculty and Dy. Director (CR&A) should provide quantifiable data regarding students to be informed in next meeting.
2.5: To review the existing physical infrastructure and facilities and action plan forup-gradation **Decision:** a) Teaching departments should have adequate number of seminar halls with sitting capacity of 120 as per norms of regulatory bodies. b) Each department must have labs as per requirement of regulatory bodies.	The information of classroom / Seminar halls is attached at **ANNEXURE – C** and infrastructure required/available (department wise) is attached at **ANNEXURE – D.**	Full details of the project should be provided by XEN, Construction Cell in next meeting.

c) In future an exclusive lecture hall complex shall be constructed to fill thegap.		
2.6:Board of Study (Under-graduate & Post Graduate) for Main Campus, Constituent Campuses & Affiliated Colleges of the University. **Decision:** IQAC decided that there should be separate Board of Studies (BoS) for IKGPTU Main and its constituent campuses and composition / structure must have an alumni representative, Industry representative and one final year student. Director (Academics) will present the details Status of constitution of separate BoS for IKGPTU main and its constituent campuses in next IQAC meeting.	Notification regarding Board of Studies (affiliated colleges) has been issued vide Notification no. IKGPTU/REG/Notification/20 3 dated 13.05.2019. Notification regarding Board of Studies (Main Campus/ Constituent Campuses) has been issued vide Notification no. IKGPTU/REG/Notification/20 2 dated 13.05.2019.	Noted.
2.7: To suggest guidelines for Post-Graduate Admissions for the next session. **Decision:** a) The University should initiate the process of AICTE approval of Campus PG Programs. b) To boost the overall admission in IKGPTU Campuses and diversity of students, the University Campus may be included in centralised online admission portal used by Central Universities / IIT / NIT for admission. Director Academics will present action plan in this regard in next IQAC meeting.	Pending.	To be discussed in next meeting due to non-availability of concerned HoD
2.8: To discuss the initiatives taken for up-gradation of the IT infrastructure. **Decision:** IQAC desired that Deputy Controller, IT Services will present the status of phase - II of campus LAN project in next IQAC meeting.	The initiatives taken for up-gradation of the IT infrastructure as enclosed at **ANNEXURE – E.**	It must be ensured that by end of each task the concerned officers/officials of University has in-depth knowledge of the intricacies involved in the task completed so that further maintenance may be carried out by University officials

	only.	
2.9: To suggest initiatives for financial support to students from economically weaker sections of society. **Decision:** IQAC decided that a detailed agenda will be presented by Joint Registrar (Student welfare) regarding existing policies adopted by University for financial support to students from economically weaker section of society and scholarship schemes for students like parentless child, only girl child, economically weaker students, etc. in next IQAC meeting.	Student Welfare department is looking after the Post-Matric Scholarship Scheme as Nodal Department and the policy formulation is under process for parentless child, only girl child, economically weaker students, etc.	Noted.
2.10: To discuss the existing Research Policy and financial support for R&D and set guidelines for improvement and various levels. **Decision:** Dean (R&D) will present detailed agenda regarding the following in the next meeting of IQAC. 1. Research Policy, 2. Fellowship Policy for students, 3. IPR/Patent policy, 4. Entrepreneurship policy, 5. Consultancy policy.	**Research Policy:** Draft policy prepared. To be put before Academic Council and BOG. **Fellowship Policy for Students:** Draft policy prepared. To be put before Academic Council and BOG. **IPR/Patent Policy:** Draft policy prepared and vetted by the legal cell. To be put before Academic Council. **Entrepreneurship Policy:** To be drafted by Dy. Director (CR&A). **Consultancy Policy:** Draft policy prepared. Next meeting is scheduled on17-11-2019.	Department of R&D should get Research Policy, Fellowship Policy for students, IPR/Patent policy, entrepreneurship policy and Consultancy policy approved by competent authorities and inform in next meeting
2.11: To review the status of Research Projects sponsored by Govt./Non Govt. Agencies and suggest steps for enhancement of grants. **Decision:** a) Dean (R&D) will present the status of data in this regard in next IQAC meeting. b) The faculty should make more	Pending.	Same as 2.3 and 2.10

effort to apply for research grants.		
2.12: Suggestions for Enhancement of Extension Activities. **Decision:** Agenda was presented by Joint Registrar (Student Welfare) and points were discussed as i) IQAC desired that a detailed status report (year-wise) regarding extension activities will be presented by Department of Students Welfare in next IQAC meeting. ii) IQAC desired that NCC unit may be established in University. Department of Students Welfare to initiate necessary action in this regard and apprise the IQAC in next meeting. iii) Department of Students Welfare will present a status report regarding adoption of villages by the University in next IQAC meeting. iv) Department of Students Welfare shall coordinate with Shri Balbir Singh Sechewal ji for adopting certain areas in proximity of University for the growth of those areas as extension activities. Students of various departments must be involved in such extension activities. v) Activities related to sports, culture and NSS must be included in academic calendar of main campus and constituent campuses of University.	Action taken report for future extension activities details **ANNEXURE – F**. Point wise details are attached as **ANNEXURE -G**.	Matter deferred due to non-availability of HoD (Student Welfare).

2.13: To apprise about implementation of Career Advancement Scheme (CAS) and engagement of new faculty through TEQIP-III/NPIU/Regular Appointments. **Decision:** Registrar should present the status report regarding CAS of faculty of University in next IQAC meeting.	The CAS cases are under process as per reply of CAS-Co-ordinator.	CAS coordinator through Registrar office must ensure to process all pending CAS applications as early as possible and progress to be informed in next meeting.
T2.1: Guidelines regarding role, strategies, functions, benefits, composition of Internal Quality Assurance Cell. (IQAC). **Decision:** Noted	These guidelines are being prepared and shall be put up in next meeting of IQAC	Deferred for next meeting.
T2.2: Academic & Administrative Audit of University. **Decision:** Director (Academics) and Registrar shall present the status in next meeting of IQAC.	Pending	Director (Academics) and Registrar should inform the status within 20 working days after 3rd meeting of IQAC to be discussed in next meeting.
T2.3: To review feedback on curriculum, infrastructure, teaching learning and appraising student on new initiatives for the stake holders. **Decision:** The revised feedback Performa will be circulated to the departments.	Revised Feedback Performa is circulated.	Status to be informed in next meeting.
T2.4: To review publications/ books/chapters in books/ monograph of faculty and students. **Decision:** Data pertaining to agenda will be presented in the next meeting by Dean (R&D).	Pending	Deptt. of R&D shall provide the detail within 7 working days after the 3rd meeting of IQAC.
T2.5: To review the initiatives on training and placement scenario.	Pending	CR&A branch shall collect the

Decision: 1. It was informed that software for Alumni and placement management has been procured and it will be operational in next 15-20days. 2. IQAC desired that the status regarding training and placement shall be presented by Deputy Director, CR&A in next IQAC meeting.		information regarding alumni of University campuses with help of office of Director (Main Campus). Status to be informed in next meeting.
T2.6: To Discuss the initiatives taken in Open & Distance Learning Department. **Decision:** It was suggested to initiate online Industry certified short term courses.	Following initiatives are taken by the ODL department **A. UGC Approval** a. In process b. Approval to start courses of one year or less duration is in process, clarification on this issue is awaited from UGC (**ANNEXURE-H**) **B. SLM DTP and Printing** **C. Web Portal /Website** **D. Curriculum** **E. Student Affairs** **F. Start of Courses** Clarification awaited from UGC to start following courses of 1 year or less. 1. Advance Diploma in Hardware & Networking Technologies. 2. Diploma in Computer Application. 3. PG Diploma in Computer Application 4. PG Diploma in Journalism &Mass Communication. 5. Diploma in Photography & Electronic Media. 6. PG Diploma in Business Management. **G. Major Thrust areas** a. Approval from UGC b. To increase enrolment	Noted.

| | c. Regular CDC Meeting
d. BOS Meeting
e. Faculty of ODL as a part of meeting as special invitee or member of meeting.
f. Involvement of ODL students in sports council, Cultural Council and NSS Council. | |

Agenda 3.2   **To review the status of different MoU's of the University in following areas:**

   a) Student Exchange
   b) Faculty Exchange

   Noted.

Agenda 3.3   **To review the status of different MoU's of the University in following areas:**

   a)   Research
   b)   Training and Placement

   Noted.

Agenda 3.4   **To review the progress of Incubation startup.**

   Asst. Director (CR&A) informed that process has been started to establish Incubation Centre at 7ᵗʰ floor G+7 building of IKGPTU Main Campus. Process should be expedited and status report should be put-up in next meeting.

Agenda 3.5   **To review the status of complaints / grievances of students appearing in examination about evaluation against total number.**

   Deptt. of Examination to reduce the time duration for issuing various certificates to students and other agencies. Reduced time durations should be informed in next meeting.

Agenda 3.6   **To review the status of I.T. policy of University.**

   ITS branch should initiate the process of preparing IT policy and inform status in next meeting.

Agenda 3.7   **To review the status of promotions/placement of scale, service rules, staff welfare schemes and performance appraisal system.**

Office of Registrar must ensure to process all pending cases of promotion/placement of scale as early as possible and inform the progress in next meeting. Service rules, staff welfare schemes and performance appraisal system should also be finalized at earliest.

Agenda 3.8 **To review the status of green audit of University.**

Process should be expedited and status of green audit of University should be informed in next meeting by XEN office.

Agenda3.9.1 **To review the status of identification of differently abled (Divyang) friendliness resources available in the University.**

Office of XEN should take the required initiatives to ensure availability of all required resources to Divyang students and status to be informed in next meeting.

Agenda3.9.2 **To review the status of e- content developed by Faculty of University.**

e-content developed by faculty should be shared with ODL and information may be updated on website.

Agenda3.9.3 **To review the presence of an active student council and representation.**

Noted

Agenda3.9.4 **To review the implementation of Choice Based Credit System (CBCS) of University.**

IQAC decided that a template should be prepared for the convenience of students so that students can choose the major and minor subjects easily. CBCS should be implemented in best possible manner as per the resources available in University.
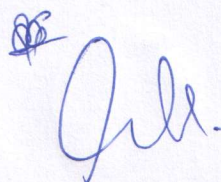
Agenda3.9.5 **To review existing infrastructure facility, ICT facility, class rooms/smart class rooms, seminar hall and labs.**

Noted.

Agenda3.9.6 **To review course outcomes and program outcomes of all programmes.**

Director (Main Campus) informed that BoS(s) has been notified recently and process of developing course and program outcomes shall be taken-up now. Status shall be informed in next meeting.

Agenda3.9.7 **To review Incentive policy/mechanism for faculty and officials who received state, National and International**

Awards/Recognitions.

The proposed scheme should be reviewed by a committee comprising faculty from Engineering, Applied Sciences & other disciplines and Officers of University.

Agenda3.9.8 To review the status of e- content developed by Faculty of University.

Information may be updated on website.

Agenda3.9.9 To review the status regarding recognition of University by Government agencies like UGC-SAP, CAS, DST-FIST, DBT, ICSSR, etc.

IQAC decided that Dean (R&D) shall provide the details within one week after the 3rd meeting of IQAC to be discussed in next meeting.

Agenda3.9.11 To review the implementation of e–governance in University.

IQAC noted that University has implemented e-office.

Agenda 3.9.12 To review the status of different MoU's of the University for the following:

i) Extension Activities

To be discussed in next meeting due to non-availability of concerned HoD.

Meeting ended with vote of thanks to the chair.