

**Suggested Draft for Approval, please**

**DEVI AHILYA VISHWAVIDYALAYA, INDORE**

**Minutes of Meeting for NAAC preparations held at Meeting Room at**

**Vice Chancellor Office at 4 PM on 18.06.13**

Following faculty members and officials were present in the meeting Chaired by Hon'ble Vice Chancellor :

1. Shri R. D. Musalgaonkar, Registrar
2. Dr. S. C. Arya, Deputy Registrar (Development)
3. Prof. Raj Kamal, Director/Coordinator IQAC
4. Prof. P.N. Mishra, Director, IMS
5. Prof. Anil Kumar, Head, School of Bio Technology
6. Prof. Ganesh Kawadia, Head, School of Economics
7. Prof. Sanjiv Tokekar, Director, Institute of Engineering and Technology
8. Dr. Akhilesh Kumar Singh, In-charge Director, EMRC
9. Dr. (Mrs.) Yamani Karmarkar, Reader, IIPS

Actions taken on the minutes of previous meeting on 24.05.13 were discussed and issues related to NAAC Accreditation were discussed in detail and following decisions were taken:

**(1) Instructions for 2013-14 Academic Year and NAAC Accreditation preparation**

Notice for instructions to be followed by the UTDs has been issued by the University. These should be followed by all UTDs.

**(2) Self Study Report for Submission to NAAC**

Director IQAC presented the report on status of self study report. Only ten departments are at cycle 3 in respect of finalization of the draft for submission to NAAC. Hon'ble Vice Chancellor expressed displeasure at this state of affairs. It was decided that all remaining departments be act latest by June 24, 2013 and should also be directed to send compliance report to Hon'ble Vice Chancellor.

**(3) Adjunct Faculty/Visiting Professor/Visiting Fellow/Scholar in Residence Guidelines of UGC**

It is recommended that a Search Committee is made and actions taken for appointment as per UGC guidelines in this respect.

**(4) Academic Audit**

Dr. P. N. Mishra placed the status of need of Academic Audit in the University and presented a questionnaire based on a study and the Pondicherry

University procedures. Dr. P. N. Mishra and Dr. Akhilesh Singh will take further action after discussions with expert Prof. Gohane, who is visiting the University on June 22.

**(5) Career Counseling, Career Path Identification and Soft Skill Development**

It was clarified that Dr. Preeti Singh continues to coordinate the Career Counseling, Career Path Identification and Soft Skill Development needs. Dr. Yamani Karmarkar will monitor the information of actions in each UTDs for effective implementation.

**(6) Virtual Class Rooms**

Director IQAC reported the minutes of the meeting held on 04.04.13 of Task force on ICT. It was recommended that ten departments be identified and actions taken by SCSIT and IET by 25.06.13.

**(7) Analysis and Monitoring Improvements of Feedbacks of Students on Teaching Learning Process and Curriculum**

All UTDs should complete the analysis of feedbacks of students on teaching learning processes and curriculum by June 22, 2013.

All HODs keep record of the analysis of feedbacks of students which are undertaken each semester, and monitor the improvements on that basis in the succeeding semesters. This record will be required to be presented to NAAC.

**(8) Very Good Departmental Library with e-resources and CDs of Video Lectures**

The departments should ensure very Good departmental library with good ambience. E-resources and CDs of downloaded Video lectures should also be included in the department library.

Help of M. Lib. and B. Lib. students can be taken by UTDs in organizing the library.

UTDs can deploy the needy students for two hours as per policy approved by EC in this respect earlier.

**(9) Course Plans for each paper upload at School/Institute website link**

Course Plans for each paper be uploaded at School/Institute website link. A suggested template will be communicated to each UTD.

**(10) List of e-Resources for Each Paper**

It is recommended that a list is made for e-resources for each paper by the Schools/Institutes.

**(11) Quality Sustenance and Assurance**

It is recommended that a proper record of all quality sustenance and assurance measures should be made available for NAAC.

**(12) Regular Curriculum Revision, and Feedbacks on Curriculum for External experts, Industry, Alumni, Students and Affiliated Colleges where Similar Course offered**

It is recommended that a proper record of actions for regular curriculum revisions, and feedback on curriculum for external experts, industry, alumni, students and affiliated colleges where similar course is offered should be made available for NAAC.

**(13) Encouragement to Colleges to provide additional skill oriented programs relevant to regional needs**

Dr. Abhay Kumar, Dean, Engineering Science was asked to prepare necessary guidelines and action plan. It is recommended that the same be submitted to Hon'ble Vice Chancellor latest by June 23, 2013.

**(14) Academic Flexibility in the courses, introduction of interdisciplinary courses and CBCS**

Dr. Ganesh Kawadia suggested that actions can be taken under Ordinance 31 of the University by the UTDs. CBCS activities of Mysore University can be taken in view. It is recommended that Dr. Ganesh Kawadia and Dr. Sanjiv Tokekar will monitor the actions in each UTDs for effective implementation of Academic Flexibility and CBCS.

**(15) Awards/Scholarships for merit holders and achiever students**

UTDs should take appropriate actions for awards and scholarships for merit holders and achievers.

**(16) Awards for Excellent Research Publications, Papers and Books, Due recognition for innovation in teaching and Seed Money for research by Faculty and Students' participations in conferences for presenting research papers**

Dr. Anil Kumar informed that policy is framed in this respect. It was suggested that impact factor or H-index or citation index can be taken as criteria for selection.

There will be felicitation and awards for excellent research publications, papers and books and due recognition for innovation in teaching on Teachers' Day. Policy and guidelines will be issued soon for implementation.

It is recommended that a budget provision be made for the seed money for research by Faculty and students' participations in conferences for presenting research papers.

**(17) Regular Departmental and Faculty Meetings**

It is recommended that there should be regular Departmental and Faculty meetings and proper record of actions should be made available for NAAC.

**(18) Energy Saving efforts and Green audit**

It is recommended that UTDs should undertake all energy saving measures and actions as per Green Policy released by University on June 12, 2013. Green audit is being undertaken by Dr. S. P. Singh. It is recommended that the actions be taken as per the audit report.

**(19) Fire-fighting Equipment and First Aid boxes**

It is recommended that UTDs should undertake fire safety measures and have first aid box ready.

**(20) Publication of Journal, Prospectus and UTD Students Magazine**

It is recommended that IIPS, IMS, School of Economics, School of Commerce and EMRC where the MBA courses are offered undertake the publication of a journal for which ISSN number has already been allotted.

It is recommended that School of Journalism and Mass Communication undertake regular publication of the Magazine.

**(21) Utilization of Costly Equipment**

It is recommended that a logbook for using each piece of costly equipment should be maintained in each laboratory of UTD with immediate effect.

**(22) Reforms in Ph.D. Evaluation Process**

Shri R. D. Musalgaonkar, Registrar informed that reforms in Ph.D. evaluation process has been implemented.

**(23) Ramps for Physically Handicapped, Daycare Center boundary, Maintenance and Repairs in Buildings and Hostels, Whitewash after the Rainy season**

Shri R. D. Musalgaonkar, Registrar informed that actions are being taken for ramps for physically handicapped, daycare center boundary, maintenance and repairs in buildings and hostels, and whitewash after the Rainy season.

**(24) Utilization of Grants and Issue of Utilization Certificates**

The issue will be discussed in HOD meeting on June 21, 2013.

Meeting ended with thanks to the Chairperson.

Director/Coordinator IQAC