

DEVI AHILYA VISHWAVIDYALAYA, INDORE

Internal Quality Assurance Cell

**Minutes of Meeting for NAAC preparations held at EMRC at 12:30 PM on
24.05.2013**

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

1. Shri R. D. Musalgaonkar, Registrar
2. Prof. Raj Kamal, Director/Coordinator IQAC
3. Prof. P.N. Mishra, Director, IMS
4. Prof. Anil Kumar, Head, School of Bio Technology
5. Prof. Ganesh Kawadia, Head, School of Economics
6. Prof. Sanjiv Tokekar, Director, Institute of Engineering and Technology
7. Prof. S.P. Singh, Head, School of Energy and Environment Studies
8. Prof. Dinesh Varshney, School of Physics
9. Dr. Akhilesh Kumar Singh, Incharge Director, EMRC
10. Dr. (Mrs.) Yamini Karmarkar, Reader, IIPS

Issues related to NAAC Accreditation were discussed in detail and following decisions were taken:

(1) Regular Academic Audit

Director IQAC reported the details of communication with Dr. Ganesh Hegde, Assistant Advisor, NAAC in this regard. He suggested us to contact Mysore and Pondicherry University reports for the Academic Audit and Administrative Audits. It was decided that reports be made available to Dr. P.N. Mishra who will prepare a draft Proforma for Academic and Administrative Audits latest by June 10, 2013. Dr. Gohane, Former Vice-Chancellor, Aurangabad may be contacted by Dr. Akhilesh Singh to help us in preparation of these reports. Help of other external experts may also be taken.

(2) Faculty- Student Ratio

All HODs should give the category wise details of vacant regular posts, vacant self financed posts and additionally sanctioned contractual posts against whom contract appointment of Faculty are to be done and posts be advertised promptly.

(3) Appointment of Adjunct Faculty and Visiting Professors

The departments should suggest suitable Adjunct Faculty/Professors for nominations at the earliest. Dr. S.P. Singh, Professor and Head, Energy and Environment Studies will coordinate the efforts. The UGC guidelines will be observed in payment of honorarium to nominated Adjunct Faculty.

(4) Remedial Classes for weak students

Weak students should be facilitated through remedial classes with appropriate documentation for the activity. Prof. Dinesh Varshney, School of Physics will coordinate this for academic session 2013-14 in all UTDs.

(5) Programmes/Classes for Advanced Learners

Advanced Learners be offered choice of additional class/course/program/research. Professor Dinesh Varshney, School of Physics will coordinate this for Academic session 2013-14 in all UTDs.

(6) Induction classes after admission

Induction classes at University and departmental levels should be held. Prof. Sanjeev Tokekar, Director, Institute of Engineering and Technology will coordinate and monitor its implementation in all UTDs.

(7) Orientation program for new entrants

Prof. Sanjeev Tokekar will also coordinate this activity jointly with Dean, Student Welfare.

(8) Counselling after Psychometric tests

Prof. S.K. Tyagi, Head, School of Education will coordinate the implementation of Counselling after the Psychometric test in the UTDs.

(9) Career Counselling, Soft Skill Development, Career path identification and orientation

Dr. Yamini Karmarkar, International Institute of Professional Students will coordinate the task of Career Counselling, Soft Skill Development, Career path identification and in the UTDs.

(10) Allotment of Mentors

Mentors for the students will be nominated in the beginning of classes. They will counsel for academic, social life and career related problems till the end of the course. Dr. Yamini Karmarkar will coordinate its implementation in the UTDs.

(11) Provision in Time Table/Calendar for Soft-skill classes and Language Laboratory classes.

Dr. Yamini Karmarkar will coordinate the imparting of soft-skill classes and Language Laboratory classes in the UTDs.

(12) Provision in Time Table for student centric learning by Quizzes, Group discussions, Student seminars, webinars, video lectures and use of web-resources.

Prof. S.K. Tyagi, Head, School of Education will coordinate the student centric learning processes by Quizzes, Group discussions, Student seminars, webinars, video lectures and use of web resources in the UTDs.

Remaining points in the agenda will be taken up in next meeting in June 2013.

Meeting ended with thanks to the Chairperson.

Director/Coordinator

IQAC