RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

<u>MINUTES OF THEMĀEETING</u>

A meeting of the IQAC committee was held on 4th november, 2023 at 3.00 PM in the IQAC office at the Mahatma Jyotiba Fule Campus. Following members were present for this meeting, the minutes of meeting and action taken are:

1. Dr Subhash Choudhary, Hon'ble Vice Chancellor. President
2. Dr Rajesh Singh, Director IIL
3. Dr Harish Paliwal, Finance Officer (I/C), RTMNU
4. Dr Satish Sharma, Head, Electronics and Computer science
5. Dr Sanjay Dhoble, Professor, Department of Physics
6. Dr S I Koreti, Head and Professor, Department of History
7. Dr (Mrs) Bandana Samant, Associate Professor, Department of Geology
8. Dr Dadasaheb Kokare, Professor, Department of Pharmaceutical Sciences
9. Dr Mahesh Kumar Yenkie, Former Pro-Vice Chancellor
10. Dr (Mrs) Smita Acharya, Director IQAC, (Member secretary)

Item No. 1: To confirm the minutes of the previous IQAC meeting.

Item No. 2: Conduction of a minimum of one seminar on Research Methodology and Intellectual Property Rights (IPR) by the Research and Development Cell for PGTD students of RTMNU in each academic year.

Item No. 3: Conduction of a minimum of one workshop on entrepreneurship, and skill development for PGTD RTMNU during each academic year by training and placement cell.

Item No 4: Organize the Incubation centre, RUSA centre awareness programme and visit of STEM students of RTMNU to the centre every academic year.

Item No 5: Introduction and access to an Online ERP portal for faculties containing all academic working processes (Online information dashboard, timetable, examination allotment schedule, evaluation, and other academic activities).

Item No. 6: <u>Each PG program must launch at least one Certificate Course</u> embedded in teaching from next academic session 2024-25.

Item No. 7: Special funds allocation in the budget for Research students and teacher faculties under travel support grants to attend National and International conferences/workshops/seminars etc. RDC will work out to frame its guidelines.

Item No 8: To make faculties accountable for teaching and research contributions at each level of the teaching career, each teacher must fill API at the end of the academic session and submit to IQAC. Academic and research credentials based on API score is a part of the Confidential report. Link of API format submit e-copy and scan proof:

https://docs.google.com/document/d/1DrOrGApsrUDLFjBCr-h8pXA0nfFSIGru/edit?usp=sharing&ouid=118388491480194131395&rtpof=true&sd=true

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Item No. 9: The budgetary allocation must be provided to build E-content development facilities like a Media center, Audio-visual centre, lecture capturing system (LCS), and Mixing equipment and software for editing with the appointment of one technical expert to assist and handle.

Item No. 10: Appointment of new IQAC member in place of Dr Rekha Sharma; One office attendant urgently needed to be deputed for IQAC

Item No 11: A few more points as suggested by stakeholders and the chairperson of the meeting.

Item No 12: To constitute a committee for designing of Consultancy cell RTMNU brochure

The meeting began by welcoming all the members to the IQAC Director and sought permission from the chair to start the proceeding of the meeting. With the permission of the president, all the points on the agenda were discussed in the meeting. Deliberation and discussion during the meeting are documented below.

Item No 1: To confirm the minutes of the previous IQAC meeting and the Action Taken Report (ATR)

Discussion: Minutes of the previous IQAC meeting were confirmed with suggestions of urgent action taken.

    a. **The academic Audit file of PGTD Department of the University is approved by the board of deans and pending in academic section for academic council approval; need to take urgent action by the academic section of the university.**

    b. **The following courses are proposed by various departments that can be used as baskets for CBCS/multidisciplinary courses for the PGTD program of the university. The courses are already approved by the concerned board of studies and academic council so official formality needs to be completed for implementation and execution from academic session 2024-25. List of courses annexure-1**

    c. **For the selection of the nominated professor of emeritus or Adjunct professor by few PGTD-RTMNU, the committee needs to be constituted with the consent of the Hon'ble VC to scrutinize the proposal and recommend the name for the post. Recommended committee - Annexure-2.**

    d. **Selections of Post-doc students of departments having or completed centralized project like FIST/SAP etc. The finance department will allocate a budget for advertisement and salary expenses from the academic session 2024-25.**

e. **Soft skill course is made compulsory for Semester-II PGTD students of the University: all PGTD Departments are requested to allot time of one week (5 hrs per day) for soft skill course for semester-II students in the attached Google form. The course is of 30 hrs will be conducted outside resource persons.**
https://docs.google.com/spreadsheets/d/1Y7JPWmb2x4wMqXL-vntR-EHNkm2pg_aoqc992mZfUKY/edit?usp=sharing

Item No. 2: Conduction of a minimum of one seminar on Research Methodology and Intellectual Property Rights (IPR) by the Research and Development Cell for PGTD students of RTMNU in each academic year.
Discussion: As it is essential activity for NAAC: RDC cell will compularily conduct this program in each academic year and generate reports on these activity as per SOP of NAAC

Item No. 3: Conduction of a minimum of one workshop on entrepreneurship, and skill development for PGTD RTMNU during each academic year by training and placement cell.
Discussion: As it is essential activity for NAAC: Training and placement cell will compularily conduct this program in each academic year and generate reports on these activity as per SOP of NAAC.

Item No 4: Organize the Incubation centre, RUSA centre awareness programme and visit of STEM students of RTMNU to the centre every academic year.
Discussion: Incubation centre Director and RUSA centre Director, will compularily arrange this program in each academic year for all STEM PGTD students as well as other faculty students if they are interested submit reports on these activity as per SOP of NAAC.

Item No 5: Introduction and access to an Online ERP portal for faculties containing all academic working processes (Online information dashboard, timetable, examination allotment schedule, evaluation, and other academic activities).
Discussion:As it is make compulsory and asked every time in KRA, NEP-implementations reports so urgent need for this is discussed and IQAC have requested to introduce it as early as possible.

Item No 6: Each PG program must launch at least one Certificate Courses embedded in teaching from next academic session 2024-25.
Discussion: As it is a part of NEP implementation, to develop university ecosystem for innovative pedagogy each PGTD department should take initiatives to start at least one self finance skill based certificate course program by completing formality of university approval. Herewith proposal has been asked from faculty members willing to lauch such courses.

Item No. 7: Special funds allocation in the budget for Research students and teacher faculties under travel support grants to attend National and International conferences/workshops/seminars etc. RDC will work out to frame its guidelines.

Discussion: As per university administration, few funds have been already allotted in budget under the heading teacher welfare funds and students welfare funds in the budget for Research students and teacher faculties under travel support grants to attend National and International conferences/workshops/seminars etc. RDC cell will frame guidelines for its allocations. The awareness for availability of such funds are informed to concern teaching faculties and research students.

Item No 8: To make faculties accountable for teaching and research contributions at each level of the teaching career, each teacher must fill API at the end of the academic session and submit to IQAC. Academic and research credentials based on API score is a part of the Confidential report.

Discussion: All teaching faculties need to submit API for Academic session 2022-23 in the link given below:

Item No. 9: The budgetary allocation must be provided to build E-content development facilities like a Media centre, Audio-visual centre, lecture capturing system (LCS), Mixing equipment and software for editing with the appointment of one technical expert to assist and handle.

Discussion: The room is already available with Mass communication department. The facility can be used for e-content development.

Item No. 10: Appointment of new IQAC member in place of Dr Rekha Sharma

Discussion: As Rekha Sharma's madam is retired, in place of her Dr Aparna Samudra is appointed as a member of IQAC.

Item No 11: A few more points as suggested by stakeholders and the chairperson of the meeting.

Discussion: SCI data base and software Origin, Matlab shall be purchased as institutions subscriptions.

Item No 12:To constitute a committee for designing of Consultancy cell RTMNU brochure

The following member committee is constituted to design a brochure for the RTMNU consultancy cell. Committee members are

1. **Dr Rupesh Badere**
2. **Dr Umesh Paikundwar**
3. **Dr Vijay Tangade**
4. **Dr Dadasaheb Kokare**

Signature

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Signature:

Dr Rajesh Singh, Director IIL

Dr Satish Sharma, Head, Electronics and Computer science

Dr Sanjay Dhoble, Professor, Department of Physics

Signature:

Dr S I Koreti, Head and Professor, Department of History

Dr (Mrs) Bandana Samant, Associate Professor, Department of Geology

Dr Dadasaheb Kokare, Assistant Professor, Department of Pharmaceutical Science

Signature:

Dr Mahesh Kumar Yenkie, Former Pro-Vice Chancellor

Dr Harish Palliwal Finance and Audit officer (I/c), RTMNU

(Dr Smita Acharya) (Director, IQAC)

Signature

(Dr Subhash Choudhari) Vice Chancellor, RTMNU Chairman

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Sr No.	Item No	Discussion	Details of action taken and nature of action taken
1.	1	To confirm the minutes of the previous IQAC meeting ● **The academic and administrative Audit file of PGTD of University.** ● **Basket for CBCS/Multidisplinary courses for the PGTD program of the University.** ● **Selections of professor of emeritus or Adjunct professor.** ● **Selections of Post-doc students of departments having or completed centralized project like FIST/SAP**	1. The academic section and VC office are informed to take urgent action to approve the academic and administrative audit file from the academic council. 2. Effective execution of multidisciplinary courses, with framing suitable timetable from academic session 2024-25. 3. The committee is constituted under chairmanship of Hon'ble VC. Dr Prashant Maheswari, Dean, S &T, RTMNU 3.1 Dr N Karade-HOD, Department of Chemistry 3.2 Dr Pramod Khedekar, HOD, Department of Pharmaceutical Sciences 3.3 Dr Moiz Khan, HOD, Department of Mass Communication 3.4 Dr K. Randive, HOD, Department of Geology 4. Budget allocation request from academic session 2024-25 is sent to finance department
2.	2	Conduction of a minimum of one seminar on Research Methodology and Intellectual Property Rights (IPR) by the Research and Development Cell for PGTD students of RTMNU in each academic year.	**RDC cell is instructed to conduct this program in each academic year; generate reports on these activity as per SOP of NAAC and submit to IQAC**

3	3	Conduction of a minimum of one workshop on entrepreneurship, and skill development for PGTD RTMNU during each academic year by training and placement cell.	**Training and placement cell is instructed compularily conduct this program in each academic year and generate reports on these activity as per SOP of NAAC.**
4.	4	Organize the Incubation center, RUSA center awareness program and visit of STEM students of RTMNU to the center every academic year.	**The incubation centre Director and RUSA centre Director are instructed to compulsorily arrange this program in each academic year for all STEM PGTD students as well as other faculty students if they are interested. submit reports on these activities as per SOP of NAAC to IQAC.**
5	5	Introduction and access to an Online ERP portal for faculties containing all academic working processes (Online information dashboard, timetable, examination allotment schedule, evaluation, and other academic activities).	**IT Department of University is instructed to work on it as well as try e-samarth portal as it is open source**
6	6	<u>Each PG program must launch at least one Certificate Course</u> embedded in teaching from the next academic session 2024-25.	**Proposal has been asked from faculty members willing to launch such courses.**
7	7	Special funds allocation in the budget for Research students and teacher faculties under travel support grants to attend National and International conferences/workshops/seminars etc. RDC will work out to frame its guidelines.	**Fund is allotted in budget under students welfare fund and teacher welfare fund. RDC cell will frame guidelines for its allocations.**

8	8	To make faculties accountable for teaching and research contributions at each level of the teaching career, each teacher must fill out API at the end of the academic session and submit to IQAC. Academic and research credentials based on API score is a part of the Confidential report.	**All teaching faculties need to submit API for Academic session 2022-23 in the link given below: https://docs.google.com/document/d/1DrOrGApsrUDLFjBCr-h8pXA0nfFSIGru/edit?usp=sharing&ouid=118388491480194131395&rtpof=true&sd=true**
9	9	The budgetary allocation must be provided to build E-content development facilities like a Media centre, Audio-visual centre, lecture capturing system (LCS), Mixing equipment and software for editing with the appointment of one technical expert to assist and handle.	**The room is already available with Mass communication department. The facility can be used for e-content development.**
10	10	Appointment of new IQAC member in place of Dr Rekha Sharma;	**As Rekha Sharma madam is retired, in place of her Dr Aparna Samudra is appointed as member of IQAC.**

Director IQAC