



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF 3<sup>rd</sup> IQAC MEETING

Minutes of the general meeting held on  
25 Nov., 2021 at 03:00 PM in the Conference Hall, Block-A

#### AGENDA

1. Review of minutes of 2<sup>nd</sup> IQAC Meeting.
2. Action taken report on the decisions of the previous meeting.
3. Framing of Mission, Vision and Core Values of all Faculties in line with Vision Mission of the University.
4. Discussion on Registration and organization of Alumni Meet.
5. Framing of Research policies for promoting research culture and organization of Conference/Workshop/STTP etc.
6. Planning of Transport facility for non-residential students.
7. To workout the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.
8. To strengthen the Industry Institute Interaction through Collaboration, Membership & MoU's.
9. To decide incorporate extension activities under the program of NSS.
10. To decide incorporate extension activities under the program of NCC.
11. To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy and campus security.
12. To initiate E-Governance in administration for Administrative reforms .
13. To review the status of CCTV installation in campus.
14. To focus on Improving Teaching learning skills of the faculties.
15. Improving the use of ICT in teaching, evaluation and administrative process.
16. Student support in co-curricular activities.
17. Life Skills programmes.
18. Documentation of teaching learning process.
19. Revision of 1st year UG Syllabus as per NEP-2020.

20. Any other points with the permission of Chair.

The following were present in the meeting:

Prof. (Dr.) Narendra Sharma, Vice Chancellor Chairman  
Mr. Deepak Sharma, Director Administration  
Dr. N. K. Yadav, Registrar  
Dr. Ajit Deshwal, Director, RIMS Split Campus Motherhood University, Roorkee  
Prof. (Dr.) P.K. Agarwal, Dean, Faculty of Commerce & Business Studies  
Prof. (Dr.) Santosh Kumar Verma, Principal, Faculty of Pharmaceutical Sciences  
Dr. Rajeev Kumar, Dean Student Welfare  
Dr. Abhisek Swami, Head, Faculty of Sciences  
Dr. Santosh Kr. Sharma, Associate Professor, Faculty of Education  
Km. Anchal Chauhan, Student B.A.LL.B. 1<sup>st</sup> Year  
Mr. Ankit Kumar, Social Worker, Laksar, Haridwar  
Mr. Akshay Tyagi, Student and Alumni, B.Sc. (Ag. Hons.)  
Mr. Akhilesh Jain, Vice-President Shreya Life Sciences Pvt. Ltd.  
Mr. Ashwani Kr. Singh, Head HR, Gold Plus Glass Industry Ltd., Laksar,  
Mr. Pradeep Chauhan, S/o Sh. Sompal Singh, Vill. Karoundi, Bhagwanpur  
Prof. (Dr.) V. K. Singh, Director of Academic Affairs Coordinator

Leave of Absence: Three members of the IQAC were absent.

Prof. (Dr.) V. K. Sharma, Dean, Faculty of Legal Studies  
Dr. Amit Sharma, Associate Professor, Faculty of Pharmaceutical Sciences  
Dr. Harsha Sharma, Assistant Professor, Faculty of Sciences

The meeting began at 3.00 PM and Co-ordinator, IQAC welcomed all the members to the meeting and presented the agendas. The Chairperson Prof. (Dr.) Narendra Sharma requested all the members for open house discussion on academic excellence. After detailed discussions on each and every item the following decisions were taken:

**Agenda 1: Review of minutes of 2<sup>nd</sup> IQAC Meeting.**

**Resolution:** The minutes of the meeting held on 04-07-2021 was read by IQAC coordinator, confirmed and recorded.

**Agenda 2: Action taken report on the decisions of the previous meeting.**

Agenda No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
Agenda No. 3	To discuss the Research Promotion Policy of Motherhood University	Hon'ble Chairman advised to all the members to develop a congenial atmosphere for research in the University. He also informed that a University is planning to introduce a Research Promotion Policy to motivate researchers to the quality research under which some monetary benefits will be provided to the researchers.
Agenda No. 4	To Enhance the conference and seminar, guest lecturers etc. activities in the University.	All members agreed to conduct the conference, seminar and guest lecturers etc. Dr. P. K. Agarwal, Dean FoC&BS and Dr. V.K.Sharma, Dean, FoLS has agree to conduct the National Conference in their respective Faculty in the month of August and September 2021. Hon'ble Chairman advised them to invite a well-known Educationist like Vice Chancellor of a Central University as Chief Guest.
Agenda No. 5	To discuss the Book Publication and Research Paper Publication.	Hon'ble Chairman advised to all the members to publish at least one book and quality research papers on the topic of relevance in UGC CARE list journal.

**Agenda 3: Framing of Mission, Vision and Core Values of all Faculties in line with Vision Mission of the University.**

**Resolution:** Prof. (Dr.) Narendra Sharma, Chairman IQAC Committee, MHU felt that mentoring all faculty members, as well as students, are needed and more experts from outside should be involved in framing the vision, mission and core values in each faculty/departments in line with vision, mission and core values of the University.

**Mr. Akhilesh Jain**, industrialist shared his experiences about quality circle in the industry and expressed those similar quality circles can be formed in each faculty/department and support sections of our University.

Dr. Abhishek Swami, Member Co-ordination Committee, MHU expressed that there is no substitute to hard work and it's required to achieve overall development of University. Concrete steps and path needed in all direction for achieving quality excellence. So, first Mission and Vision of University and each faculty/ departments should be framed for setting quality benchmark.

**Agenda 4: Discussion on Registration and organization of Alumni Meet.**

**Resolution:** Dr. Ajit Deshwal, pointed out that in addition to the academics feedbacks taken from students, parents and employers, alumni interaction is equally important. The teams suggested with the permission of chair to collect the alumni feedback and organize alumni meet.

**Agenda 5: Framing of Research policies for promoting research culture and organization of Conference/Workshop/STTP etc.**

**Resolution:** Prof. (Dr.) V. K. Singh suggested that research culture should inculcate in academics and Industry/Institute interaction is to be strengthened and also in opinion that academic policies are need to be revised and related activities definitely promoting research culture.

**Agenda 6: Planning of Transport facility for non-residential students.**

**Resolution:** Dr. N. K. Yadav, Registrar and all head of departments informed that non-residential students have a problem about traveling to reach campus on time due to poor public transport service. The suggestion of transport facility is preferably Bus service and agreed by all the members.

**Agenda 7: To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.**

**Resolution:** Prof. (Dr.) V. K. Singh is emphasized on academic mechanism required for efficient and periodic progress. All committee members discussed the current status of administrative processes and recommended strongly the decentralization of academics and administrative activities. Members also stressed on enhancing teaching-learning process in various departments. Guardian faculty members need to attend personal problems of students along with their academic problems.

The members suggested designating Deans and functioning heads for Academics, Administrative, Students Affairs and Research and Development committees

**Agenda 8: To strengthen the Industry Institute Interaction through Collaboration, Membership & MoU's**

**Resolution:** Committee recommended increasing the frequency of Industrial visits, Expert lectures, and Industrial exposure training from Industry persons; Membership & MoU's to explore the various practical aspects of industrial development to the students.

**Agenda 9:** To decide incorporate extension activities under the program of NSS.

**Resolution:** Mr. Akshay Tyagi, President of Alumni Association suggested organizing more extracurricular activities under NSS Club. All Committee members decided to plan more activities in National Social Scheme Special Camp such as Awareness about Digitization, Water harvesting, SWACH BHARAT ABHIYAN etc.

**Agenda 10:** To decide incorporate extension activities under the program of NCC.

**Resolution:** All Committee members decided to plan more activities in NCC i.e. Blood Donation Camp, Nasha Mukti Abhiyan, Digitization, Awareness, Water harvesting, Health Issues and other national activities, with playing Nukkad Natak to create awareness in the society.

**Agenda 11:** To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy and campus security.

**Resolution:** The various activities are decided to be planning to generate awareness among the staff about Eco-friendly measures. The review and audits on status of eco-friendly measure are taken in campus in order to reduce consumption of electrical energy, where Incandescent light bulbs and fluorescent tube-lights are to be replaced by cost effective, high efficient LEDs.

**Agenda 12:** To initiate E-Governance in administration for administrative reforms

**Resolution:** ERP is implemented in all the departments and Administration for Faculty Profile, Student data, Lesson Plan and administrative activities etc. All the Head of Departments also emphasized on digitization to improve the student's database such as attendance, marks statements, achievements, Training & Placements and higher education records. IQAC Committee members supported the views of above members regarding the need of digitization required for integrating all academic and administrative activities.

**Agenda 13:** To review the status of CCTV installation in campus.

**Resolution:** Mr. Ankit Kumar, social worker pointed out the concern about the security of residential students are important. The chairperson continued with this concern and informed that CCTV facility is already available in Exam Section. He suggested a need to install CCTV facility in the campus. All the Committee members agreed to install CCTV facility in the campus.

**Agenda 14:** To focus on Improving Teaching learning skills of the faculties.

**Resolution:** Prof. (Dr.) P. K. Agarwal raised the point about improving teaching learning enhancement activities. All the HOD's are decided to conduct at least two Faculty Development Programs to be conducted, by each faculty/department.

**Agenda 15:** Improving the use of ICT in teaching, evaluation and administrative process.

**Resolution:** All committee members decide to improve the ICT and for Dr. Abhishek Swami nominated to improve the ICT in teaching, evaluation and administrative process with the all faculties.

**Agenda 16:** Student support in co-curricular activities

**Resolution:** Dr. Rajeev Kumar, Dean Student Welfare and all the faculty members are responsible for support and encourage to students to participate in co-curricular activities.

**Agenda 17:** Life Skills programmes

**Resolution:** Dean, Faculty of Paramedical & Allied Health Sciences agree to organize the First Aid Camp for the first year students. HOD was organized the Health Camp in the Faculty of Paramedical & Allied Health Sciences.

The women cell of the college has to schedule workshops on self-defense skills and organize programmes suggested by ICC.

**Agenda 18:** Documentation of teaching learning process.

**Resolution:** The documentation for mentoring, remedial, peer teaching, other student centric learning methods should be strengthened. The course file and course plan should be properly maintained. IQAC cell evaluate the documentation related to teaching-learning process. The coordinator should speak to the teachers who got low scores in student 'feedback'.

**Agenda 19:** Revision of 1<sup>st</sup> Year UG Syllabus as per NEP-2020.

**Resolution:** As per the NEP-2020, Prof. V. K. Singh is responsible to revised the the UG syllabus according to the NEP-2020. Chair has formed a committee to help of Prof. Singh.


**Any other points with the permission of Chair -**

After discussions on agenda items, the student representative raised certain issues pertaining to students like facilities in Library Reading room, library timing, Wi-Fi facilities in hostels etc. The Hon'ble Vice Chancellor agreed to consider these issues as par norms and by following procedures.

IQAC Coordinator Prof. V. K. Singh summarized all the points and the meeting ends with the vote of thanks to the Chair.



Prof. V. K. Singh  
IQAC Coordinator



Vice Chancellor  
Motherhood University, Roorkee  
Prof. (Dr.) Narendra Sharma  
IQAC Chairman