

OFFICE OF DIRECTOR, I.Q.A.C, PEOPLE'S UNIVERSITY BHOPAL (M.P)
PU/DIR/IQAC/2018/ 273

Date: 16/10/2018

By mail / Urgent

MINUTES OF MEETING

A meeting of Internal Quality Assurance Cell of People's University was conducted on 15/10/2018 at 2.30 P.M. in Conference hall. Meeting was chaired by Hon'ble Vice-Chancellor, People's University. It was attended by Director, I.Q.A.C, Registrar, COE, Dean Academic Affairs, Faculty members of all levels as members, & Nominee of Employers.

Director, I.Q.A.C Welcomed Hon'ble Vice Chancellor, All Officers & all Members of I.Q.A.C

Following agenda has been discussed

1. Orientation of new members of IQAC:- was done regarding guidelines for creation of I.Q.A.C, submission of A.Q.A.R. (Annual Quality Assurance Report), Objectives, Strategies, Functions, benefits, & Composition of I.Q.A.C (Photo Copy enclosed). Although I.Q.A.C of People's University & many Constituent Units were fully functioning since long as Internal academic Audit as per guidelines of statutory bodies, Internal Quality Assurance Cell of People's University has been reconstituted vide letter No.882 dated 06/10/2018, after NAAC peer team Inspection in September 2018 & in compliance of NAAC guidelines (Copy enclosed)

2. Future Course Of actions of I.Q.A.C :-

- The membership of such nominated members shall be for a period of two years from date of issue.
- The I.Q.A.C should meet at least once in every quarter. The quorum for the meeting shall be two-third of total number of members.
- The agenda, minutes and action taken report are to be documented with official signatures and to be maintained electronically in a retrievable format.
- It is necessary for the members of I.Q.A.C to shoulder the responsibility of generating & promoting awareness in their institutions & to devote time for working out the procedural details.

3. Procedure for revision of curriculum syllabus:-

- The I.Q.A.C has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the I.Q.A.C will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning and also for steps towards revision of curriculum/syllabus
- The I.Q.A.C should derive major support from the already existing units & mechanism that contribute to the fulfillment of functions and to facilitate institutions towards academic & research excellence which institutions may adopt as per their specific needs.

Hence all HOI's are requested to send criteria wise monthly Information & actions taken towards academic upliftment & excellence, promotion of research & towards revision of curriculum /syllabus etc. by 3rd of every month to the undersigned.

- Monitoring mechanism for Mandatory submission of A.Q.A.R by I.Q.A.C :-

University has to submit Annual Quality Assurance report (A.Q.A.R) by functional I.Q.A.C to NAAC by 30th October 2019, as minimum requirement for subsequent 2nd cycle & onwards accreditation. Before submission it should be approved by B.O.M & Governing body. Regular Updating of A.Q.A.R on University Website should be done. I.Q.A.C should have a separate window on University website. Minutes of each meeting should also be regularly uploaded on University website.



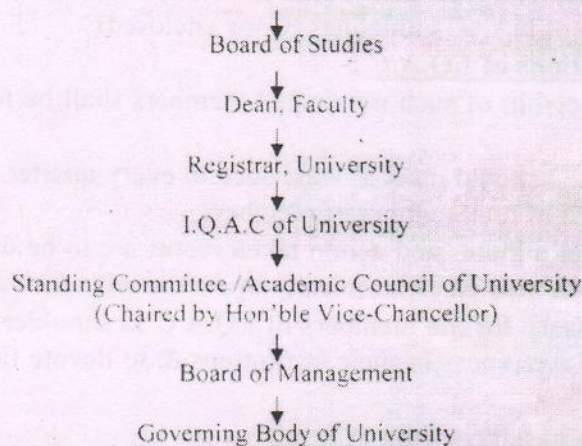
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- A.Q.A.R of I.Q.A.C should be submitted in format A & B in form of an annual self-reviewed progress report detailing tangible results achieved in key areas specifically identified by I.Q.A.C in perspective plan, worked out for A.Q.A.R period i.e. academic year
4. Any other matter with permission of Chair.
- Hon'ble Vice-chancellor has advised to frame flow chart for convenience of working in Institutions & University.
 - Any matter regarding academic excellence, promotion of research, revision of curriculum / Syllabus, introduction of new courses , overall uplifting of personality development, promotion of co-curricular extra curricular activities& sports/ employability /Placements/ carrier counseling /startups/academic development of faculty, staff & students and any step for over all improvement of administrative functioning of Institute has to be discussed by I.Q.A.C & their minutes to be put up for approval to



- Meeting ended with vide of thanks to Hon'ble Vice-Chancellor & All members with a request to all HOI's to send desired criteria wise monthly information by 3rd of every month.
- Next Meeting of I.Q.A.C shall be held on 26th December 2018 at 02.30 P.M. in conference Hall.
(Approved by Competent Authority).

V. Pandya
16-10-2018
(Dr. V.K. Pandya)
(Director Academics/I.Q.A.C)
People's University

Copy to:-

1. Hon'ble Chancellor, People's University.
2. Hon'ble Vice-Chancellor, People's University
3. Pro. Vice-Chancellor, People's University
4. Registrar, People's University with request for action regarding regular uploading of minutes on university website.
5. All HOI's , People's University
6. COE/DAA/DSW/Deputy Registrar, All Officer, People's University
7. All Members, I.Q.A.C



No. PU/Dir. Acad./I.Q.A.C./2019/15

Date: 24.01.2019

Minutes of Meeting- IQAC

A meeting of Internal Quality Assurance Cell, reconstituted vide order dated of 6/10/2018 was held on 22/1/2019 at 3:30 PM chaired by Hon'ble Vice Chancellor and attended by Director IQAC, Registrar and members of I.Q.A.C committee. Following points were discussed.

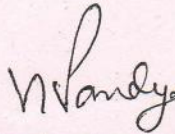
1. It was informed by Director IQAC that Administrative Academic Audit team constituted vide order dated. 27/10/2018 under chairmanship of Director Academics has conducted the Audit (AAA) of all Constituent Units and CSRD from 8/1/2019 to 19/1/2019 as per part B of Annual Quality Assurance Report (AQAR) provided by NAAC Directorate.
2. During visits to all Constituent Units, AAA team verified information pertaining to criteria 1 to 7 and provided guidance to concerned nodal officers and advised them to submit the corrected quarterly IQAC/ academic audit reports to University of first quarter from Oct-Dec 2018.
3. **Director IQAC informed that duly verified reports of Quarterly I.Q.A.C/ Academic Audit have been received in Form B from all constituent units. IQAC team was of the opinion that quarterly IQAC/Academic Audit reports received from all institutions should be duly compiled by AAA team and presented before IQAC on 9/02/2019 at 2:30 pm in conference hall of People's University.**
4. Attention of HOIs present in the meeting was drawn to desired information about out -reach camps clearly mentioning dates of visit, objectives, and thematic areas with tangible outcomes including tentative beneficiaries which had not been still submitted by some Constituent Units.
5. All HOIs have been requested to get their students registered with Youth Red Cross wing at the earliest as per NAAC requirement.
6. It was reiterated that information from institutions about Journal Club activities have been received only from 4 institutions. Other institutions have been requested to send the information at the earliest and do so regularly in the future.
7. **Dean Academic Affairs have been requested to complete the compilation work of Form B of all institutions by AAA team by 02.02.2019.**

(Approved by competent Authority)

Meeting ended with vote of thanks.

Copy to: -

1. Hon'ble Vice-Chancellor, People's University.
2. Hon'ble Pro Vice-Chancellor, People's University.
3. Registrar People's University
4. Dean Academic Affair People's University
5. All H.O.Is People's University
6. All I.Q.A.C members People's University
7. All A.A.A members People's University


24.01.2019
Director Academics / I.Q.A.C
People's University



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No. PU/Dir. Acad./I.Q.A.C./2019/31

Date: 18.02.2019

Minutes of meeting of IQAC, People's University

A followup meeting of IQAC was held on 16/02/2019 at 2:30 PM chaired by Hon'ble Vice Chancellor & attended by Director IQAC, Registrar and all members of IQAC.

Following points were discussed:-

1. It was informed by Director IQAC that consequent upon inspection of all constituent units by AAA team of People's University, first quarterly IQAC reports from October – December 2018 in form B have been received by the People's University.
2. All duly verified quarterly reports of Institutions have been compiled & presented before the IQAC on 16/02/2019 at 2:30 PM.
3. Members of IQAC were of the opinion that certificates may be awarded to the students for value added courses and their grades may be indicated in their final year mark sheet, as per provisions of respective statutory bodies.

They also opined that although the feedback forms are common, their mode of administration is different in different constituent Units. Hence these forms may be made available on a common platform like the People's University website so as to maintain uniformity among the constituent units. (Action Registrar, P.U)

4. PO/PSO/CO Of all the institutions are to be reviewed at the earliest and uploaded on the website. (Action D.A.A)
5. Director IQAC apprised the members about the student satisfaction survey and he informed the members that a committee will be formed to create a survey questionnaire to maintain uniformity for all students. (Action D.A.A)
6. Hon'ble Officiating Vice Chancellor, Dr. Neeraj Upamanyu proposed that best teacher and best department award may be instituted under aegis of People's University to encourage the faculty members. He also ^{made} proposals that Faculty/Students may submit their research proposals and meritorious may be funded by the university. (Action Registrar.)

Meeting ended with vote of Thanks.

W. Pandey 18-02-2019

Director I.Q.A.C/Academics
People's University

Copy to: -

1. Hon'ble Vice-Chancellor, People's University.
2. Registrar, People's University
3. Dean Academic Affairs, People's University
4. All Member of I.Q.A.C, People's University.

No. PU/Dir. Acad./I.Q.A.C./2019/62

Date: 23.04.2019

Minutes of meeting of IQAC, People's University

A follow up meeting of IQAC was held on April 20, 2019 at 2:30 PM in Conference Hall chaired by Honourable Vice Chancellor & attended by Director IQAC, Registrar, Dean Academic Affair, Assistant Registrar Academic and all members of IQAC.

Minutes of previous meetings of IQAC dated January 01, 2019 and February 16, 2019 were reviewed:-

1. Honourable Vice Chancellor & IQAC has approved the minutes and also decision regarding award of certificates for value added courses and for their mention in final year mark sheet, as per provisions of respective statutory bodies. (Action by COE)
2. Honourable Vice Chancellor had been apprised of mailing of all feedback forms to the institutions. He has suggested to upload the proforma of feedback forms on University Website immediately. (Action by Registrar)
3. PO/PSO/CO of all the institutions had been reviewed by IQAC on the website. Honourable Vice Chancellor has instructed all HOIs to moderate and strengthen PO/PSO/CO by all departments of their institutions and also to take guidance from other universities and regulations of other statutory bodies. This work should be completed by 9th May 2019 positively. (Action by all HOIs)
4. Honourable Vice Chancellor and IQAC members were apprised of preparation of questionnaire of student satisfaction survey to maintain uniformity for all students. Honourable Vice Chancellor and committee approved the model questionnaire and requested Registrar to circulate by email to all institutions for quarterly conduction of the survey. (Action by Registrar)

Minutes of meetings as on April 20, 2019 were:-

1. **Choice Based Credit System:** - Controller of Examination and Dean Academic Affairs will make the basic structure of Elective Course for Management, Engineering and Life Sciences before next meeting on 15 May 2019. (Action by COE)
2. Dr Raghvendra Gumastha (Associate Professor, Department of Community Medicine, PCMS&RC) re-emphasized, in line with his earlier suggestion made in the meeting dated February 16, 2019, on the essentiality, urgency and importance of enlisting only duly verified and validated data, achievement and progress in

- a. Quarterly report;
- b. Minutes of IQAC meeting; and,
- c. IQAC implementation cum monitoring.

It will clarify and appropriately represent the present status, road to growth and visibility of quality initiatives undertaken and planned by the University and its constituents units.

(Action by DAA)

3. Honourable Vice Chancellor and committee had reviewed criteria I to III of Part B of compiled IQAC submitted by AAA and DAA. Honourable Vice Chancellor has suggested to compile data of all criteria of all institutions collectively and then to enter in IQAC report along with substantial information. This work has to be done by AAA (Academic Administrative Audit) and to be put up by DAA in next meeting fixed on 15 May 2019.
4. It has also been instructed to seek guidelines from NAAC Directorate regarding period for first AQAR and date of its submission. **(Action by Registrar)**
5. Honourable Vice Chancellor has suggested that Criteria for giving award to best teacher and best department should be decided by Dr Raghendra Gumastha (Associate Professor, Department of Community Medicine, PCMS&RC). He is requested to prepare it for next meeting.

Next meeting of IQAC shall be held on May 15th, 2019 at 2:30 PM in Conference Hall of People's University.

Meeting ended with vote of Thanks.

V. Pandey
23.04.2019

Director I.Q.A.C/Academics
People's University

Copy to: -

1. Honourable Vice-Chancellor, People's University.
2. Registrar, People's University
3. Dean Academic Affairs, People's University
4. All Member of I.Q.A.C, People's University.
5. All members of AAA (Academic Administrative Audit) team



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No. PU/Dir. Acad./I.Q.A.C./2019/66

Date: 25.05.2019

Minutes of Meeting of I.Q.A.C, People's University

A followup meeting of I.Q.A.C was held on May 15, 2019 at 2:30 p.m in Conference Hall chaired by Hon'ble Vice Chancellor & attended by Director I.Q.A.C, Registrar, Dean Academic Affairs and all members of I.Q.A.C.

Minutes of previous meetings dated April 20, 2019 were reviewed:-

1. Hon'ble Vice Chancellor & I.Q.A.C members had been apprised by Registrar about uploading of proforma of feedback forms on University Website.
2. Hon'ble Vice Chancellor & I.Q.A.C members had been apprised by Dean Academic Affairs, about progress of moderation and strengthening of PO/PSO/CO for finalization. Dean Academic Affairs had informed that work shall be completed by 15th June 2019 and also guidance from other Universities shall be obtained. (Action by All HOI's & Dean Academic Affairs)
3. It was informed by Registrar to Hon'ble Vice Chancellor & I.Q.A.C members about circulation of model questionnaire of student satisfaction survey to all Institutions. HOI's have been instructed for quarterly conduction of survey. (Action by HOI's)
4. COE had put up draft proposal of introduction of CBCS in selective courses of Management & Engineering; Hon'ble Vice Chancellor had instructed COE to reform the draft in consultation with Dean of Faculty of Management & Engineering. It has been instructed by Hon'ble Vice Chancellor to start CBCS for new entrants in above courses in next academic year after finalization of the draft. COE has to put up to Hon'ble Vice Chancellor for final decision. (Action by COE)

Discussions on 15/05/2019:-

1. Hon'ble Vice Chancellor had instructed Registrar to send a reminder request at the earliest to NAAC Directorate to seek guidelines regarding period of AQAR and last date of its uploading on University portal and submission to NAAC directorate. (Action by Registrar)
2. In Previous meeting dated 20/04/2019, Hon'ble Vice Chancellor & IQAC members had reviewed criteria I to III of part B compiled IQAC & submitted by Dean Academic Affairs. As per suggestion of the committee, data of all criteria of all institutions had been compiled collectively for entry in IQAC report. The work has been done & presented by Dean Academic Affairs on 15/05/2019, for subsequent uploading on website. It has been observed that in 2nd Quarter of Academic Administrative Audit (AAA) from 1st January 2019 to 31st 2019 March there is distinguishable addition & improvement in all Criteria of Institutions as compared to 1st Quarter Audit. (Action by Dean Academic Affairs)
3. Hon'ble Vice Chancellor and committee had decided that suggestions for giving award to best teacher and best department should be presently kept on hold till further instructions.

Next Meeting of I.Q.A.C shall be held on 15/07/2019 at 02:30 pm in Conference Hall of People's University to discuss compiled Academic Administrative Audit report (AAA) of all institution for third Quarter from 1st April 2019 to 30th June 2019, for finalisation of I.Q.A.C report.

Meeting ended with vote of thanks.

M. Pandya

Director I.Q.A.C/Academics
People's University

Copy to:-

1. Hon'ble Chancellor, People's University.
2. Hon'ble Vice-Chancellor, People's University.
3. Registrar, People's University.
4. Dean Academic Affairs, People's University.
5. All members of I.Q.A.C People's University.
6. All members of AAA (Academic Administrative Audit).Team.