



**Date: 19.04.2021**

**MINUTES OF THE FIRST MEETING OF THE IQAC COMMITTEE**

**Present:**

Dr. Anand Mahalwar (Chairperson),  
Dr. B.P. Bhol,  
Dr. Arun Kumar Singh,  
Dr. Garima Diwan,  
Dr. Bhupendra Sahu,  
Dr. Shameem Ahmed Khan,  
Mr. Mahendra Sonkar,  
Mr. Praveen Yadaw,  
Ms. Vimla Sona,  
Ms. Kesharlata Sahu,  
Mr. Yashwant Raj,  
Ms. Rekha Sahu,  
Mr. Sunil Sahu,  
Mr. Paras Ram Sahu,  
Ms. Lalita Sahu,  
Dr. N. Kumar Swamy (Director, IQAC)

**Agenda Discussed:**

**1. Welcome and Introduction:**

Dr. Anand Mahalwar welcomed all members and emphasized the importance of IQAC in enhancing the quality of educational processes.

**2. Discussion on the Objectives of IQAC:**

The committee discussed the planning, guiding, and monitoring of QA and QE activities for the academic year 2021-2022.

**3. Roles and Responsibilities of IQAC Members:**

The roles and responsibilities were reiterated, and members were encouraged to actively participate in quality enhancement activities.

**4. Academic and Administrative Audit:**

Plans were laid out for a comprehensive audit to ensure academic and administrative efficiency.

**5. NAAC Review:**

The committee discussed preparations for the upcoming NAAC review, emphasizing the need for documentation and evidence of quality initiatives.

**6. Feedback from Stakeholders:**

A three-stage feedback mechanism was proposed:  
(A) Planning at the start of the session





- (B) Mid-session feedback collection and analysis  
(C) End-of-session action taken report with evidence

7. **Lesson, Lecture Plan, and Syllabus Coverage:**  
Members emphasized the importance of timely syllabus completion and proposed a monitoring mechanism.
8. **Implementation of NEP and Bloom's Taxonomy:**  
Strategies were discussed to integrate the National Education Policy and Bloom's Taxonomy in teaching methodologies.
9. **Use of ICT in Teaching:**  
The committee stressed the importance of incorporating modern ICT tools in teaching and proposed training sessions for faculty.
10. **Application for Rankings:**  
Plans were laid out to apply for NIRF and Times rankings, emphasizing the need for data collection and documentation.
11. **E-Governance Implementation:**  
The committee discussed the benefits of e-governance and proposed a phased implementation plan.
12. **FDP and MDP Planning:**  
Plans for Faculty Development Programs and Management Development Programs were discussed, with a focus on enhancing teaching skills and management practices.
13. **Research and Development:**  
The committee emphasized the importance of research publications, patents, and encouraged faculty to pursue research activities.
14. **Dissemination of Information:**  
Strategies were discussed to effectively disseminate information on quality parameters to all stakeholders.
15. **Organization of Workshops and Seminars:**  
The committee proposed a calendar of events for organizing workshops, seminars, and conferences on quality enhancement.
16. **Modern Teaching-Learning Pedagogy:**  
Members discussed the integration of modern teaching methods to enhance the learning experience.
17. **Examination Reforms:**  
Proposals were made for reforms in the examination system to ensure fairness and transparency.
18. **Value-Added Courses:**



The committee discussed introducing courses that add value to the regular curriculum, enhancing students' employability.

**19. Committee Dissemination:**

The roles and responsibilities of various committees were discussed, ensuring clarity in operations.

**20. Patents, Consultancies, and Funding:**

Members were encouraged to pursue patents, consultancies, and seek funding from government and non-government agencies.

**21. MOUs with Industries:**

Plans were laid out to establish MOUs with industries and reputed institutions to enhance industry-academia collaboration.

**22. Incubation and Alumni Association:**

The committee discussed the establishment of an incubation center, centers of excellence, and strengthening the alumni association.

**23. Extension and Outreach Activities:**

Members proposed various outreach activities to enhance the university's societal impact.

**24. Training and Placement Modules:**

The committee discussed strategies to enhance training and placement activities, emphasizing modules for higher studies.

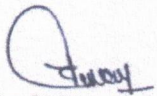
**Action Points:**

1. Dr. Garima Diwan and Dr. Bhupendra Sahu will lead the NAAC review preparations.
2. Mr. Praveen Yadav will coordinate with the IT department for e-governance implementation.
3. Dr. Shameem Ahmed Khan will oversee the organization of workshops and seminars for the academic year.
4. Dr. N. Kumar Swamy will coordinate with faculties for the implementation of NEP and Bloom's Taxonomy.

**Next Meeting:** The date for the next meeting will be communicated shortly.

The meeting concluded with a vote of thanks from the Chairperson, Dr. Anand Mahalwar.

**Minutes Prepared By:**



**Dr. N. Kumar Swamy**  
Director, IQAC Committee,  
ISBM University



**REGISTRAR**  
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