

**Minutes of the Internal Quality Assurance Cell, University of Allahabad**  
**Held on Tuesday, 18.09.2023 at 11:00 a.m. (Online mode)**

**MEMBERS PRESENT**

S.N.	Name	Role
1.	Prof. Sangita Srivastava, Vice Chancellor	Chairperson
2.	Dean, Faculty of Science	Member
3.	Dean, Faculty of Arts	Member
4.	Dean, Faculty of Commerce	Member
5.	Dean, Research & Development	Member
6.	Dean, College Development	Member
7.	Prof. Ashish Khare, Dept. of Electronics and Communication	Member
8.	Prof. Jaya Kapoor, Dept. of English	Member
9.	Registrar, University of Allahabad	Member
10.	Proctor, University of Allahabad	Member
11.	Dean, Students welfare	Member
12.	Prof. J.N. Tripathi, Dept of Earth & Planetary Sciences,	Member Secretary / Coordinator

**Member who could not attend the meeting owing to their pre-occupation**

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|----|---|--------|
| 1. | Director, MNNIT, Prayagraj                            | Member |
| 2. | Shri Sandeep Kumar, Sr. Director, Infinera, Bangalore | Member |
| 3. | Brig. Atul Kumar, Army Head Quarters, New Delhi       | Member |



The Chairperson, IQAC extended a warm welcome to all the members of the IQAC. Predefined agenda was discussed in the meeting and after brainstorming following decisions were made:

**Agenda 1. Confirmation of the Minutes of the Previous Meeting held on 16<sup>th</sup> June 2023.**

After the formal welcome of the Hon'ble Chairperson, a status check has been done as per the minutes of the IQAC meeting held on 16<sup>th</sup> June 2023:

- The major milestone in the University has been achieved through inauguration and implementation of an e-office portal (letter no. 05/R/1737/2023 dated 04/08/2023) in the University. This initiative will ease the administrative functioning in the University since file movement in the University has been made mandatory via the e-office portal.
- To ensure on-time scheduling of the academic year, the admission procedure for post-graduation and graduation courses have been started with notice dated 30/06/2023 and 12/07/2023 respectively with the instructions to complete the admission process as per the mandate of UGC.
- The stakeholders of the university have been trained by a live web telecast session on the implementation of NEP at the University Level organised vide letter no. 05/R/1602/2023 dated 28/07/2023.

The newly recruited faculty members have been trained for implementation of NEP at the departmental and university level with a faculty development programme during 19<sup>th</sup> to 25<sup>th</sup> August 2023.

The non-teaching employees have also been trained for the implementation of NEP with basic training sessions from 25/09/2023 to 29/09/2023 vide letter no. रा.भा./प्रशिक्षण/2023/194 dated 24/08/2023.

- The checking of identity card has been strengthened by the Proctorial board of the University on regular basis in order to prevent any nuisance at the premises of the University by unauthorized students vide letter No. 05/R/1550/2023 dated 16/07/2023.

**Agenda 2. Brief updating of ongoing Faculty recruitment process (Advt. No. - UoA/Prof/01/2021; UoA/Asso Prof/01/2021; Advt. No. - UoA/Asst Prof/01/2021)**

The chairperson informed that a total of 296 faculty members in 23 departments have been appointed so far. This is major step taken by the University in order to improve teacher-taught ratio.

**Agenda 3. Brief updating of the ongoing non-teaching recruitment process (Advt. No: AUNT/02/2021; AUNT/03/2021; AUNT/04/2021)**

It was informed by the Chairperson that a total of 346 non-teaching staff members have joined so far in the University. The appointment process is still going on.

**Agenda 4. Status of promotion of faculty members under CAS scheme to enhance of quality of the University.**



It was informed by the Chairperson that a total of 75 faculty members in various Departments/Centres have been promoted under the CAS so far. The University is committed to provide the benefit of CAS to eligible faculty members in time bound manner.

**Agenda 5. Alumni cell proposal at every department/ centre/unit.**

As per suggestion of the Member Secretary, IQAC, the Chairperson and members agreed that one person from each department would be assigned to maintain and augment the data base of their Alumnus.

**Agenda 6. Highlighting the achievements of the individuals and departments through different forums.**

It has been discussed to develop a system to collect and disperse information on the achievements of a department and its faculty members, students and employees. It will be the responsibility of the Head/Coordinator of the Department/Centre to collect this information.

**Agenda 7. Quality monitoring of academic activities.**

The Dean College Development will circulate a notice to request syllabi in the new format for the past 5 years in the constituent colleges. The Dean R&D will provide details on the seven new curricula introduced by the departments of the University.

**Agenda 8. A brief summary of the FDP held from 29.08.2023 to 25.08.2023**

Prof. Jaya Kapoor will draft a document for strategic planning, including faculty development programs.

**Agenda 9. Any other item with the permission of the chair**

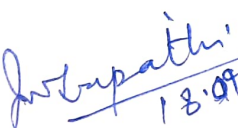
The chairperson suggested the following agendas:

- The feedback process will help to improve the university's functioning as per the requirements of its stockholders. So, Coordinator NAAC will circulate a format to collect feedback from Students, their Parents, their Employers and the Teaching and Non-teaching employees of the University.
- The Chairperson directed Dean R&D to implement the syllabus in various Departments/Centre of the University as per the suggestions of Coordinator NAAC keeping in mind the NEP.
- The Registrar is directed to collect data on outreach activities done by the departments/faculties/institutions/offices of the University and associated organisations, e.g., NSS and NCC. The Chairperson suggested that Dr. Farida Ahmad of the Department of Family and Community Sciences would help with the same.
- The possibility of adding marks for extension activities on students' mark sheets for enhancement of the extension activities has been discussed and the Registrar is directed to finalise the process in consultation with Controller of

Examination, Head/Coordinator of the Department/Centre and other stakeholders. .

- The cultural and extension activities at the University require proper geo-tagged photo coverage, so Coordinator NAAC is requested to organise a workshop for the faculty members to get them acquainted with geo-tagged photography.
- It has also been discussed that the Department/Centre should assign remedial classes to address the needs of fast and slow learners and student diversity. The documentation of the same may be prepared by the Head/Coordinator of the Department/Centre.
- The handling of grievance related to examinations is also been discussed and need to be improved with proper evidence. The effort should be made by Controller of Examination to implement online grievance redressed mechanism for the grievances related to examinations.
- Dean R&D will provide updates on research related to climate change, indigenous knowledge and green initiatives and the same has to be updated on the University website.
- Dean R&D will provide details on seed money and recently developed instrumental technology for research in the University.
- The Incubation Cell of the University is actively working to inculcate new ideas. So, detailed information on the number of registered participants in the incubation cell would be updated by the Registrar.
- Dean R&D mentioned that a policy document for consultancy services is in progress and will be finalised after discussion.
- Coordinator NAAC suggested the University can award a certificate to outstanding researchers. The distinguished alumni of the University can also be awarded for their contribution to the society, e.g., Shree Deepak Bhargav will be awarded an honorary degree.

The meeting concluded with a *Vote of Thanks* to the Chairperson Prof. Sangita Srivastava and members by Prof. J.N. Tripathi.

  
18.09.2023  
(Prof. J. N. Tripathi)  
Member Secretary/  
Coordinator, IQAC  
Co-ordinator IQAC  
University of Allahabad  
Prayagraj

  
18/09/2023  
(Prof. Sangita Srivastava)  
Vice Chancellor  
Chairperson, IQAC  
Vice-Chancellor  
University of Allahabad