

SHRI RAMSWAROOP MEMORIAL UNIVERSITY

Minutes of Meeting of Internal Quality Assurance Cell (Ref. SRMU/IQAC/02/2021-22/29th November)

A meeting of IQAC Cell was convened under the chairmanship of Hon'ble Vice Chancellor Prof. (Dr.) A.K. Singh. The details are as follows:

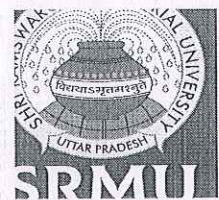
Date: November 22, 2021

Time: 02.30 P.M.

Venue: Mini Auditorium

The following HoDs/Deans/Director and faculty members were present:

- Prof. (Dr.) Ajay Prakash, Pro-Vice Chancellor
- Dr. Vijaya Sethi, Dean, FoHSS
- Prof. (Dr.) VN Pathak, Dean, FoMSS
- Dr. Shalini Agarwal, HOD, DCSE
- Prof. (Dr.) Abhishek Saxena, Dean, FoCE
- Dr. Akanksha Nigam, COE
- Dr. Alkesh Agarwal, Dean, FoECE
- Dr. Prachi Bhargava, Director, IAST
- Dr. Alka Singh, Dean, FoC&E
- Dr. R.D. Yadav, Librarian
- Dr. Sudhir Kumar, Officiating Director, ILS
- Dr. Binit Kumar Gupta, Head, DCA
- Dr. Ram Gopal Singh, Dean, FoPS
- Dr. Anant Kumar Srivastava, Dean, FoM
- Dr. Sunil Kumar, Dean, FoBS
- Dr. Krishna Srivastava, Dean, FoCY
- Mr. Rohit Upadhyay
- Mr. T.J. Stalin
- Dr. R.S. Bajpai, Dean, FoEE
- Mr. Munish Malhotra, Deputy Registrar - Admin
- Ms. Neha Goel, Deputy Director - HR



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Prof. (Dr.) Niraj Gupta, Director, IoT and IQAC

Prof. (Dr.) Rajesh Porwal, Dean, FoME and Associate Director, IQAC

Dr. Shilpa Shukla, Associate Professor, FoHU and Assistant Director, IQAC

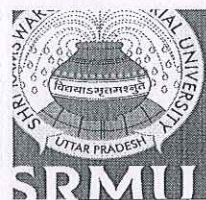
Dr. Divya Gupta, Associate Professor, FoBS and Assistant Director, IQAC

Dr. Anushree Singh, Associate Professor, FoM and Assistant Director, IQAC

Dr. Saurabh Shukla, Associate Professor, FoCE and Assistant Director, IQAC

The meeting started with a welcome note by Prof. (Dr.) Niraj Gupta, Director, IQAC. The following agenda points were discussed:

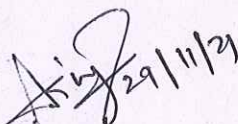
S.No.	Agenda	Proceeding and Decision	Action/Information
1		Prof. (Dr.) Niraj Gupta welcomed the members and invited Dr. Divya Gupta to present Administrative Audit Report.	All the members of IQAC
2	Administrative Audit Report	Dr. Divya Gupta, presented data of Administrative Audit Data of the various administrative departments. She discussed about the different parameters of Audit checklists and explained the criteria for scoring of various departments which is based only on department wise audit checklist prepared by IQAC.	All Directors & Deans/Coordinators of Steering Committee/HR Cell/Administration Office/Store & Procurement/Sports Office/System Administration/Registrar Office/Finance Office/Exam-Cell/Placement & Corporate Relations/Admission & Public Relation/Proctor Office/ Warden Office/ Academic Collaboration, Industrial Interaction & Entrepreneurship / Internal Quality Assurance Cell/ Research & Consultancy/ Academic Cell / Library
3	Ranking of departments based on Quality assurance data	Dr. Divya Gupta, apprised that ranking is based on the analysis of audit checklist report submitted by the coordinator of audit teams of respective departments. While calculating percentage utmost care has been taken wherever applicable for not applicable points. Finally, she presented the ranking:	All Directors & Deans/Coordinators of Steering Committee/HR Cell/Administration Office/Store & Procurement/Sports Office/System Administration/Registrar

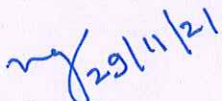


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Administrative Offices	Percentage marks obtained	Category	Rank	
Examination cell	85.6	Very Good	1	Office/Finance Office/Exam-Cell/Placement & Corporate Relations/Admission & Public Relation/Proctor Office/Warden Office/Academic Collaboration, Industrial Interaction & Entrepreneurship / Internal Quality Assurance Cell/ Research & Consultancy
Central Library	75.8	Very Good	2	
Student welfare	70.1	Good	3	
Registrar office	70	Good	4	
Administartion	68.2	Good	5	
Research Cell	64.8	Good	6	
HR Cell	61.6	Good	7	
Training and Placement	47.6	Satisfactory	8	

6	Preparation of NAAC PTV.	<p>Prof. (Dr.) Niraj Gupta thanked all the Departments and audit team members for their full cooperation and support for the conduction of Administrative Audit in spite of busy schedule. He then invited Hon'ble Vice Chancellor Sir and Pro-Vice Chancellor to address the members regarding preparation of NAAC PTV.</p> <p>Prof. (Dr.) Ajay Prakash, Pro-Vice Chancellor, has highlighted the importance of quality assurance in administrative departments of academic institutions. He further appreciated the process and methodology of audit and said that, this is the first time IQAC has conducted the audit of administrative departments.</p> <p>Prof. (Dr.) A.K. Singh, Vice Chancellor, deliberated that administrative departments are support functions for academic institutions and in order to provide support in effective and efficient manner it is important to have regular check and improvements on process and methods adopted by such departments.</p>	All Directors & Deans/Coordinators of Steering Committee/HR Cell/Administration Office/Store & Procurement/Sports Office/System Administration/Registrar Office/Finance Office/Exam-Cell/Placement & Corporate Relations/Admission & Public Relation/Proctor Office/Warden Office/Academic Collaboration, Industrial Interaction & Entrepreneurship / Internal Quality Assurance Cell/ Research & Consultancy
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Dr. Anushree Singh
(Assistant Coordinator, IQAC)


Dr. Niraj Gupta
(Director, IQAC)

Director (IQAC)
Shri Ramswaroop Memorial University
Barabanki, Uttar Pradesh