

## THE IIS UNIVERSITY, JAIPUR

### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is scheduled to be held on **Saturday, 30 July 2016, at 2:30 pm** in the Meeting Room, IISU Campus, Mansarovar, Jaipur. You are cordially invited to attend the same. The Agenda of the meeting is attached.

Kindly make it convenient to attend the same.

**Dr. Raakhi Gupta**  
**Registrar**

### AGENDA

ITEM	Agenda
I	To confirm the minutes of the last meeting held on 8 June 2016
II	To consider and approve the follow up action on the minutes of the last meeting held on 8 June 2016
III	To report regarding orientation Program of Newly admitted UG, PG and M.Phil./Ph.D. students in an innovative way.
IV	To share the reports of the following two committees with the members: (i) IISU Chemical Association Club (ii) Intellectual Property Management Cell
V	To apprise the members about 2-Week workshop on Research Methodology
VI	To approve the draft of 'AQAR 2015-16' to be submitted to NAAC
VII	Any other item with the permission of Chair

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)  
held on Saturday, 30 July 2016, at 2:30 pm in the Meeting Room, IISU  
Campus, Mansarovar, Jaipur.**

The following members attended the meeting:

<b>Name</b>	<b>Designation</b>
Dr. Ashok Gupta Vice Chancellor, IISU	Chairperson
Prof. Raakhi Gupta Registrar, IISU	Member
Prof. K.S. Sharma Advisor, IISU	Member
Prof. M.K. Sharma Dean, Faculty of Commerce & Management, IISU	Member
Prof. Pradeep Bhatnagar Dean, Faculty of Science, IISU	Member
C.A. Rajeev Sogani	Member- Management
Shri Kishore Chainani	External Member
Shri Rahul Kumar I.F.S.	External Member
Dr. Radha Kashyap	Member
Dr. Manisha Patni	Member
Dr. Seema Singh Rathore	Member
Dr. Arti Sharma	Member
Dr. Charu Sharma	Member
Dr. Sreemoyee Chatterjee	Member
Dr. Anubha Jain	Special Invitee
Dr. Ruchi Nanda	Special Invitee
Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

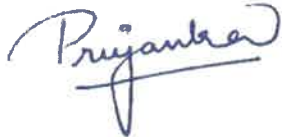
<b>Name</b>	<b>Designation</b>
Prof. T. N. Mathur	External Member- (Academic)
Shri Mahendra Surana I.A.S.	External Member
Dr. Subhash Garg Dean & Director, CRIT, IISU	Member
Prof. N.K. Jain Dean, Faculty of Arts & Social Sciences, IISU	Member
Dr. Roopam Kothari	Member
Prof. Roopa Mathur	Member
Prof. Nisha Yadav	Member
Ms. Radhika Gupta	Member-Alumna
Ms. Shubhangi Bhatnagar	Member-Student

ITEM	AGENDA	RECOMMENDATIONS
I	To confirm the minutes of the last meeting held on 8 June 2016	The minutes of the last meeting 8 June 2016 were unanimously confirmed.
II	To consider and approve the follow up action on the minutes of the last meeting held on 8 June 2016	Members took note of the action taken on various decisions of the Cell and found them satisfactory. After detailed deliberations, it was resolved that the report be approved. <b>(Annexure-I)</b>
III	To report regarding orientation Program of Newly admitted UG, PG and M.Phil./Ph.D. students in an innovative way.	<p>Members were informed that every year Orientation program is organised by the institute to acquaint newly admitted students with the systems and operations of the institute. In the new academic session, it was scheduled between 8-11 July 2016 for Undergraduate students, 18 July 2016 for PG students and 8 August 2016 for M.Phil/Ph.D. students.</p> <p>Besides this, IQAC had released an advisory to each department to do it innovatively at departmental level also, involving alumna and senior students of the Department.</p> <p>Pointers were provided by IQAC for the purpose of departmental presentations, interspersed with small activities involving each student. After the orientation, the feedback forms filled by the students were collected and compiled by the feedback monitoring committee. The same has been forwarded to the management for further action.</p> <p>Members applauded the efforts of IQAC.</p>
IV	<p>To share the reports of the following two committees with the members:</p> <p>(i) IISU Chemical Association Club</p> <p>(ii) Intellectual Property Management Cell</p>	<p><b>IISU Chemical Association Club</b></p> <p>Assistant Coordinator of the IISU Chemical Association Club Dr. Deepak Singh Rajawat, a special invitee in the IQAC meeting shared the report of various activities held under the banner of the club. He mentioned that the Association club emphasizes on quality in higher education by breaking the barrier of the traditional methods of imparting education. Under the association a number of innovative and beneficial practices have been conducted in the</p>

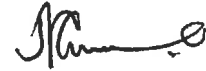
		<p>institute for the enrichment of staff and students; a report of the same has been tabled for information. Members took a note of it.</p> <p><b>Intellectual Property Management Cell</b></p> <p>A report of the Intellectual Property Management Cell (IPMC) of the University was submitted by its Coordinator Dr. Payal Mehtani to the IQAC vide email dated May 12, 2016. The highlights have been listed below while the detailed report are tabled for reference.</p> <ul style="list-style-type: none"> <li>▪ A Seminar on "Protection of Plant Varieties and Farmers' Rights" was organized on 10 March 2016 by The IIS University sponsored by The Protection of plant varieties and farmers Rights Authority (PPVFRA).</li> <li>▪ A Symposium on 'Intellectual Property Rights Leveraging and Management' was organized on 8 February 2016 by the institute along with academic partnership with Institute of Intellectual Property Research and Development in Hotel Hilton, Jaipur</li> <li>▪ A Seminar series was organized on 'How your research or other expression of ideas can be legally protected?' for Faculty of Science on 10-14 August 2015 and for Faculty of Arts and Faculty of Commerce and Management on 22-30 July 2015 at the institute.</li> </ul>
V	To apprise the members about 2-Week workshop on Research Methodology	For the academic growth of the institute, IQAC and CRIT jointly organized a 2-Week workshop on Research Methodology from 15 to 28 June 2016. Members appreciated the same and suggested that more such activities should be organized in future.
VI	To approve the draft of 'AQAR 2015-16' to be submitted to NAAC	A draft of the Annual Quality Assurance Report of the year 2015-16 was shared with members for seeking suggestions.

		Members expressed their satisfaction and accorded approval.
VII	Any other item with the permission of Chair	-

The meeting ended with a vote of thanks to the chair.



**Dr. Priyanka Mathur**  
**IQAC –Coordinator**



**Dr. Ashok Gupta**  
**Vice Chancellor**

## Annexure I

### Action taken report of IQAC meeting held on 8 June 2016

ITEM	RECOMMENDATIONS	ACTION TAKEN
I	The minutes were unanimously confirmed.	No action required
II	Members took note of the action taken report and found them satisfactory and approved.	No action required
III	Members were apprised about the information provided to NIRF, AIU Universities Handbook, DST and DSIR. Members took a note and appreciated the efforts of IQAC in timely submission of information asked for by the regulatory bodies and Government agencies.	No action required
IV	Members were informed regarding report on analysis of the faculty paper publications as per the data base viz. SCOPUS, Web of Science, Indian Citation Index and Google Scholar. Members suggested to find h-index of the University, taking total publications in Research profile of the University.	The h-index of the University was 6.
V	The reports of various committees were shared and suggestions were received from the members for following committees: <ul style="list-style-type: none"> <li>• Feedback Monitoring Committee</li> <li>• Equal Opportunity Cell</li> <li>• Alumnae Association Committee</li> <li>• Remedial Classes</li> <li>• Students' Welfare Committee</li> </ul> The suggestions were noted.	Action taken by the respective committees.
VI	Members were informed that the process of compilation of AQAR for 2015-16 has begun and soon it will be uploaded on the website.	AQAR 2015-16 compiled and forwarded for approval by BOM.
VII	Members were informed that a proposal under FIST scheme of Department of Science & Technology (DST) Govt. of India prepared by the Department of Environment and Life Sciences is ready for being submitted to DST. The members took a note of the same and asked for timely submission of the project.	The proposal was submitted on time.
VIII	Members were apprised regarding Academic Audit of various departments to be done. For this purpose, committees were to be constituted. The members unanimously authorized the Vice Chancellor for constituting the required committees for the purpose.	Action taken
IX	Members approved the IQAC calendar for	IQAC calendar

	session 2016-17 along with some suggestions.	implemented after incorporating suggestions given by members.
X	Members accorded the following suggestions for the desired outputs by IQAC:	
	<ul style="list-style-type: none"> <li>To conduct a workshop and invite IQAC experts from other Universities.</li> </ul>	Action taken
	<ul style="list-style-type: none"> <li>To prepare a list of reports of committees visited the University along with their observations and action taken on them.</li> </ul>	<p>Following committees visited the University:</p> <ul style="list-style-type: none"> <li>Committee constituted by the UGC for 12B status from 28 February to 1 March 2014</li> <li>Committee constituted by NAAC from 21 to 24 April 2014</li> </ul> <p>Action has been taken on almost all the recommendations made by the committees.</p>
	<ul style="list-style-type: none"> <li>In the conduct of Academic audit at least two External members should be taken.</li> </ul>	Action taken, one external member was associated in each of the three committees.
	<ul style="list-style-type: none"> <li>To separate UGC and IQAC cell so that IQAC can be strengthened.</li> </ul>	IQAC Cell is working separately. The University doesn't have any major projects from UGC hence need of a separate UGC cell has not been felt. Though, office of the Registrar is handling the general correspondence and other matters related to UGC, including proposals under various schemes, progress reports, utilization certificates etc.
	<ul style="list-style-type: none"> <li>IQAC should design such practices that ensure internal quality.</li> </ul>	Feedback system has been strengthened.
<ul style="list-style-type: none"> <li>A Committee should be constituted to review good practices of the University, which can be implemented.</li> </ul>	The Deans committee and internal members of IQAC reviews good practices of the University from time to time.	

## THE IIS UNIVERSITY, JAIPUR

### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is scheduled to be held on **Monday, 22 August 2016**, at **2:30 pm** in the Meeting Room, IISU Campus, Mansarovar, Jaipur. You are cordially invited to attend the same. The Agenda of the meeting is attached.

Kindly make it convenient to attend the same.



**Dr. Raakhi Gupta**  
**Registrar**

### AGENDA

ITEM	Agenda
I	To confirm the minutes of the last meeting held on 30 July 2016
II	To consider and approve the follow up action on the minutes of the last meeting held on 30 July 2016
III	To brainstorm and invite suggestions from members of the special committee constituted for restructuring of academic audit proforma.
IV	Any other item with the permission of Chair.



**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)  
held on Friday, 22 August 2016, at 2:30 pm in the Meeting Room, IISU  
Campus, Mansarovar, Jaipur.**

The following members attended the meeting:

<b>Name</b>	<b>Designation</b>
Dr. Ashok Gupta Vice Chancellor, IISU	Chairperson
Prof. Raakhi Gupta Registrar, IISU	Member
Prof. K.S. Sharma Advisor, IISU	Member
Prof. M.K. Sharma Dean, Faculty of Commerce & Management, IISU	Member
Prof. Pradeep Bhatnagar Dean, Faculty of Science, IISU	Member
C.A. Rajeev Sogani	Member- Management
Shri Kishore Chainani	External Member
Shri Rahul Kumar I.F.S.	External Member
Prof. Roopa Mathur	Member
Prof. Nisha Yadav	Member
Dr. Radha Kashyap	Member
Dr. Manisha Patni	Member
Dr. Seema Singh Rathore	Member
Dr. Arti Sharma	Member
Dr. Roopam Kothari	Member
Dr. Charu Sharma	Member
Dr. Sreemoyee Chatterjee	Member
Dr. Ankita Chaturvedi	Special Invitee
Dr. Sarabjeet Kaur Gogia	Special Invitee
Dr. Ruchi Jain II	Special Invitee
Ms. Shilpie Chakravarty	Special Invitee
Dr. Chhavi Jain	Special Invitee
Ms. Deepika Singh	Special Invitee
Dr. Ankita Jain	Special Invitee
Dr. Lata Shahani	Special Invitee
Dr. Smita Purohit	Special Invitee
Dr. Payal Mehtani	Special Invitee
Ms. Charu Jhamaria	Special Invitee
Dr. Swati Vyas Ramani	Special Invitee
Dr. Varsha Goyal	Special Invitee
Dr. Nidhi Bhargava	Special Invitee
Dr. Mini Mathur	Special Invitee
Ms. Surbhi Gupta	Special Invitee
Mr. Surendra Kumar Agarwal	Special Invitee
Ms. Shveta Parnami	Special Invitee
Dr. Rani Rathore	Special Invitee

Ms. Deepshikha Parashar	Special Invitee
Prof. Deepa Pareek	Special Invitee
Dr. Nidhi Sharma	Special Invitee
Prof. Sharad Rathore	Special Invitee
Dr. Swarnendu Bakshi	Special Invitee
Ms. Prachi Goswami	Special Invitee
Mr. Shwet Goel	Special Invitee
Dr. Neeru Jain	Special Invitee
Dr. Renu Shungloo	Special Invitee
Dr. Anima Vaish	Special Invitee
Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

<b>Name</b>	<b>Designation</b>
Prof. T. N. Mathur	External Member- (Academic)
Shri Mahendra Surana I.A.S.	External Member
Prof. N.K. Jain Dean, Faculty of Arts & Social Sciences, IISU	Member
Dr. Subhash Garg Dean & Director, CRIT, IISU	Member
Dr. Chandrani Sen	Special Invitee
Dr. Garima Srivastava	Special Invitee
Tanvi Vijay	Special Invitee
Ms. Radhika Gupta	Member-Alumna
Ms. Shubhangi Bhatnagar	Member-Student

ITEM	AGENDA	RECOMMENDATIONS
I	To confirm the minutes of the last meeting held on 30 July 2016	The minutes of the last meeting 30 July 2016 were unanimously confirmed.
II	To consider and approve the follow up action on the minutes of the last meeting held on 30 July 2016	Members took note of the action taken on various decisions of the Cell and found them satisfactory. After detailed deliberations, it was resolved that the report be approved. <b>(Annexure-I)</b>
III	To brainstorm and invite suggestions from members of the special committee constituted for restructuring of academic audit proforma.	In this meeting that was called to commence the academic audit procedure urgently; it was shared with members that a special committee was constituted by honorable chairman of IQAC to brainstorm and plan modus operandi for gathering required information and conduct Academic audit based on the framework provided by IQAC. The meeting was also attended by all the heads of departments. It was suggested that each department must fill the proforma and make proper documentation in support of the information provided, in the stipulated time period. The special committee worked extensively to finalize the proforma as it was urgently required to start the process of academic audit in the new session.
IV	Any other item with the permission of Chair.	-

The meeting ended with a vote of thanks to the chair.



**Dr. Priyanka Mathur**  
**IQAC –Coordinator**



**Dr. Ashok Gupta**  
**Vice Chancellor**

**Annexure I****Action taken report of IQAC meeting held on 30 July 2016**

<b>ITEM</b>	<b>RECOMMENDATIONS</b>	<b>ACTION TAKEN</b>
I	The minutes were unanimously confirmed.	No action required
II	Members took note of the action taken report and found them satisfactory and approved.	No action required
III	Members were informed regarding orientation Programs of Newly admitted UG, PG and M.Phil./Ph.D. students for session 2016-17. On the initiative of IQAC, organization of departmental orientations followed by its feedback was started. Members applauded the efforts of IQAC.	No action required
IV	The reports of the following two committees were shared with the members: (i) IISU Chemical Association Club (ii) Intellectual Property Management Cell Various activities of the club and cell were shared. Members took a note of it.	No action required
V	Members were apprised about 2-Week workshop on Research Methodology jointly organized by IQAC and CRIT from 15 to 28 June 2016. Members appreciated the same and suggested that more such activities should be organized in future.	A seven day workshop on Research Methodology has been planned in the month of November 2016.
VI	A draft of the Annual Quality Assurance Report (AQAR) of the year 2015-16 was shared with members for seeking suggestions. Members expressed their satisfaction and accorded approval.	AQAR was finalized and was further submitted for approval of Board of Management.
VII	Any other item with the permission of Chair	-

## THE IIS UNIVERSITY, JAIPUR

### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is scheduled to be held on **Tuesday, 31 March 2017, at 2:30 pm** in the Meeting Room, IISU Campus, Mansarovar, Jaipur. You are cordially invited to attend the same. The Agenda of the meeting is attached.

Kindly make it convenient to attend the same.

  
**Dr. Raakhi Gupta**  
**Registrar**

### AGENDA

ITEM	AGENDA
I	To confirm the minutes of the last meeting held on 22 August, 2016
II	To consider and approve the Action taken report of the last meeting held on 22 August, 2016
III	To review the progress of Academic Audit of the departments.
IV	To apprise the members on the proposal of a two day conference on 'Academic Audit'
V	To consider and approve the proposal for organizing Workshops on the theme 'Quality Benchmarks' for Teaching & Non teaching staff
VI	To share the reports of the following committees with the members and invite suggestions: <ul style="list-style-type: none"><li>• Feedback Monitoring Committee</li><li>• Chronicler Committee</li></ul>
VII	To invite suggestions for collecting information on 'Student Progression'
VIII	Any other item with the permission of the Chair.

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)  
held on Tuesday, 31 March 2017, at 2:30 pm in the Meeting Room, IISU  
Campus, Mansarovar, Jaipur.**

The following members attended the meeting:

<b>Name</b>	<b>Designation</b>
Dr. Ashok Gupta Vice Chancellor, IISU	Chairperson
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Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

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Dr. Roopam Kothari	Member
Ms. Radhika Gupta	Member-Alumna
Ms. Shubhangi Bhatnagar	Member-Student

ITEM	AGENDA	RECOMMENDATIONS								
I	To confirm the minutes of the last meeting held on 22 August 2016	The minutes of the last meeting 22 August 2016 were unanimously confirmed.								
II	To consider and approve the Action taken report of the last meeting held on 22 August 2016	Members took note of the action taken on various decisions of the Cell and found them satisfactory. After detailed deliberations, it was resolved that the report be approved. <b>(Annexure-I)</b>								
III	To review the progress of Academic Audit of the departments.	Members were informed that a proforma for Departmental information was developed and circulated to all the departments and most of the departments have submitted the filled proforma to IQAC. It was further informed that for conducting the Academic Audit of the following departments, three sub-committees have been constituted with the approval of the Hon'ble Vice Chancellor, each consisting of an External Expert and three Internal Experts. The scheduled dates are 3-6 May, 2017. <b>ARTS</b> <ul style="list-style-type: none"> <li>• Journalism &amp; Mass Communication</li> <li>• Fashion &amp; Textile Technology</li> </ul> <b>SCIENCE</b> <ul style="list-style-type: none"> <li>• Botany</li> <li>• Chemistry</li> </ul> <b>COMMERCE</b> <ul style="list-style-type: none"> <li>• Financial Studies</li> <li>• Business Management (BBM)</li> </ul> The committee members appreciated the decision of the cell and accorded their approval for the same.								
IV	To apprise the members on the proposal of a two day conference on 'Academic Audit'	The Coordinator shared with the members that IQAC is planning to conduct a 2 day national conference, for which proposal is being prepared for grant of funds from UGC-NAAC. The members expressed their satisfaction on the planning of a conference in the month of January/February, 2018 on 'Academic Audit' a theme which has been proposed by UGC-NAAC for the academic session 2017-18.								
V	To consider and approve the proposal for organizing Workshops on the theme 'Quality Benchmarks' for Teaching & Non-teaching staff	The proposal for organization of the following workshops for teaching and non-teaching staff members was shared with the members: <table border="1" data-bbox="730 1883 1404 2027"> <thead> <tr> <th data-bbox="738 1895 826 1933">S.No.</th> <th data-bbox="834 1895 1114 1933">Theme</th> <th data-bbox="1121 1895 1265 1933">Proposed dates</th> <th data-bbox="1273 1895 1396 1933">Duration</th> </tr> </thead> <tbody> <tr> <td data-bbox="738 1939 826 1977">1.</td> <td data-bbox="834 1939 1114 2016">Office Data documentation &amp; Organization (Non-</td> <td data-bbox="1121 1939 1265 1977">June, 2017</td> <td data-bbox="1273 1939 1396 1977">1 day</td> </tr> </tbody> </table>	S.No.	Theme	Proposed dates	Duration	1.	Office Data documentation & Organization (Non-	June, 2017	1 day
S.No.	Theme	Proposed dates	Duration							
1.	Office Data documentation & Organization (Non-	June, 2017	1 day							

		teaching staff)		
		2. Data collection and analysis with Excel (teaching & Non teaching staff)	July 2017	2 days
		3. Data collection & usage in Google docs (teaching & Non teaching staff)	August 2017	2 days
		4. Basic financial Literacy (teaching & Non teaching staff)	September, 2017	1 day
		5. Communication Skills & Writing in Professional Environment	21-22 Dec. 2017	2 days
		6. Developing Patents out of the research being done in the University (in collaboration with CRIT)	February, 2018	1 day

The members provided their approval for organizing the above mentioned workshops as per programme given above. However, for future it was suggested that these workshops should be organized either during summer or winter breaks i.e. in the month of May/June or December and accordingly included in the academic calendar.

Members provided their approval for the same.

VI	<p>To share the reports of the following committees with the members and invite suggestions:</p> <ul style="list-style-type: none"> <li>• Feedback Monitoring Committee</li> <li>• Chronicler Committee</li> </ul>	<p>The respective Coordinators of Feedback Monitoring Committee and Coordinator Chronicler Committee apprised the members of the various amendments and modifications proposed to be made in the functioning of the committees.</p> <p>In this regard, the following suggestion were made by the members of IQAC:</p> <ul style="list-style-type: none"> <li>• A channel be devised for feedback system to address the gaps between feedback collection and action taken.</li> <li>• Feedback should also be taken from the recruiters.</li> <li>• Feedback form should be concise and properly structured and should be administered to a smaller group to make it effective.</li> <li>• Chronicler Committee should also highlight the achievements and publications of the university.</li> <li>• A separate section should be established for data analysis and report preparation. A statistician should be appointed, for the purpose.</li> </ul>
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VII	To invite suggestions for collecting information on 'Student Progression'	<p>Members were informed that from time to time the UGC and other organizations ask the Universities for providing information related to 'Student Progression'. IQAC has made efforts to collect the information from the placement cell, alumnae committee, departments, faculty members and students. The information is collected through Facebook contacts, WhatsApp, emails and telephonically, however the number of alumnae, for which their information is currently available with the cell, is very less. Members were requested to give suggestions to upgrade or restructure this system for systematic inflow of required data. Following suggestions were made in this regard:</p> <ul style="list-style-type: none"> <li>• Data of student progression can be obtained through analytics engine like LinkedIn and naukri.com</li> <li>• Alumnae Association committee should make efforts to obtain data from alumnae regularly.</li> </ul>
VIII	Any other item with the permission of the Chair.	-

The meeting ended with a vote of thanks to the chair.



**Dr. Priyanka Mathur**  
**IQAC –Coordinator**



**Dr. Ashok Gupta**  
**Vice Chancellor**

**Annexure-I****Action taken report of IQAC meeting held on 22 August 2016**

<b>ITEM</b>	<b>RECOMMENDATIONS</b>	<b>ACTION TAKEN</b>
I	The minutes were unanimously confirmed.	No action required
II	Members took note of the action taken report and found them satisfactory and approved.	No action required
III	A special committee was constituted by honorable chairman of IQAC to brainstorm and plan modus operandi for gathering required information and conduct Academic audit based on the framework provided by IQAC. It was suggested that each department must fill the proforma and make proper documentation in support of the information provided, in the stipulated time period. The special committee worked extensively to finalize the proforma as it was urgently required to start the process in the new session.	The proforma was finalized and shared with all the Heads of Department for filling up of the required information.
IV	Any other item with the permission of Chair.	-