

Rani Durgavati Vishwavidyalaya, Jabalpur
Core Committee meeting of IQAC
Minutes of the Meeting & Action Taken
20/01/2021

No./IQAC/2021/01

I. A meeting was held on 20/01/2021 at 12:00 PM in Council Hall. It was presided over by Hon'ble Vice Chancellor, Prof. Kapil Deo Mishra and attended by all Heads of Departments and IQAC committee Members.

II. Agenda:

- To review the status and progress of NAAC Preparation.
- To submit necessary documents in the deans/heads of the department.
- To constitute expert committees for NAAC.
- Any other matter with the permission of the chairperson.

III. Following member have attended the meeting.

- | | |
|-------------------------------|----------------------------|
| 1. Prof. Kapil Dev Mishra | - Vice-Chancellor |
| 2. Dr. Dipesh Mishra | - Registrar |
| 3. Mrs. Minal Gupta | - Asst. Registrar |
| 4. Mrs. Monali Suryavanshi | - Asst. Registrar |
| 5. Prof. Anjana Sharma | - IQAC, Coordinator |
| 6. Dr. Rajeshwari Rana | - NAAC, Coordinator |
| 7. Prof. Kamlesh Mishra | - Director, HRDC |
| 8. Prof. S.N. Bagchi | - HOD of Bio Science |
| 9. Prof. S.S Sandhu | - HOD of Bio Design |
| 10. Prof. N.G Pendse | - HOD of Economics |
| 11. Prof. Surendra Singh | - HOD of Physical Science |
| 12. Dr. A.K. Gill | - HOD of Skill Development |
| 13. Prof. J.M. Keller | - HOD of DLLE |
| 14. Prof. Rakesh Bajpai | - HOD of Physics |
| 15. Prof. Dharendra Pathak | - HOD of Journalism |
| 16. Prof. Vivek Mishra | - HOD of English |
| 17. Dr. JK Maitra | - HOD of Mathematics |
| 18. Prof. Bharat Kumar Tiwari | - HOD of Yoga |
| 19. Prof. RP Mishra | - HOD of Chemistry |
| 20. Prof. Radhika Tiwari | - HOD of Sanskrit |
| 21. Prof. Mradula Dubey | - HOD of UICSA |
| 22. Dr. A.K. Gupta | - HOD of Computer Center |
| 23. Dr. Lokesh Srivastava | - HOD of Geography |
| 24. Prof. Shailesh Choubey | - HOD of Commerce |
| 25. Dr. Vishal Banne | - HOD of Education |

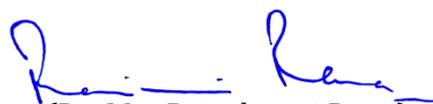
IV. The following Heads of Department could not participate in the meeting due to being busy with the pre-planned programme :-

- | | |
|---------------------|-----------------------------|
| 1. Prof. Ramsankar | - HOD of Political Science |
| 2. Prof. S.N Shrama | - HOD of History |
| 3. Prof. Mamta Rao | - HOD of Law |
| 4. Prof. R.K Yadav | - HOD of Physical Education |

V. Minutes of the meeting

Prof. Kapil Deo Mishra, Vice chancellor, R.D. University, welcomed the members of the IQAC, RDVV. The convener placed the explanatory notes on each item of agenda before the committee. After the introductory remarks, the following points of the agenda were taken up for discussion.

- The committee revived and noted all the step taken and the progress related to NAAC. It was resolved to prepare and compile on the basic of the suggestion received from the Deans/Hands of all the faculties.
- It was resolved to request all the heads of department to present the curricular aspects of NAAC in excel sheet in the next meeting.
- It was resolved to constitute expert committee for SSR work and for the proper functioning for NAAC. The list in attached (Annexure1) with the minutes.
- The meeting ended with a vote of thanks presented by the coordinator, IQAC.


(Dr. Mrs Rajeshwari Rana)
IQAC Coordinator

Copy to –

1. P.A. to Hon'ble Vice Chancellor
2. P.A. to Registrar
3. For information to all IQAC members


Vice Chancellor
Rani Durgavati Vishwavidyalaya
Jabalpur (M.P.)


Co-ordinator
NAAC, RDVV
Jabalpur

Criterion Wise Work allocation for SSR Preparation

Criteria	Key Indicators (KIs)
Criterion 1: Curricular Aspects 1. Prof. Surendera Singh 2. Dr. Ashwani Jaiswal	1.1 (U) Curriculum Design and Development 1.1 (A) Curricular Planning and Implementation 1.2 Academic Flexibility 1.3 Curriculum Flexibility 1.4 Feedback System
Criterion 2: Teaching- Learning and Evaluation 1. Prof. Vivek Mishra (DSW) 1. Prof. Mradula Dubey 2. Dr. Sanjeev Panday	2.1 Student Enrolment and profile 2.2 Catering to Student Diversity 2.3 Teaching – Learning Process 2.4 Teacher Profile and Quality 2.5 Evaluation Process and Reforms 2.6 Student Performance and learning Outcomes 2.7 Student Satisfaction Survey
Criterion 3: Research, Innovations and Extension 1. Prof. Bagchi 2. Prof. Divya Bagchi 3. Dr. J.K. Maitra	3.1 Promotion of Research and Facilities 3.2 Resource mobilization for Research 3.3 Innovation Ecosystem 3.4 Research Publications and Awards 3.5 Consultancy 3.6 Extension Activities 3.7 Collaboration
Criterion 4: Infrastructure and Learning Resources 1. Prof. N.G. Pendse 2. Prof. R.K. Yadav 3. Dr. Vishal Banne 3. Dr. Ajay Gupta	4.1 Physical Facilities 4.2 Library as a learning Resource 4.3 IT Infrastructure 4.4 Maintenance of Campus Infrastructure
Criterion 5: Student Support and progression 2. Prof. Shailesh Choube 3. Dr. Lokesh Shrivastva	5.1 Student Support 5.2 Student Progression 5.3 Student Participation and Activities 5.4 Alumni Engagement
Criterion 6: Governance, Leadership and Management 1. Prof. Divya Bagchi 2. Dr. J.K Maitra 3. Dr. Ashish Sharma	6.1 Institutional Vision and Leadership 6.2 Strategy Development and Deployment 6.3 Faculty Empowerment Strategies 6.4 Financial Management and Resource Mobilization 6.5 Internal Quality Assurance System
Criterion 7: Institutional Values and Best Practices 1. Prof. Sandhu 2. Dr. (Mrs). Rajeshwari Rana 3. Dr. Devilata	7.1 Institutional Values and Social Responsibilities 7.2 Best Practices 7.3 Institutional Distinctiveness

Rani Durgavati Vishwavidyalaya, Jabalpur
Core Committee meeting of IQAC
Minutes of the Meeting & Action Taken
02/07/2021

No./IQAC/2021/02

I. A meeting was held on 02/07/2021 at 11:00 AM in Online Google Meet Link-
://meet.google.com/fxk-wbyx-dwn. It was presided over by Hon'ble Vice Chancellor,
Prof. Kapil Deo Mishra and attended by IQAC committee Members.

II. Agenda:

- To discuss the 3rd cycle accreditation process stain of progress.
- To discuss the approval of AQAR from the year 2016-17 to year 2019-20.
- Evolve a schedule for availability of all the informatory documents related to NAAC to the HODs.
- Any other matter with the permission of the chairs.

III. Following member have attended the meeting.

- | | | |
|----------------------------|---|-------------|
| 1. Hon'ble Vice Chancellor | - | Chairperson |
| 2. Prof. Rakesh Bajpai | - | Member |
| 3. Prof. Alka Nayak | - | Member |
| 4. Prof. Surendra Singh | - | Member |
| 5. Dr. Vishal Banne | - | Member |
| 6. Dr. Jitendra Maitra | - | Member |
| 7. Dr. Mrs Rajeshwari Rana | - | Coordinator |

IV. Minutes of the meeting

Hon'ble Vice Chancellor and all respected members were welcomed by Dr. Rajeshwari Rana, Coordinator, IQAC, Following matter were discussed then.

- The members while appropriating the commendable word done, resolved to review and consider the preparation of the various works of NAAC and the progress so far for the 3rd cycle of assessment and accreditation.
- The approval obtained by uploading AQAR from year 2016-17 to year 2019-20 on NAAC portal was presented and discussed by the Coordinator.
- The meeting resolved to provide all the available information/ documents related to NAAC to the deans and heads of all the facilities within the time limit.
- The Hon'ble Vice-Chancellor resolved to send a proposed to MPST for preparation of Herbal Nakchatara garden in the premises of RDVV University.

- The Hon'ble Vice Chancellor further resolved to hold a meeting on NAAC related subject every Friday, in which the presence to the members of the committee, the deans/heads of all the facilities and the concerned administration officers has been made compulsory.

V. The meeting ended with vote of thanks.



(Dr. Mrs Rajeshwari Rana)
IQAC Coordinator

Copy to –

1. P.A. to Hon'ble Vice Chancellor
2. P.A. to Registrar
3. For information to all IQAC members



Vice Chancellor
Rani Durgavati Vishwavidyalaya
Jabalpur (M.P.)



**Co-ordinator
NAAC, RDVV
Jabalpur**

Rani Durgavati Vishwavidyalaya, Jabalpur
Core Committee meeting of IQAC
Minutes of the Meeting & Action Taken
09/07/2021

No./IQAC/2021/03

I. A meeting was held on 09/07/2021 at 10:00 AM in Online Google Meet Link-
://meet.google.com/fxk-wbyx-dwn. It was presided over by Hon'ble Vice Chancellor,
Prof. Kapil Deo Mishra and attended by IQAC committee Members.

II. Agenda:

- Proposal to form committee of guest faculties.
- Evolve a plan for the uninterrupted printing process.
- To initials the process of filling IIQAC.
- Any other matter with the permission of the chairs.

III. Following member have attended the meeting.

- | | |
|-------------------------------------|---------------------------|
| 1. Hon'ble Vice chancellor | 2. Registrar |
| 3. Prof. Rakesh Bajpai | 4. Prof. S.N. Bagchi |
| 5. Prof. Alka Nayak | 6. Prof. Shailesh Choubey |
| 7. Prof. Subhash Bharna | 8. Pro. Surendra Singh |
| 9. Prof. Kamlesh Mishra | 10. Prof. Divya Chansoria |
| 11. Prof. N.G Pendse | 12. Prof. Mridula Dubey |
| 13. Dr. J.K Maitra | 14. Dr. Ashish Sharma |
| 15. Mr. Abhaykant Mishra | 16. Dr. Ajay Gupta |
| 17. Dr. Rajeshwari Rana Coordinator | |

IV. Minutes of the meeting

Hon'ble Vice Chancellor, Registrant all the heads of departments and the concerned administrative officers were greeted and welcomed by Dr. Rajeshwari Rana, Coordinator, IQAC. Following points were taken in to consideration.

1. It was suggested to form a committee of few faculties in order to provide speed and cooperation in the works of NAAC.

It was resolved to notify their committee though the registrar. The names suggested for the committee are as follows

- i. Dr. Ajay Mishra
- ii. Dr. Shailesh Prasad
- iii. Dr. Jaya Singh
- iv. Dr. Ranjana Pandey

- v. Dr. Seema Mishra
- vi. Dr. Kamta Prashad
- vii. Dr. S.P Tripathi
- viii. Dr. Harleen Kour Ruprah
- ix. Dr. Rinkesh Bhatt
- x. Dr. Satish Pandey

2. The meeting resolved to allow the printing documents related to NAAC from the market in case of any inconvenience or any other reason and was further resolved that the university will because that expresses.
3. The meeting resolved the imitative of the process of filling IIQA (Institutional information for Quality Assessment) in which the following documents are required.
 - i. To sign an MoU with foreign university and inform about the subject.
Action Taken- It was resolved to constitute a committee in which Prof. Rakesh Bajpai, Faculty President and Prof. Shailesh Choubey, President Admission Committee was entrusted with the work.
 - ii. To review the notification regarding various committee in the last five years.
Action Taken- It has been decided that the information of various committees should be provided through Assistant Registrar Establishment and Academic.
 - iii. To inform about the updating of the Statutory Declaration Form on the University's website under Section 4 (1) (b) of the RTI Act 2005, issued and amended by the University rewardingly.
Action Taken- Information will be provided on the website though the Law Department.
 - iv. Certificate of compliance with the rules and regulations of the Central Govt. State Govt. and UGC to be certified by the head of the institution in the prescribed format of SSR, NAAC.
Action Taken- Information will be submitted by Shri Abhay Kant Mishra, Assistant Registrar, Office of the Vice Chancellor.
 - v. To provide the letter of approval of UGC / MHRD / State Govt. in which the year university was established.
Action Taken- The above mentioned letter to be received by Shri Abhay Kant Mishra, Assistant Registrar.

- vi. To provide recognition/ approval letter of NCTI, MCI, BCI, PCI from Statutory Regulatory Authority for current academic year.
Action Taken- Or the certificate has been obtained. Except BCI which had to be obtained by the HOD of respective department.
- vii. To obtain the latest scheme/General Development Grant release letter from UGC 2F and 12B Recognition Certificate.
Action Taken- Certificates to be obtained through establishment and Development Section.
- viii. It is Mandatory to upload AISHE certificate as a proof of data submission on the Higher Education Survey (AISHE) portal.
Action Taken- The above letter to be received by Shri Abhay Kant Mishra, Assistant Registrar.
- ix. To obtain Number of courses of UG/PG and other, along with specific information regarding the courses running in the university.
Action Taken- Document to be received by the in-charge, Computer Center.
- x. To obtain the number of teaching and non-teaching staff in the university, on the basis of Gender (permanent / temporary).
Action Taken- The above document to be obtained by the Registrar (Establishment).
- xi. To obtain the information regarding number of students on the basis of Gender.
Action Taken- Document to be received by Head of Department, Computer Center.
4. It was resolved in the meeting that:-
SSR, Key Indicator, Excel Sheet, and documents related to SSR should be provided together and the departments which have given information related to Criterion 1 should ensure that the information given by them is not lacking or any point is not empty.
Description a document a it action taken are as follows:-
- 1.1.2 Document Description and Action Taken.
- List of programs where the syllabus has been amended during the last five years and certified by the Registrar must be obtained.
 - The approved minutes of the Academic Council / BOS meetings held by the departments, the specific agenda related to the meeting in Hindi and English language along with the signatures and seals of the heads of the respective departments must be obtained.
- Action Taken- The above information to be made available from the Head of the Department.**

- 1.1.3 Document Description.
- Copies of syllabus by departments focusing on competency / entrepreneurship / skill development must be obtained.
Action Taken- Information to be provided by Prof. Surendra Singh (Vocational Course).
- 1.2.1 Document Description.
- List of new courses initiated as per the program during the last five year as certified by the departments has to be provided.
 - Provide the minutes of the relevant Academic Council / BOS meeting highlighting the names of the new courses introduced.
Action Taken- Information to be provided by the Registrar (Academic Section).
- 1.2.2 Document Description.
- List of programs by departments in which CBCS/ECS has been certified by the Registrar in the last completed academic year has to be provided.
Action Taken- The document to provided the respective Heads of Departments.
 - The minutes of the Academic Council / BOS meeting conducted by the departments, which should be in Hindi and English language should be provided.
Action Taken- The above information should be obtained by the respective Heads of Departments.
 - Letter supporting the implementation of CBCS must be provided.
Action Taken- The information to be provided by the Registrar (Academic Section).
- 1.3.2 Document Description.
- List of value added courses which are optional and offered and outside the approved programmes must be provided.
 - (Value added courses) course results and brochure and the above information related to the course must be provided.
Action Taken- Information to be made provided by the HODs.
- 1.3.3 Document Description.
- Year wise list of students enrolled in ongoing courses must be provided by the departments.
Action Taken - Information to be obtained from respective HODs.
- 1.3.4 Document Description.
- Provide the list of students working in field projects / research projects / internship program during the last completed academic year with details of program-wise title, place of work etc.

- Provide completion certificate along with the duration of the departments in which the internship/research project was completed.
- Provide Report of field visit / sample photo of field visit / permission letter from competent authority.

Action Taken- The document to be provided by the HODs.

➤ 1.4.1 Document Description.

- Feedback report by the departments signed by the competent authority must be provided.

Action Taken- The document to be provided by the HODs.

5. All the information regarding related topics must be upload on website by respected Department alongwith alumni website.
6. Vote of thanks expressed by the Coordinator Dr. Rajeshwari Rana to Hon'ble Vice Chancellor, Registrar and respected members.

(Dr. Mrs Rajeshwari Rana)

IQAC Coordinator

Copy to –

1. P.A. to Hon'ble Vice Chancellor
2. P.A. to Registrar
3. For information to all IQAC members

Vice Chancellor
Rani Durgavati Vishwavidyalaya
Jabalpur (M.P.)

**Co-ordinator
NAAC, RDVV
Jabalpur**

Rani Durgavati Vishwavidyalaya, Jabalpur
Core Committee meeting of IQAC
Minutes of the Meeting & Action Taken
16/07/2021

No./IQAC/2021/04

I. A meeting was held on 16/07/2021 at 10:00 AM in Online Google Meet Link-
://meet.google.com/fxk-wbyx-dwn. It was presided over by Hon'ble Vice Chancellor,
Prof. Kapil Deo Mishra and attended by IQAC committee Members.

II. Agenda:

- To review the action taken on NAAC peer committee recommendations.
- To chalk out the follow up action along with action taken up till now.
- Proposals of equipment in every department.
- Proposal to start new courses.
- To review the measures taken for equality sustenance in the University.
- To upload key indicators on websites.

III. Following member have attended the meeting.

- | | |
|--|---------------------------------------|
| 1. Prof. Kapil Dev Mishra, Vice Chancellor | 12. Prof. Dharendra Pathak |
| 2. Dr. Dipesh Mishra, Registrar | 13. Dr. J.K Maitra |
| 3. Prof. S .N. Bagchi | 14. Dr. Vishal Banne |
| 4. Prof. Alka Nayak | 15. Prof. Ashish Sharma |
| 5. Prof. Shailesh Choubey | 16. Dr. Divya Bagchi |
| 6. Prof. Subhash Sharma | 17. Dr. Ashwini Jaiswal |
| 7. Prof. Surendra Singh | 18. Ms. Monali Suryavanshi |
| 8. Prof. S.S. Sandhu | 19. Mr. Abhaykanta Mishra |
| 9. Prof. Kamlesh Mishra | 20. Dr. Riknesh Bhatt (Guest Faculty) |
| 10. Prof. N.G Pendse | 21. Dr. Sarita (Guest Faculty) |
| 11. Dr. Ajay Gupta | 22. Dr. Rajeshwari Rana Coordinator |

IV. Minutes of the meeting

Hon'ble Vice Chancellor, Registrar and all the committee members were welcomed by Dr. Rajeshwari Rana, Coordinator, IQAC. In the meeting discussions and decisions were made on the ongoing preparations related to NAAC.

1. The meeting resolved the action plan of the 3rd cycle of NAAC. The Committee once again reviewed the recommendations of the NAAC Peer Committee which were made during the last accreditation following recommendations were placed before the Hon'ble Vice Chancellor.

- Vacant faculty positions should be filled immediately.
- No academic programme to be introduced without sufficient regular staff.
- Academic and financial autonomy to be encouraged to promote research.
- Automation of central library must be done on a priority basis.
- Systematic efforts must be initiated to involve stake holders for strategic planning and development.
- Teaching laboratories and classrooms including furniture to be modernized,
- Research degrees to be mandated by University fellowships.
- Existing hostel facilities to be improved and additional hostels to be constructed to meet demand.
- Sport, Gymnasium and other facilities to modernized.
- On-campus housing for essential staff to be provided.

Action Taken- The above works will be completed within the time limit.

2. It was resolved to work on Infrastructure and Environment improvement for NAAC. As per SOP, it was suggested to work on following:-

- Maintenance of Building, Cleaners, water supplies
- Physical Facilities
- IT Infrastructure
- Maintenance of Campus Infrastructure
- Plantation
- Water, Electricity supply act.

Action Taken- The above works will be completed within the time limit.

It was also resolved to constitute various committee for the preparation of documents committees are as follows:-

- Committee for SC/ST
- Minority Cell
- Grievance Redressal Committee
- Internal Compliant Committee
- Anti-ragging Committee
- Teaching Learning & Evaluation
- Career Guidance, Counseling, Training & Placement Cell
- Internal Complaints Committee.
- sexual harassment committee

Action Taken- The action of the committee which is in the university in the last five years should be obtained from the office of the registrar.

It was also resolved to review the major point discussed in the last meeting dated 9/07/2021, which was the work done by all the department on 1 to 7 criteria of NAAC.

Action Taken- It was requested to all Heads of all departments, NAAC, SSR. To prepare, complete the work by taking all the points from Criteria 1 to 7 seriously. Keep one set in the department and a copy is to be submitted along with all the documents in IQAC.

3. It was informed that there has been a demand for computers, printers and photo copy machines in this respective department by the Heads of Department for the proper functioning. Some computers have been already provided, but many departments are till remaining.

4. It was also resolved to start new Certificate and Diploma courses in the University.
Action Taken- It shall start as soon as possible after passing from the academic council.

5. It was resolved to discuss for the resolution of documents related to the following point.

- Current Manual of examination automation system.
- Annual reports of examinations including the present status of automation
- Current manual of examination automation system and Annual reports of examinations including the present status of automation.

Action Taken- Appropriate action should be taken by the controller of examination.

➤ It was resolved to take all stakeholder's feedback. On this subject, it was suggested by Prof. Bagchi that this action should be compulsorily filled along with the examination form.

Action Taken- Appropriate action to be taken by Dr. Ajay Gupta, HOD, Computer Center.

➤ The institution has stated code of Ethics for research and the implementation of which is ensured through the following:

- Inclusion of research ethics in the research methodology course work
- Presence of institutional Ethics committees (Animal, chemical, bio-ethics etc.)
- Plagiarism check
- Research Advisory Committee
- Title of paper
- Name of the author/s
- Department of the teacher
- Name of the journal
- Year of publication
- ISBN/ISSN number

Action Taken- Appropriate action should be taken through Prof. I/C, Library Science and the policy document should be made available on the website.

➤ It was resolved to Upload audited utilization statements, Upload Details of budget allocation, excluding salary during the last five years (Data Template)

Action Taken- Documents to be taken by the Finance Controller in the above matter.

➤ It was resolved to prepare (Enterprise Resource Planning) Document, Screen shots of user interfaces Details of implementation of e-governance in areas of operations, Administration etc.,

Action Taken- It was told by Dr. Ajay Gupta that such a document has been prepared in the past, which was presented in the Raj Bhavan, so it can be implemented in this subject.

6. It was resolved to upload Key indicator as per NAAC manual on website. They are as follows:-

1.1.2

- Minutes of relevant Academic Council/BOS meetings
- Details of Programme syllabus revisions in last 5 years (Data Template)

- 1.1.3
 - Programme/ Curriculum/ Syllabus of the courses
 - Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses
 - MoUs with relevant organizations for these courses, if any
 - Average percentage of courses having focus on employability/ entrepreneurship/skill development (Data Template)
- 1.2.1
 - Minutes of the relevant Academic Council/BOS meetings
 - Institutional data in prescribed format (Data Template as in1.1.3)
- 1.2.2
 - Minutes of the relevant Academic Council/BOS meetings
 - Institutional data in the prescribed format (Data Template as in1.1.2)
- 1.3.1
 - Upload the list and description of the courses which address the Gender, Environment and Sustainability, Human Values and Professional Ethics in the Curriculum
- 1.3.2
 - Brochure or any other document relating to the value added courses
 - List of value added courses (Data Template)
- 1.3.4
 - List of Programmes and number of students undertaking field projects research projects/ internships (Data Template)
- 1.4.1
 - URL for stakeholder feedback report
 - Action taken report of the University on the feedback as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)
 - Any additional information (Upload)
- 1.4.2
 - Upload any additional information
 - URL for feedback report
- 2.1.1
 - Demand Ratio (Average of Last five years) based on Data Template (upload the document)
- 2.1.2
 - Average percentage of seats filled against seats reserved (Data Template)
- 2.3.2
 - Provide link for webpage describing the " LMS/ Academic Management System"
- 2.3.3
 - Upload year-wise, number of students enrolled and full time teachers on roll.
 - Circulars pertaining to assigning the mentors to mentees
 - Mentor/Mentee ratio
- 2.4.1
 - Year-wise full time teachers and sanctioned posts for 5 years (Data Template)
 - List of the faculty members authenticated by the Head of HEI
- 2.4.2
 - List of full time teachers with *Ph.D./D.M/M.Ch./D.N.B Superspeciality/D.Sc./D'Lit.* and number of full time teachers for 5 years (Data Template)
- 2.4.3
 - List of Teachers including their PAN, designation, department and experience details (Data Template as of 2.4.1)
- 2.4.4
 - Institutional data in prescribed format (Data Template)
 - e-copies of award letters (scanned or soft copy)

- 2.5.1
 - List of Programmes and date of last semester and date of declaration of results (Data Template)
- 2.5.2
 - Number of complaints and total number of students appeared year-wise
- 2.5.3
 - Year-wise number of applications, students and revaluation cases
- 2.5.4
 - Current Manual of examination automation system
 - Annual reports of examinations including the present status of automation
 - Current manual of examination automation system and Annual reports of examinations including the present status of automation (Data Template)
- 2.6.1
 - Provide links as Additional Information
 - Upload COs for all courses (exemplars from Glossary)
- 2.6.3
 - Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)
 - Upload any additional information
 - Provide link for the annual report
- 2.7.1
 - Upload database of all currently enrolled students (Data Template)
- 3.1.1
 - Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption
 - URL of Policy document on promotion of research to be uploaded on website
- 3.1.2
 - Minutes of the relevant statutory bodies of the University
 - Budget and expenditure statements signed by the Finance Officer indicating the amount of seed money provided and utilized
 - List of teachers receiving the seed money and details of the seed money received.
- 3.1.3
 - e-copies of the award letters of the teachers
 - List of teachers and their international fellowship details (Data Templates)
- 3.1.4
 - Provide a list of research fellows and their fellowship details (Data Template)
- 3.1.5
 - Provide the link of videos and geo-tagged photographs
 - Upload the list of facilities provided by the university and their year/s of establishment
- 3.1.6
 - e-version of the departmental recognition award letters
 - Provide the List of departments and award details (Data Template)
- 3.2.1
 - e-copies of the grant/award letters for research projects sponsored by non-government agencies
 - Provide the List of project and grant details (Data Template as of 3.1.6)
- 3.2.2
 - e-copies of the grant award letters for research projects sponsored by government agencies
 - Provide the List of project and grant details (Data Template as of 3.1.6)
- 3.2.3
 - Provide the List of research projects and funding details (Data Template as of 3.1.6)
 - Supporting document from the Funding Agency
 - Provide the Link for the funding agency website

- 3.3.1
 - Provide the link for additional information
- 3.3.2
 - Report of the event
 - List of workshops/seminars held during last 5 years (Data Template)
- 3.3.3
 - e- copies of award letters
 - List of innovation and award details (Data Template)
- 3.4.1
 - Code of ethics for Research document, Research Advisory committee and ethics committee constitution and list of members on these committees, software used for Plagiarism check, link to Website
- 3.4.2
 - e- copies of the letters of awards
 - Provide the List of Awardees and Award details (Data Template as of 2.4.4)
- 3.4.3
 - Provide the List of patents and year it was awarded (Data Template)
- 3.4.4
 - URL to the research page on HEI website
 - List of PhD scholars and their details like name of the guide , title of the thesis, year of award etc., (Data Template)
- 3.4.5
 - List of research papers by title, author, department, name of journal and year of publication (Data Template)
- 3.4.6
 - Provide the List books and chapters in edited volumes / books published (Data Template)
- 3.4.7
 - Give links or upload document of e-content developed
 - Details of e-content developed by teachers for e-PG-Pathshala, CEC (UG) (Data Template)
- 3.4.8
 - Bibliometrics of the publications during the last five years
 - *The Data obtained from infibnet will be used for the purposes of calculation of scores.*
- 3.4.9
 - Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution
 - The Data obtained from infibnet will be used for the purpose of calculation of scores.
- 3.5.1
 - Upload minutes of the Governing Council/ Syndicate/Board of Management related to the Consultancy policy
 - Upload the soft copy of the Consultancy Policy
 - Provide the URL of the consultancy policy document
- 3.5.2
 - Audited statement/s of accounts indicating the revenue generated through consultancy
 - Any additional information
 - Provide the List of consultants and revenue generated by them (Data Template)
- 3.6.2
 - Number of awards for extension activities in last 5 years (Data Template)
 - e-copy of the award letters

3.6.3

- Reports of the event/s organized
- Number of extension and outreach Programmes conducted with industry, community etc., during the last five years (Data Template)

3.6.4

- Report of the event
- Average percentage of students who participated in extension activities with Govt. or NGOs etc., (Data Template as of 3.6.3)

3.7.1

- Copies of collaboration letters
- Number of Collaborative activities for research, faculty etc., (Data Template)

3.7.2

- e-copies of the MoUs with institution/ industry
- Details of functional MoUs with institutions of national, international importance, other universities for the last five years (Data Template)

4.1.2

- Upload any additional information
- Geo-tagged pictures
- Provide the link for additional information

4.1.4

- Upload audited utilization statements
- Upload Details of budget allocation, excluding salary during the last five years (Data Template)

4.2.2

- Details of subscriptions like e-journals, e-books, *e-ShodhSindhu*, *Shodhganga* Membership etc. (Data Template)

4.2.3

- Audited statements of accounts
- Details of annual expenditure for purchase of books and journals during the last five years (Data Template as of 4.2.2)

4.2.4

- Details of library usage by teachers and students (Library accession register, online accession details to be provided as supporting documents)

4.3.1

- Upload Number of classrooms and seminar halls with ICT enabled facilities(Data Template)

4.3.3

- Student – computer ratio

4.3.4

- Details of available bandwidth of internet connection in the Institution

4.3.5

- Provide links to the photographs
- Facilities for e-content development such as Media Centre, Recording facility, LCS etc (Data Templates as in 3.4.7)

4.4.1

- Details about assigned budget allocation and expenditure on physical facilities and academic facilities (Data Templates as in 4.1.4)
- Audited statements of accounts.

5.1.1

- Upload self-attested letter with the list of students sanctioned scholarship
- Average percentage of students benefited by scholarships and free- ships provided by the institution, Government and non-government agencies (NGOs) during the last five years (Data Template)

- 5.1.2
 - Number of students benefited by guidance for competitive examinations and career counseling during the last five years (Data Template)
- 5.1.3
 - Provide Link to Institutional website
 - Details of capacity development and skills enhancement schemes (Data Template)
- 5.1.4
 - Minutes of the meetings of student redressal committee, Internal Complaints Committee prevention of sexual harassment committee and Anti-Ragging committee
 - Details of student grievances including sexual harassment and ragging cases
- 5.2.1
 - Upload supporting data for the same
 - Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)
- 5.2.2
 - Self- attested list of students placed
 - Details of student placement during the last five years (Data Template)
- 5.2.3
 - Upload supporting data for student/alumni
 - Details of student progression to higher education (Data Template)
- 5.3.1
 - Copies of award letters and certificates
 - Number of awards/medals for outstanding performance in sports/cultural activities at inter-university/state/ national/international level during the last five year (Data Template)
- 5.3.3
 - Report of the event
 - Number of sports and cultural events / competitions organised per year (Data Template)
- 6.2.1
 - Strategic Plan and deployment documents on the website
- 6.2.2
 - Provide the Link to the Organogram of the University webpage
- 6.2.3
 - ERP (Enterprise Resource Planning) Document
 - Screen shots of user interfaces
 - Details of implementation of e-governance in areas of operations, Administration etc., (Data Template)
- 6.3.2
 - Details of the teachers provided with financial support to attend conferences, workshops etc., during the last five years (Data Template)
- 6.3.3
 - Reports of the Human Resource Development Centres (UGC HRDC or other such relevant centres).
 - Reports of Academic Staff College (ASC) or other similar centres
 - Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)
- 6.3.4
 - IQAC report summary
 - Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).
 - Details of teachers attending professional development Programmes during the last five years (Data Template)

6.4.2

- Annual statements of accounts
- Details of Funds / Grants received from government bodies during the last five years (Data Template)

6.4.3

- Annual statements of accounts
- Details of Funds / Grants received from non-government bodies during the last five years (Data Template as of 6.4.2)

6.5.2

- Provide the web link of Annual reports of University
- Upload e-copies of the accreditations and certifications
- Upload details of Quality assurance initiatives of the institution (Data Template)

7.1.1

- Annual gender sensitization action plan
- Specific facilities provided for women in terms of:
 - a. Safety and security
 - b. Counseling
 - c. Common Rooms
 - d. Day care centre for children of the staff
 - e. Any other relevant information

7.1.2

- *Geo-tagged Photographs*
- *Any other relevant information*

7.1.3

- Relevant documents like agreements/MoUs with Government and other approved agencies
- Geo-tagged photographs of the facilities

7.1.4

- Geo-tagged photographs / videos of the facilities

7.1.5

- Geo-tagged photos / videos of the facilities
- Various policy documents / decisions circulated for implementation

7.1.6

- Reports on environment and energy audits submitted by the auditing agency
- Certification by the auditing agency
- Certificates of any awards received

7.1.7

- Geotagged photographs / videos of the facilities
- Policy documents and information brochures on the support to be provided
- Details of the Software procured for providing the assistance

7.1.8

- Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)

7.1.9

- Details of activities that inculcate values necessary to nurture students to become responsible citizens
- Any other relevant information

7.1.10

- Code of conduct and ethics policy document
- Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.

7.1.11

- Annual report of the celebrations and commemorative events for the last five years
- Geo-tagged photographs of some of the events

7.2.1

- Best practices as hosted on the Institutional website

7.3.1

- Appropriate webpage in the Institutional website.

Action Taken- The following Criteria 1 to 7, action should be taken by the head of Department of all the departments.

7. Meeting ended by a vote of thanks expressed by Dr. Rajeshwari Rana, Coordinator, IQAC.

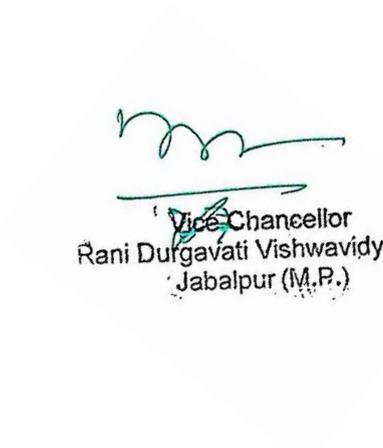


(Dr. Mrs Rajeshwari Rana)

IQAC Coordinator

Copy to –

1. P.A. to Hon'ble Vice Chancellor
2. P.A. to Registrar
3. For information to all IQAC members

Vice Chancellor
Rani Durgavati Vishwavidyalaya
Jabalpur (M.P.)



**Co-ordinator
NAAC, RDVV
Jabalpur**

Rani Durgavati Vishwavidyalaya, Jabalpur
Core Committee meeting of IQAC
Minutes of the Meeting & Action Taken
30/07/2021

No./IQAC/2021/05

I. A meeting was held on 30/07/2021 at 10:00 AM in Online Google Meet Link-
://meet.google.com/fxk-wbyx-dwn. It was presided over by Hon'ble Vice Chancellor,
Prof. Kapil Deo Mishra and attended by IQAC committee Members.

II. Agenda:

- Review of the meeting dated 09/07/2021.
- To review the status and progress of NAAC Preparations.
- Proposals for training programmes of non teaching staff.
- To discuss on updating the website.
- To discuss on the relevant requirements for the University.
- Any other matters with the permission of the chairs.

III. Following member have attended the meeting.

- | | |
|--|---------------------------------------|
| 1. Prof. Kapil Dev Mishra, Vice Chancellor | 12. Prof. Dharendra Pathak |
| 2. Dr. Dipesh Mishra, Registrar | 13. Dr. J.K Maitra |
| 3. Prof. S.N. Bagchi | 14. Dr. Vishal Banne |
| 4. Prof. Alka Nayak | 15. Prof. Ashish Sharma |
| 5. Prof. Shailesh Choubey | 16. Dr. Divya Bagchi |
| 6. Prof. Subhash Sharma | 17. Dr. Ashwini Jaiswal |
| 7. Prof. Surendra Singh | 18. Ms. Monali Suryavanshi |
| 8. Prof. S.S. Sandhu | 19. Mr. Abhaykanta Mishra |
| 9. Prof. Kamlesh Mishra | 20. Dr. Riknesh Bhatt (Guest Faculty) |
| 10. Prof. N.G Pendse | 21. Dr. Sarita (Guest Faculty) |
| 11. Dr. Ajay Gupta | 22. Dr. Rajeshwari Rana Coordinator |

IV. Minutes of the meeting

In the above meeting, discussions and decisions were taken on the ongoing preparation related to NAAC.

1. In the meeting dated 09-07-2021, of NAAC, it was decided to fill the IQA (Institutional information for Quality Assessment) by 30th August, in which the information about the documents is not received which is as follows.
 - To sign MoU with foreign university.
 - Informing about the updating of the Statutory Declaration Form on the website of the University under Section 4 (1) (b) of the RTI Act 2005, issued and amended from time to time by the University.

- Certificate of compliance with the rules and regulations of the Central Government, State Government, UGC in the prescribed format of SRA NAAC certified by the Head of the Institute.
- Recognition letter from BCI, Statutory Regulatory Authority (SRA) for the current academic year.
- The number of teaching and non-teaching staff in the university, which should be on the basis of gender (permanent / temporary), should be given information about them.
- To get information according to the number of students studying in the university (Gender).

Action Taken - On the above points, the heads of all departments should ensure to complete the work on time and 1 MoU to be obtained by all the departments compulsorily.

2. It was resolved to review the progress of NAAC preparations. Following points were undertaken:-

- i. Constitution of Research Advisory Ethics Committee and establishment of Research Cell activities.

Action Taken - The process of formation of the committee as mentioned above to be ensured.

- ii. In the last meeting dated 23rd July, it was decided that the documents related to criteria 1 to 7 (Excel Sheet, Key Indicator, Evaluative Report) would be made available till 05th August.

Action Taken - The heads of all departments should ensure the completion of the work on the time-limit by 05th August.

- iii. Information related to ERP exam to get information from the controller of examination it subject has been provided by Dr. Ajay Gupta. It has been implemented in University from 2020 onwards.

Action Taken - Regarding the ERP examination, the decision to be taken to get approval by sending a proposal from the Honorable Vice Chancellor.

- iv. Discussion on the formation of the Vision Mission and goals of the University with the participation of stakeholders such as students.

Action Taken - On the making of and goals vision and mission in the university, approval should be obtained by sending a proposal from the Honorable Vice Chancellor.

- v. Discussion on participation Stakeholders like Students Alumni on formation of Vision Mission and Goals of the University.

- Meeting such as Alumni, Students industry and Business representatives-
- Expected outcome opinions/suggestions of the stake holders will be incorporated the formation of Mission & Vision.
- Action to improve quality and governess F.D.P for teaching and non teaching staff Course Design/ Teaching.
- Establishment of Research Cell monitoring Activities, Alumni Stakeholders, Creation of alumni office to monitor alumni activity calendar, periodic meetings, training programs.
- Extended Profile of the University, as per NAAC manual.

Action Taken- As above, all the heads of the departments should ensure the completion of the work latest by 10th August 2021.

- vi. Discussion on the subject of providing information related to (Extended Profile) by the administrative officer within the time limit.

Action Taken - As per above, the administrative officer should ensure to complete the work on time-limit by 05 August.

3. It was resolved to propose

- i. Nonteaching staff training programme on following topics.

- Digitization
- Importance of Digital Archive for Admin office.
- Role of ICT
- Paperless office

ii. **Documentation**

- Control/Record Management
- Documentation with NAAC perspective

iii. **Data Handling**

- Data Centricity & Decentralization for prompt
- Coordination and easy access
- Data Centricity with NAAC perspective

iv. **Admin Audit**

- Internal Audit of Admin Dept for smooth functioning of daily process with quality Management System
- Admin Audit with NAAC perspective

v. **Quality Management System**

- Importance of PLAN-DO-CHECK-ACT Cycle for smooth functioning of Admin Dept
- SOP for Admin Dept
- Importance of Annual Calendar
- Duties and Responsibilities of Admin Staff
- Duties and Responsibilities of Class IV
- Staff Welfare Policies.

Action Taken - As per above, the administrative officer should ensure to complete the work on time-limit by 05 August.

4. (i) It was suggested by the committee to update the website of University.
Action Taken- Updating the website of the university is an important part, it is compulsory to update regularly.

(ii) Under the preparation of NAAC team, the staff in all the departments (Dealing Clerks / Hand) which is capable of accounting and presenting the documents related to the office of the departments.

Action Taken - As above, all the heads of departments and work assistants of the department should ensure that action is taken for the above work.

5. (i) It was resolved to arrange the computer, printer, scanner, internet, smart board under ICT feeding of departments with a time limit.

Action Taken- Some computers, printers, scanners, smart boards have been provided in the university as per the requirement. It will be made available to the Head of the Department as per the requirement.

(ii) For notification of the name of guest faculty proposed to provide speed and cooperation in the work of NAAC.

Action Taken - Action will be taken as per the rules mentioned above.

6. In response to filling the SSR, necessary documents such as meetings have been held by the departments in the last five years, their work should be completed by visiting the English department for inconvenience like English translation.

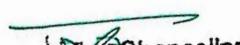
The meeting ended with vote of thanks.



(Dr. Mrs Rajeshwari Rana)
IQAC Coordinator

Copy to –

1. P.A. to Hon'ble Vice Chancellor
2. P.A. to Registrar
3. For information to all IQAC members

Vice Chancellor
Rani Durgavati Vishwavidyalaya
Jabalpur (M.P.)



**Co-ordinator
NAAC, RDVV
Jabalpur**

Rani Durgavati Vishwavidyalaya, Jabalpur
Core Committee meeting of IQAC
Minutes of the Meeting & Action Taken
06/08/2021

No./IQAC/2021/06

I. A meeting was held on 06/08/2021 at 10:00 AM in Online Google Meet Link-
://meet.google.com/fxk-wbyx-dwn. It was presided over by Hon'ble Vice Chancellor,
Prof. Kapil Deo Mishra and attended by IQAC committee Members.

II. Agenda:

- To propose constitution of committees for SSR related work.
- To discuss information related to extended profit.
- To discuss about the non- availability of BCI related to SSR statutory letters.
- To discuss about information of documents of the meeting dated 30th July 21.
- To discuss about the metrics related to AQAR.
- To discuss about the MoU with foreign University.
- To give training to the Non-teaching department working for NAAC.
- To review the technical problems of the departments.
- To discuss about the updating of the website.
- To discuss about sending the information to Rajbhawan.

III. Following member have attended the meeting.

1. Prof. Alka Nayak (Vice Chancellor in Charge) President
2. Prof. N.G Pandse (Exam Controller)
3. Prof. Rakesh Bajpai
4. Prof. S.N Bagchi
5. Prof. Ramshankar
6. Prof. Vivek Mishra
7. Prof. Surendra Singh
8. Prof. J.K Maitra
9. Dr. Ashish Shrama
10. Dr. Ashwani Kumar Jaiswal
11. Dr. Abhaykant Mishra
12. Ms. Monali Shuryavanshi
13. Dr. Rajeshwari Rana, Coordinator

IV. Minutes of the meeting

Honorable Vice Chancellor and all respected members were welcomed and felicitated by
Dr. Rajeshwari Rana, Coordinator.

1. It was proposed to constitute the following committee to assist in the work of NAAC, SSR related documents, to provide the nursery information.
 - Committee for Preparation of Curricular Aspect-Criterion:1
 - Committee for Preparation of Teaching-Learning and Evaluation-Criterion:2
 - Committee for Preparation of Research, Innovations and Extension-Criterion:3
 - Committee for preparation of infrastructure and Learning Resources-Criterion:4
 - Committee for Preparation of student Support and Progression- Criterion:5
 - Committee for Preparation of Governance, Leadership and Management-Criterion:6
 - Committee for preparation of institutional Values and Best Practice:-Criterion: 7
 - Committee for Verification and Validation of Data
 - ICT Committee for NAAC Accreditation
 - Committee for Analysis of Metrics and Weightages
 - Committee for Dealing Financial Matters Related to NAAC Accreditation
 - Committee for Dealing Audit Matters Related to NAAC Accreditation
 - Composition of the Committees for Preparation of Evaluative Reports of the Departments/Colleges/Directorates/Centres/Off-Campuses/Administrative and Non-Teaching Sections
 - Compilation of SSR Committee

Action Taken- It was resolved to constitute the proposed committees as mentioned above immediately.

2. Discussion was made on the subject of providing information related to (Extended Profile) within the time limit by the administrative officer.
Action Taken- As above, action to be ensured by the Head of Department and Administrative Officer of the department within the time-limit.
3. It was that informed BCI related to SSR, statutory letter has not been received yet. Discussion on this subject was being done.
Action Taken - BCI related to SSR statutory letter related to it will be done soon.
4. Discussion was done about the last meeting dated July 30. It was decided that the documents related to criteria 1 to 7 (Excel Sheet, Key Indicator, Evaluative Report) would be made available by August 10. It was requested to provide about the information about the documents prepared by the departments in the above subject.
Action Taken – It was resolved as per above criteria 1 to 7 (Excel Sheet, Key Indicator, Evaluative Report) related documents should be made available by 10th August.
5. The committee discussed the program organized in all the metrics related to AQAR in the university for the year 2021-22, under the vision documents. The following points on the activities of the year, were taken into consideration:-
 - Total number of courses having focus on employability/ entrepreneurship/ skill development offered by the University during the year
 - Number of new courses introduced of the total number of courses across all programs offered during the year
 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

- Total number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per applicable reservation policy during the year (Excluding Supernumerary Seats)
- Teachers use ICT enabled tools including online resources for effective teaching and learning processes during the year
- IT integration and reforms in the examination procedures and processes (continuous internal assessment and end-semester assessment) have brought in considerable improvement in examination management system of the institution
- The institution has stated learning outcomes (generic and programme specific)/graduate attributes which are integrated into the assessment process and widely publicized through the website and other documents
- Number of teachers receiving national/ international fellowship/financial support by various agencies for advanced studies/ research during the year
- Institution has the following facilities to support research • Central Instrumentation Centre • Animal House/Green House • Museum • Media laboratory/Studios • Business Lab • Research/Statistical Databases • Mootcourt • Theatre • Art Gallery
- Number of workshops/seminars conducted on Research methodology, Intellectual Property Rights (IPR), entrepreneurship, skill development during the year
- Number of collaborative activities with other institutions/ research establishment/industry for research and academic development of faculty and students during the year
- Number of functional MoUs with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the year
- Number of classrooms and seminar halls with ICT - enabled facilities such as LCD, smart board, Wi-Fi/LAN, audio video recording facilities during the year
- Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national/international events (award for a team event should be counted as one) during the year
- Institutional strategies for mobilization of funds and the optimal utilization of resources
- Funds / Grants received from non-government bodies, individuals, philanthropists during they ear for development and maintenance of infrastructure (not covered under Criteria III and V)(INR in Lakhs)
- The Institution has facilities for alternate sources of energy and energy conservation 1. Solar energy 2. Biogas plant 3. Wheeling to the Grid 4. Sensor-based energy conservation 5. Use of LED bulbs/ power-efficient equipment
- Describe one best practice successfully implemented by the Institution as per NAAC format provided in the Manual.

Action Taken- The head of the department is directed to expedite the action immediately on all the points mentioned above.

6. It was suggested sign a MoU with a foreign university. The commendable work done by Dr. Ashish Sharma was appreciated and further other MoUs were there discussed.
Action Taken- It was directed to all HODs to sign attest one MOU each and it possible apply for International MoU.
7. It was resolved to give training to team working under the preparation of NAAC (Dealing Clerks / Hand) staff in all departments who are capable of accounting and presenting.

Action Taken- Training to be done for the NAAC team (dealing chairs /hard) in the all department.

8. It was resolved to fix the problems happening in the departments like computer, printer, scanner, internet, smart board arrangement within the time limit.

Action Taken- It was directed to resolve the problems regarding computer, printer, scanner, internet, smart board immediately.

9. It was resolved to update the website of the university in which the documents related to the report and SSR should be submitted according to the criteria.

Action Taken- It was directed to, Dr. Ajay Gupta to update the website immediately.

10. The committee discussed and decided to send the information regarding the action plan to Raj Bhavan and to be completed according to the given time limit.

Action Taken- Work to be done within the time limit.

The meeting ended with the vote of thanks.

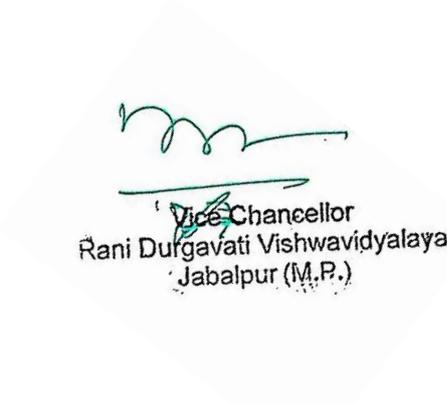


(Dr. Mrs Rajeshwari Rana)

IQAC Coordinator

Copy to –

1. P.A. to Hon'ble Vice Chancellor
2. P.A. to Registrar
3. For information to all IQAC members

Vice Chancellor
Rani Durgavati Vishwavidyalaya
Jabalpur (M.P.)



Co-ordinator
NAAC, RDVV
Jabalpur