

RANI DURGA VATI UNIVERSITY, JABALPUR
Minutes of the First Meeting of IQAC held on 7 August 2013

The following members of the IQAC have attended its meeting held at 12:00 noon on 7th August 2013 at the Academic Staff College:

1. Prof. K.N.S. Yadav, Vice-chancellor	Chairman
2. Dr. M.S. Awasya, Registrar	Member
3. Shri Prabhat Sahu, Mayor (JMC)	Member from Society
4. Dr. V.N. Dubey, Industrialist	Member from Society
5. Shri Arun Singh Chauhan, Dy. Registrar	Member
6. Prof. Surendra Singh, DSW	Member
7. Prof. P.K. Singhal, Bioscience Deptt.	Coordinator
8. Prof. Kamlesh Mishra, Director, ASC	Member
9. Prof. Uma Tripathi, Dean, Faculty of Arts	Member
10. Prof. Divya Chansoria, Dean, Faculty of Law	Member
11. Prof. S.N. Bagchi, Bioscience Deptt.	Member
12. Prof. Shailesh Chaubey, Economics Deptt.	Member
13. Prof. Rakesh Bajpai, Physics Deptt.	Member
14. Shri O.P. Banne, Physical Education Deptt.	Member

The members have unanimously reached to the following decisions:

1. Improvement in quality of the ongoing academic (i.e. certificate, diploma and degree) programs in the University Teaching Departments by adopting **Choice Based Credit System** and relevant ordinances already passed by the Coordination committee from the next Academic Session (i.e. 2014-15).

The **CBCS** will preferably comprise of the 3 major components:

- a. Core Courses (75% of the Credit Weight)
- b. Allied Courses (15% of the Credit Weight)
- c. Human Excellence Courses (10% of the Credit Weight)

Action by the Coordinator IQAC (meeting of Dean of all Faculties will be immediately convened for completion of statutory and curricular requirements)

2. Departmental Quality Assurance Cell (**DQAC**) will be constituted in each University Teaching Department, comprising of the following:
 - a. Head and Faculty Members of the Department.
 - b. 01 Research Scholar and 02 degree/ PG students to be nominated by the concerned Departmental Council (one member ordinarily be a female and another from ST/SC/OBC category).

The DQAC will continuously monitor quality of various student services and take necessary steps to achieve the quality benchmarks. The Head of each UTD will report the progress and steps taken to improve quality to the Coordinator, IQAC at monthly intervals.

Action by the Head of the University Teaching Department

3. The University must constitute the following **Grievance Redressal Cells** for its various Stakeholders:

A. STUDENTS AND PARENTS

- a) Each University Teaching Department will constitute a Grievance Redressal Cell (**DGRC**), comprising of 1 teacher, 1 research scholar and 2 students of the Department to be nominated by its Departmental Council (one member ordinarily be a female and another from ST/SC/OBC category).
- b) Each UTD will provide a complaint box in its premises for uninhibited access by the students and their wards.
- c) The **DGRC** will resolve all the complaints on every Monday, and may interact with the concerned person if necessary.
 - **First Appellate Authority – Head of the concerned Department** (Maximum time for submission of the appeal is a week after decision by DGRC).
 - **Final Appellate Authority – Dean of the concerned Faculty** (Maximum time for submission of the appeal is 10 days after decision by the First Appellate Authority)

Action by each Head of the University Teaching Departments

B. NON-TEACHING EMPLOYEES

- a. The University will constitute a Grievance Redressal Cell for non-teaching employees (**NTGRC**), comprising of the AR (Establishment), 1 Representative from the Employees Union, and 2 employees to be nominated by the Registrar (one member ordinarily be a female and another from ST/SC/OBC category).
- b. The University will provide suitable number of complaint boxes in the administrative block.
- c. The **NTGRC** will resolve all the complaints on second Tuesday of the month, and may interact with the concerned employee if necessary.
 - **First Appellate Authority – DR of the University to be nominated by Registrar** (Maximum time for submission of the appeal is a week after decision by NTGRC).
 - **Final Appellate Authority – Registrar of the University** (Maximum time for submission of the appeal is 10 days after decision by the First Appellate Authority)

Action by the President, University Employees Union in consultation with the Registrar

C. TEACHERS

- The University will constitute a Grievance Redressal Cell for teachers (**TGRC**), comprising of the Senior most Dean of the Faculty, Representative from the Teachers Union, and 2 professors to be nominated by the Vice-chancellor (one member ordinarily be a female and another from ST/SC/OBC category).
- The University will provide suitable number of complaint boxes in the administrative block.
- The **TGRC** will resolve all the complaints on every second Wednesday of the month, and may interact with the concerned teacher if necessary.
 - **First Appellate Authority – Senior Professor of the University to be nominated by VC** (Maximum time for submission of the appeal is a week after decision by TGRC).

- **Final Appellate Authority – Vice-chancellor of the University** (Maximum time for submission of the appeal is 10 days after decision by the First Appellate Authority).

Action by the President, University Teachers Association in consultation with the Vice-chancellor

D. CENTAL SUPPORT FACILITIES

- The University will constitute a Grievance Redressal Cell for Central Support Facilities (**CGRC**), comprising of the Head of the Concerned Facility and one representative each from the Students', Teachers', and Employees' Unions (one member ordinarily be a female and another from ST/SC/OBC category).
 - The Central Support Facilities will include Central Library, USIC, Health Centre, Women's Harassment and Violence Prevention Centre, Yoga Hospital, Crèche, Guest Houses, Hostels, Sports Complex, Gymnasium, Placement Cell, Skill Development Centre, Remedial Coaching, etc.
 - The Head of the Concerned Central Facility will provide one complaint box at the facility.
 - The CGRC will resolve all the complaints on every alternate Mondays, and may interact with the concerned person if necessary.
- **First Appellate Authority – A Dean to be nominated by VC** (Maximum time for submission of the appeal is a week after decision by CGRC).
 - **Final Appellate Authority – Vice-chancellor of the University** (Maximum time for submission of the appeal is 10 days after decision by the First Appellate Authority).

Action by the concerned Head of the Facility in consultation with the Vice-chancellor

E. REPRESENTATIVES FROM THE SOCIETY AND PROSPECTIVE EMPLOYERS

- The University will have a Grievance Redressal Cell for representatives from the Society and Prospective Employers (**SGRC**), comprising of the Dean, Collegiate Development Council, Coordinator, University Placement Cell and Dean, Students' Welfare.
 - The University will provide suitable number of complaint boxes in the administrative block.
 - The **SGRC** will resolve all the complaints on every first Monday of the month, and may interact with the concerned person if necessary.
- **First Appellate Authority – Coordinator, IQAC** (Maximum time for submission of the appeal is a week after decision by SGRC).
 - **Final Appellate Authority – Vice-chancellor of the University** (Maximum time for submission of the appeal is 10 days after decision by the First Appellate Authority).

Action by the Dean, Students Welfare

- Promotion of Inter-disciplinary teaching, learning and research and cross integration of various courses being offered by the UTDs with the Skill Development Centre of the University, State as well as Nation.

Action by each Head of the University Teaching Departments & Coordinator, Skill Development Centre

5. Development of suitable feedback mechanisms by the students, employers, employees and parents about the services being offered by the University. The IQAC will monitor, analyze and report on the feedbacks from the University Teaching and Administrative departments.

Action by IQAC

6. Review of current practices in different teaching and administrative departments of the University and suggest necessary reforms/ modifications to enhance quality.

Action by DQACs

7. Necessary improvements in the existing infrastructure that may facilitate quality enhancements and service deliveries by the University.

Action by the Registrar

8. Phased introduction of e-governance for timely, transparent and quality delivery of various services to students, employees and employers.

Action by the Registrar

9. Promotion of Linkages between Academia and Industries.

Action by Prof. Rakesh Bajpai, Member, IQAC

10. Adoption of Zero Tolerance Policy towards Plagiarism.

Action by Prof. S.N. Bagchi, Member, IQAC

11. Provision for financial requirements of the IQAC in annual budget of the University.

Action by Development Section in consultation with IQAC and the Vice-chancellor

12. To prepare for an early visit by the NAAC.

Action by the Coordinator, University NAAC Steering Committee

13. The University will construct a separate building for IQAC at its earliest, comprising of the Coordinator's Chamber, Office, Conference and Seminar rooms along with washrooms. In the meantime, IQAC will operate from the research laboratory of Prof. P.K. Singhal.

Action by the Registrar

The meeting ended with thanks to the Chair, Members from Society and all other members.

7th August 2013

Coordinator, IQAC

Copy forwarded for necessary action and follow-up to

1. All members of IQAC
2. Dean of all Faculties, DCDC & DSW
3. Head/Prof.-in-charge/Director, all the University Teaching Departments, Central Support Facilities & Administrative Departments
4. President, Teachers' Association and Employees' Union
5. P.S. to VC & P.A. to Registrar

7th August 2013

Coordinator, IQAC