

Date: 11.04.2018

Time: 4:00 PM to 5:30 PM

Venue: Board Room, Raipur Campus

chaired by- Dr. Sanjay Chaudhary  
Director, ICAC  
MAIS University

### Agenda:

- Approval to the minutes of last meeting
- Analysis of progress achieved in the tasks discussed in the last meeting
- Pre-~~presentation~~
- Preparation status of NAAC documents
- Any other matter with the permission of chair

A formal meeting of ICAC members with Director ICAC was held on above mentioned date and time.

Discussion points are:

- Last minutes of the meeting was discussed and approved
- It was suggested to install lecture capturing system in both campuses to facilitate the students who failed to attend the daily lecture.
- All the departments were asked to update the documents of their respective department

as per the new NANC format and Drv in soft copy and Hard copy.



Sign of Director, ISAC  
(Dr. Sanjay Chaudhary)

Sign of present members:


Rishpreet Veera



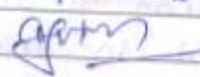
Dr. Deepika Ahnd

Deepika Ahnd  
(TandP)

Parinder Kaur



Dr. Umesh Kumar



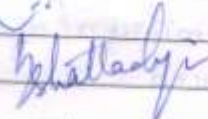
Dr. Preetima Anson



Dr. Amit Kulkarni



Dr. Shilpi Bhattacharya



Deepanshu Kushnam



Rita Dewanjee - Dewanjee


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Page No.			
Date:			

Date: 19.05.2018  
Time: 4.00 PM to 5.30 PM  
Venue: Board Room, Raipur campus

Chaird by - Dr. Sanjay Chaudhary  
Director, IQAC  
MATS University

### Agenda:

- Approval to the Minutes of last meeting
- Analysis of progress achieved in the tasks discussed in the last meeting
- Departmental Self audit for preparation of NAAC
- Any other matter with the permission of chair

A formal meeting of IQAC team members with Director, IQAC was held in above date and time.

Discussion points noted:

- Last minutes of the meeting was discussed and approved.
- IQAC team decided to do self audits of all department. The departments are given 15 days time to do the audit and report to Director IQAC.

- criteria owners are instructed to support and clarify the points if needed and the departments to prepare the documents,



Sign of Director, ISAC  
(Dr. Sanjay Chaudhary)

Sign of present members:

Dr. Reshmi Ansoori  
Dr. Deepika Shand

Dr. Deepika Shand  
CandP

Dr. Umesh Kumar  
Dr. Amit Datta



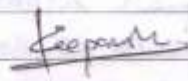
Dr. Shilpi Dhulkar



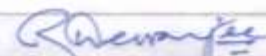
Parinder Gaur



Deepanku Kustham



Rishi Dhanraj



Date: 15.06.2018  
Time: 4.00 PM to 5.30 PM  
Venue: Board Room, Raipur

Chaired by - Dr. Sanjay Chaudhary  
Director, IGAC  
MATS University

Agenda:


- Approval to the minutes of last meeting
- Analysis of progress achieved in the tasks discussed in the last meeting
- Classification documents preparation of NAAC
- Any other matter with the permission of chair

A formal meeting of IGAC team members with Director, IGAC was held in above date and time.

Discussion points are -


- Last minutes of the meeting was discussed and approved
- All department heads were informed for questions raised by NAAC team
- Criteria owners are instructed to collect data from departments, recompiled it and submit to IGAC director office for compliance

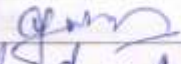
- Departmental representatives are asked to cooperate and prepare documents.

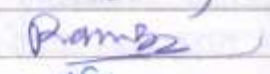



Sign of Director, IGAC  
(Dr. Sanjay Chaudhary)

Sign of present members:

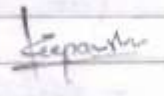
Rishpari Vema 

Dr. Umesh Kumar   
Dr. Deepika Khund  Deepika Khund  
(Co-Ord.)

Dr. Pashmina Ansari   
Dr. Amit Dutt 

Dr. Shilpi Bhattacharya 

Harinder Kaur 

Deepanshu Kushnra 

Rita Dewanjee - R Dewanjee

Date: 16.07.2018

Time: 4.00 pm to 5.30 pm

Venue: Board Room, Raipur campus

chaired by - Dr. Sanjay Chaudhary  
Director, JSAC  
MATS University

Agenda:

- Approval to the minutes of last meeting
- Analysis of progress achieved in the tasks discussed in the last meeting
- Discussion on academic calendar and session planner of departments
- Any other matter with the permission of chair

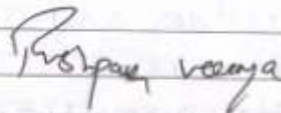
A formal meeting of JSAC members with Director JSAC was held on above date and time

Discussion points are:-

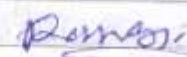
- Last minutes of the meeting was discussed and approved.
- It was suggested to properly plan co-curricular activities of department of students session and adhere to academic calendar
- All the departments were asked to schedule orientation program compulsory for all students.
- All departments are instructed to do result analysis and arrange remedial and advance learning classes for respective students


  
Director, ISAC  
(Dr. Sanjay Chaudhary)


Sign of present members:




Dr. Jacob Lata

Dr. Peshma Anson - 

Dr. Amit Dullu :- 

Dr. Shilpi Bhattacharya 

Deepanshu Kishnam 

Rita Dewanjee - 



Date: 11.08.2018

Time: 4.00 PM to 5.30 PM

Venue: Board Room, Raipur Campus

chaired by - Dr. Sanjay Chaudhary  
 Director, JAC  
 MATS University

### Agenda-

- Approval to the minutes of last meeting.
- Analysis of progress achieved in the tasks discussed in the last meeting
- Preparation and presentation of Department PPI's
- Any other matter with the permission of chair

A formal meeting of JAC members with Director JAC was held on above date and time.


Discussion points are -


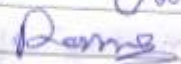
- Last minutes of the meeting was discussed and approved
- Director, JAC, explained the contents to be included in the PPI
- All the Departments were given schedule and practice for presentation.
- All departments are asked to do HR audit and submit to VC office for these session




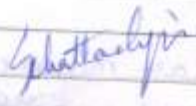
Director, ICRAC  
(Dr. Sanjay Chaudhary)

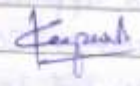
Sign of present members:

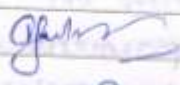
Rishuveer Verma 

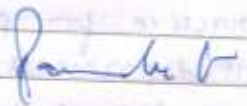
Dr. Deepika Shand   
Dr. Peshma Anson  (Grand P)

Dr. Amit Dull 

Dr. Shilpi Bhattacharya 

Deepanshu Kustriam 



Harinder Kaur 

Rita Dewarjee - Rita Dewarjee

Date: 20.09.2018

Time: 4.00 PM to 5.30 PM

Venue: Board Room, Raipur Campus

Chaired by - Dr. Sanjay Chaudhary  
Director, ICAC  
MATS University

### Agenda:

- Approval to the minutes of last meeting
- Analysis of progress achieved in the tasks discussed in the last meeting
- status of library
- status of Infrastructure
- Any other matter with the permission of chair

A formal meeting of ICAC members with Director ICAC was held on above date and time.

### Discussion points are:-

- Last minutes of the meeting was discussed and approved
- It was suggested to all heads of the departments to take the updated status of library regarding books, journals, magazines and e resource
- All the departments were asked to update the documents of their respective departments

- All heads are informed to update and provide infrastructure requirement to the Registrar office if anything pending.

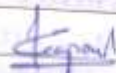
- All departments are also informed to update the database of students and documents of new admission.

  
Director

Dr. Sanjay Choudhary

Sign of present members:

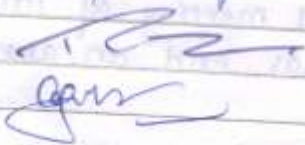
Deepanshu Kishnam



Dr. Shilpi Bhattacharya



Pushpa Veera  
Dr. Umesh Kumar



Dr. Rachna Anand



Dr. Anil Kulkarni



Parinder Kaur



Dr. Deepika Shand

  
(I and P)

Rishi Dewarjee

- R. Dewarjee



### SUMMARY OF ACTION TAKE REPORT

#### **Meeting Date-11/04/2018**

Venue-Board Room, Raipur Campus

Time 04.00 p.m. to 05.30 p.m.

**Decision-** 1. It was suggested to install Lecture Capturing System in both the Campuses to facilitate the students who could not attend daily lectures due to some constraints

**Action-** A formal requisition was submitted to the Management which was approved immediately and the Administration Department was instructed to call for at least three quotations from the Vendors and put them up to appropriate authority for approval.

**Decision-** 2. All the departments should be asked to update the documents of their respective departments as per the new NAAC Format and DVV in soft as well as hard copies.

**Action-** Instruction was issued to Heads of the Departments to update the documents of their departments as per the new formats. A meeting of all the Heads of the Departments was called by the Director IQAC to clear the doubts if any so that the work could be done without any difficulty.

#### **Meeting Date-19/05/2018**

Time 04.00 p.m. to 05.30 p.m.

Venue-Board Room, Raipur Campus

**Decision-** 1. Audit of all the departments shall be conducted

**Action-** All departments were informed that their Audit shall be conducted and they were given 15 days' time to prepare. A schedule was prepared for Audit work and Members of IQAC were divided in groups and were assigned departments to Audit. Criteria owners of all criterions were instructed to satisfy all queries of the departments as and when they come in the process of preparing for the Audit.

Audit of all the departments was conducted as per the schedule.

  
Director  
IQAC, MATS University



**Meeting Date-15/06/2018**

Time 04.00 p.m. to 05.30 p.m.

Venue-Board Room, Raipur Campus

- Decision- 1. It was decided to collect data from all the departments and compile them
- Action- Criteria Owners were instructed to collect data concerned with their Criteria from all the departments compile it and submit the compiled data to the Office of Director IQAC. Departmental representatives were asked to cooperate with IQAC team in the process. Data was collected from all the departments and compiled as per the norms.

**Meeting Date-10/07/2018**

Time 04.00 p.m. to 05.30 p.m.

Venue-Board Room, Raipur Campus

- Decision- 1. It was decided to seek from the departments more scrupulous adherence to the schedule of Co-curricular activities.
- Action- All departments were instructed to observe the Academic Calendar strictly and conduct the Co-curricular activities accordingly.
- Decision- 2. Orientation program for new students should be made compulsory for all the departments.
- Action- All departments were instructed that irrespective of the size of their departments, it shall be compulsory for them to organize a full scale Orientation Program for the newly admitted students to welcome them to the University and apprise them of the System, Rules and Regulations of the University.
- Decision- 3. Result Analysis shall be done and subsequent action should be taken compulsorily.
- Action- Head of all the Departments were requested to analyze the Result of previous examination of all the classes of their departments and schedule the Remedial

  
Director  
IQAC, MATS University



Classes as well as Classes for Advance Learners, accordingly. All departments submitted the schedule of Remedial Classes for the ongoing session.

**Meeting Date-11/08/2018**

Time 04.00 p.m. to 05.30 p.m.

Venue-Board Room, Raipur Campus

- Decision- 1. Man Power Audit should be conducted in all the departments.  
Action- Head of all the departments were requested to conduct Man Power Audit of their departments in the assistance of the HR department and submit its report to the office of the Vice Chancellor.

**Meeting Date-20/09/2018**

Time 04.00 p.m. to 05.30 p.m.

Venue-Board Room, Raipur Campus

- Decision- 1. Library should be updated  
Action- The departments were asked to verify the fulfillment of the Library related requirements concerned with their department and submit requirements if they need any further update in this regard. All departments verified the status of availability of required Books, Magazines, Journals and other items of the library concerned with their department and took the necessary appropriate action.
- Decision- 2. Infrastructure status should be updated  
Action- Since the visit of NAAC Peer Team is due shortly, it was decided to ask each of the department to check for the fulfillment of Infrastructural requirements and submit a report in this regard. In case there is any further requirement, it must be submitted within 7 days. This instruction was sent to all concerned immediately with instruction to comply strictly with the duration.

  
Director  
IQAC, MATS University