

Minutes of the Meeting #3
Committee of Internal Members, IQAC
October 27, 2023

A meeting of the Committee of Internal Members [Sister Body] of the IQAC was held on 27 October 2023 at 03:00 pm in the IQAC Conference Hall.

Following Members attended the meeting:

1. Prof. Sachchidanand Shukla, Hon'ble VC
2. Prof. A.K. Gupta, special invitee
3. Prof. K.K. Ghosh
4. Prof. A. K. Shrivastava
5. Prof. Reeta Venugopal
6. Prof. B.S. Thakur
7. Prof. Arti Parganiha, Director, IQAC

The following business was transacted:

1. Involvement of the NAAC assessors of the PRSU/Senior faculty in the preparation of the SSR:

Decision: The Committee unanimously agreed to the involvement of the following faculty members in the preparation of the criterion-wise SSR:

S. No.	Criterion	Faculty
1.	I	Prof. R. Venugopal
2.	II	Prof. CD Agashe
3.	III	Prof. KK Ghosh
4.	IV	Prof. BS Thakur
5.	V	Prof. Priyamvada Shrivastava
6.	VI	Prof. AK Shrivastava
7.	VII	Prof. Preeti K Suresh

It was also decided that Prof. A.K. Gupta will be invited as an expert to give suggestions during the preparation of the SSR.

2. Preparation of the SSR according to the benchmark

Decision: During the meeting, the Committee extensively deliberated on the benchmark set by the NAAC for the quantitative metrics. It was decided that the SSR of the PRSU would be prepared in accordance with the benchmark for the reassessment. Additionally, the Director presented several metrics of seven criteria to the members, highlighting the criteria that require greater emphasis.

3. IQAC activities and initiatives according to IQAC Calendar

(a) IQAC activities and calendar

Decision: During the meeting, the Director of IQAC presented the activities and initiatives planned according to the IQAC calendar for the academic session 2023-24. The proposed activities included workshops, seminars, conferences, meetings of internal and external IQAC members, collaborative quality initiatives with other institutions, orientation programs on quality issues for teachers and students, and more. All the activities proposed by the IQAC were unanimously approved by the committee.

AK
31.10.2023

Amn
31/10/23

IQAC Calendar [October 2023 – June 2024]

Workshop/ Seminar/Conference				
S. No.	Name of the Program	Coordinator	Tentative Dates	Participating Group
1.	One-day Workshop on Learning Management System (Moodle)	Dr. V.K. Patle	28 October 2023	Teachers
2.	Review of detailed NAAC report of the 4 th Cycle	IQAC Director	12 December 2023	Heads and Administrative Officers
3.	Workshop on New Methodology of NAAC with special reference to NAAC Benchmark	IQAC and Prof. KK Ghosh	20 December 2023	Teachers and Administrative Officers
4.	One-day Workshop on Career Advancement Scheme [CAS]	IQAC Director	29 December 2023	Teachers
5.	2 nd One-day Workshop on Learning Management System (Moodle)	Dr. V.K. Patle	9 January 2024	Teachers
6.	One-day Workshop on E-Content Development	IQAC and Dr. VK Patle	19 January 2024	Teachers
7.	One-day Workshop on Annual Quality Assurance Report [AQAR]	IQAC and Prof. R Venugopal	9 February 2024	Teachers and Administrative Officers
8.	One-day Workshop on Departmental Data Management System	IQAC Director	28 February 2024	Members of DQAC
9.	Awareness of the NAAC Assessment and Accreditation Process	IQAC and Prof. AK Shrivastava	20, 21 March 2024	Affiliated Colleges
10.	National Conference on Quality Enhancement Practices	IQAC Director	26, 27 April 2024	All
11.	Seminar/ Conference on National Education Policy [NEP]	IQAC and HRDC	10, 11 May 2024	All
12.	Workshop on Intellectual Property Rights	IQAC Director and Prof. S. Saraf/ HRDC	28, 29 May 2024	All
13.	Workshop on Research Methodology for Research Scholars	IQAC Director and HRDC	6, 7, 8 June 2024	Research Scholars
14.	Workshop for Non-teaching Staff	IQAC Director and HRDC	27, 28 June 2024	Non-teaching Staff, PRSU
Meetings				
15.	Meeting of Internal Members [Sister Body] of the IQAC	One meeting each month		
16.	Full Board IQAC Meeting	Four meetings in a year [December, February, April, June]		
Other initiatives				
17.	IQAC Reconstitution	November 2023		
18.	Collaborative quality initiatives with other institution(s)			
19.	Orientation programme on quality issues for teachers and students in collaboration with HRDC			
20.	Establishment of Electoral Club			
21.	Benchmark for Teacher/ Department assigned by IQAC			
22.	Submission of AQAR 2022-23			

AK
31-10-2023

Amr
31/10/23

(b) Benchmark for Teacher/ Department assigned by the IQAC:

Decision: The Committee approved the benchmark set by the IQAC for Teachers and Departments. It was decided to send the benchmark to all faculty members. Performance of individual teachers will be assessed every three months based on it.

IQAC Recommendation for Teacher/ Department	Expectations	Mandatory
Publications (UGC-care list that includes Scopus/ WOS, and Indian Citation Index)	2/Year per faculty	1/Year per faculty
Book/ Book Chapter	1/Year per faculty	1/Year per faculty
Participation in conference National	1/Year per faculty	1/Year per faculty
Participation in conference International	1 in 3 Years per faculty	1 in 3 Years per faculty
Research guidance at any given time	2/Year per faculty	1/Year per faculty
E-content development	2/Year per faculty	1/Year per faculty
Organizing Conference/Seminar/Workshop	2/Year per department	1/Year per department
Resource Person/ Invited Lectures/ Keynote address	3/Year per department	1/Year per department
Outreach activities	2/Year per department	1/Year per department
Project - Ongoing	2/Year per department	2/Year per department
National/international fellowship for advanced studies/ research	1 per department	1 per department
Achievement of faculty	Undefined	Undefined
Consultancy	1 per department	1 per department
MoU/ Collaboration	2 per department	1 per department
h-index (Scopus/ WOS/ GS)	6/4/10	6/4/10
Citation	Undefined	Undefined
Number of awards received for research/innovations by the institution/teachers	Undefined	Undefined
Patent	1 per department	-
Ph.D. awarded	Undefined	Undefined
Participation in Faculty Development Programmes (FDP)/ Management Development Programs (MDP)	2/Year per department	1/Year per department
Digital Footprint [WoS/ SCOPUS/ Google Scholar/ ORCID/ Vidwan/ ResearchGate/Research ID]	All faculty to be registered with valid credentials	All faculty to be registered with valid credentials

4. Reconstitution of various committees/ cells

Decision: The Committee decided to reconstitute various committees that will work for the quality enhancement of the PRSU.

- Core Committee for NAAC Assessment
- Reconstitution of the Vision Committee
- Review of examinations and reforms
- University - industry Partnership
- Consultancy and Corporate Training
- Research Promotion Cell
- MoUs and Collaboration
- Training and Placement cell
- Incubation Centre
- IPR Cell
- Maintenance and Development of infrastructure

Adh
31/10/2023

Amr
31/10/23

- Feedback Cell
 - Outcome-Based Learning and Blended Learning
 - Renewable energy and green audit Cell
 - AQAR Committee
 - NIRF Committee
 - SSR Committee
 - Alumni Association
 - Capacity development and skills enhancement: Soft skills
 - Capacity development and skills enhancement: Language and communication skills
 - Capacity development and skills enhancement: Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)
 - Capacity development and skills enhancement: Awareness of trends in technology
5. Updating of the University website
- Decision:** The Committee decided that Prof. N. Bodhankar and Prof. Sanjay Kumar will look after updating the university website.
6. Any other matter with permission to the Chair
- It was suggested that IQAC will organize a workshop on “Quality Enhancement of a HEI and Preparation for the NAAC Assessment.” It was decided to invite Dr. Pratibha Singh, Deputy Advisor, NAAC, as a resource person.
 - It was decided to review the activities of all the MoUs of PRSU with other institutions.
 - The Hon’ble Chairperson suggested that there should be a provision of the travel grants for the faculty members of PRSU. He advised the IQAC to send a proposal to the administration for incorporation of travel grant in the budget.
 - Member, Prof. Ashish Shrivastava, recommended biannual audits for UTDs and administrative sections.
 - The Director of IQAC suggested conducting annual academic and administrative audits by external experts.
 - The Hon’ble Chairperson advised IQAC to send a proposal to the administration to apply for the World University Rankings.
 - The Hon’ble Chairperson advised IQAC to prepare a roadmap for the PRSU.

The meeting ended with a vote of thanks to the Chair and the members.


31.10.2023
Director, IQAC, PRSU

Director, IQAC
Pt. Ravishankar Shukla University
Raipur 492010 (C.G.)


31/10/23
Honorable Vice-Chancellor, PRSU
Chairperson

Vice-Chancellor
Pt. Ravishankar Shukla University
Raipur (C.G.)