

Brief Record of the 20th/ 2022 Meeting of the HODs
held on 4th May 2022(Wednesday) at 3:00 pm at Conference Room

Present:

Mr. Anupam Goel, Prof.(Dr) Sugandha Goel, Prof.(Dr) R.K. Singhal, Prof. (Dr.) Dolly Phillips, Prof. (Dr.) Nishi Sharma, Prof. (Dr) Minaxi Tomar, Mr. Shashank Chaudhary, Mr. Surendra Kumar, Mr. Aviral Goel , Dr. Sangeeta Solanki

1. **Next Meeting: to be held on 17 May 2022.**

2. **Confirmation on the minutes of the 19th Meeting held on 19th April 2022 were circulated and confirmed.**

It is advised that the compliance of the Meeting shall be submitted atleast two days before the meeting.

3. **Review & Action Taken on the minutes of the HOD's Meeting held on 19th April, 2022.**

Common Points concern with all the departments. (Mgmt., CA, and CTE & Law)

4. **NAAC-UG and Law (Principal CTE)**

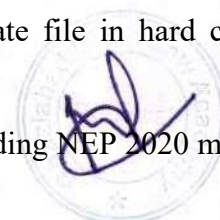
a) **Review of preparation status of AQAR of UG for 2020-21**

- It is apprised that uploading of AQAR has been started and Criteria 1 will be uploaded by 05/05/2022 and Criteria 2 will be completed by 06/05/2022. Criteria 3 , 4, 5 , 6 & 7 will be documented in all respect by Friday 06/05/2022 and the uploading will be started on 7th May 2022. All the uploading work will be completed by 9th May 2022.
- Thereafter, the uploaded AQAR would be reviewed and will be submitted on or before 15th May 2022 after approval of Dr. Dolly Phillips & Dr. Sangeeta Solanki.
- It is advised that a separate file in hard copy shall be maintained of all correspondence with NAAC.
- While filling the AQAR 2021-22, the consideration regarding NEP 2020 must also be taken into account.

b) **Review of preparation status of AQAR of Law for 2021-22**

- It is apprised that the Law Deptt should follow the given schedule for preparation of AQAR (2021-22).
- It is advised that Law Deptt should also maintain a separate file in hard copy of all correspondence with NAAC.

- While filling the AQAR 2021-22, the consideration regarding NEP 2020 must also be taken into account.



c) **List of activities/ events will be conducted for the AQAR 2021-22**

It is apprised that each deptt (Mgmt, CA, CTE & Law) should prepare a list of activities which are essential and can possibly be done for submission of AQAR 2021-22. All HODs should regularly monitor it closely.

d) **The Progress on review of editorial board for all Journals of IPEM with a view to include in UGC Care list. (Management, Computer Application, Law & CTE)**

- It is apprised that in CTE, three International Members are finalised for editorial board and eight members for advisory council are also finalised.
- In case of management deptt, five international members for editorial board and six members for advisory board are finalised.

e) **The status of identifying a common agenda issue for all the four villages to forward to UBA.**

The schedule for visiting 15 villages by concerned faculty of Management , Computer Application, CTE & Law for the purpose of collecting the required updated information as per UBA prescribed proforma and finding out the issues being faced by the villagers particularly with reference to livelihood and sustainability has been finalised. The necessary information will be collected and further proceedings will be done accordingly.

f) **The status of progress on installation of Sanitary Pad vending machine.(Dean-Outreach)**

The sanitary pad vending machine with association of Rotary Club has been installed. It is also advised that the same machine shall also be installed for Law Deptt.

g) **To apprise about the use of membership of N-List (Dean Outreach).**

It is apprised that hardly any faculty is using N-List. It is advised that it is important this facility should be made in use by all the faculty members. It is requested to all HODs to keep a check on its use through self generated report every month.

h) **The status of preparation of Virtual Tour of NAAC visit (Dean Outreach).**

It is apprised that it is already been uploaded on website.

i) **Status of School teaching by B.Ed 1st year student started from 25 May 2022(CTE)**

It is apprised that the school teaching will complete on Saturday 7, 2022.



j) **Progress on Book Publication of conference proceedings and dispatch of Law & IT Conference Books. (International conference 2022) (CTE, Law & IT)**

It is advised that now onwards books/journals will not be given to the deptt for dispatch. The respective deptt would prepare a list along with a labels for dispatch and shall be given to Dr. Dolly Phillips for her consent and information. Finally it will be given to Store Deptt for dispatch. Currently Law Deptt will give the list by tomorrow, and in case of CA Deptt they have already dispatch 30 books and for remaining they will be dispatching this week.

k) **MOUs with ARNI University , H.P., IT Skills Agency and GMA**

MOU with Arni University has been signed and with GMA is under process and would possibly be completed by the end of next week.

l) **A Blood donation camp to be held on 5th May 2022.(Management)**

A committee is being formulated for organising Blood donation camp on May 5, 2022. Dr. Minaxi Tomar & Mr. Shashank Chaudhary are the Convener and Co-Convener.

Note:- The remaining points of the Agenda will be discussed in the departmental meetings to be held with Dean Academics/ Director as per the schedule of meetings notified earlier.

Any other item with the permission of Chair.

(Dr. R.K. Singhal)
Director

CC to

- Secretary
- Dean Academics
- Director General
- All HODs

