



NETAJI SUBHAS UNIVERSITY JAMSHEDPUR

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan)

Estd. Under Jharkhand State Private University Act, 2018

Approved by UGC under Section 2(f), AICTE, PCI, BCI, NCTE, INC & JNRC

Ref. No. :

NSU/49/2024

Date :

26/01/2024

Circular

It is hereby notified to all the members of **Internal Quality Assessment Cell (IQAC)** that a meeting has been scheduled on dated **27/01/2024** at **03:00 PM** in Conference Hall, Netaji Subhas University under the chairmanship of Vice Chancellor.

You are cordially notified to attend the meeting.

By the order of Vice Chancellor

Registrar

Registrar

Netaji Subhas University
Jamshedpur, Jharkhand

Copy to

1. Office of Vice-Chancellor
2. Office of Pro Vice Chancellor
3. Office of Registrar
4. All Deans and HoDs of faculty for information
5. All members concerned for information and compliance
6. IQAC Cell
7. Office copy

MEETING No:- 12

Minutes of the IOAC Meeting

Date:- 27/01/2024.

Venue: Conference Room, Netaji Subhas University.

Agenda:-

1. Progress of IIOA Clarification.
2. Different documents related work in department for NAAC Purpose.

Minutes:-

1. Welcome Address:

- The meeting commenced with a welcome address by the Vice Chancellor, ~~Prof~~ Dr. Gangadhar Panda. He acknowledged the presence of all members and emphasized the importance of the IOAC in maintaining and enhancing the quality of education at the university.

2. Progress of IIOA Clarification.

- Report by IOAC Head: Dr. Ranjan Kumar Mishra provided an update on the Institutional Information for Quality Assessment (IIOA). He clarified several points regarding the current status and next steps.
- Current Status: The data collection and documentation processes are well underway. The initial draft of the IIOA report

has been prepared and is undergoing review. Feedback from various departments has been incorporated.

Clarifications:

- **Data Accuracy:** Ensured that all data provided by departments are accurate and up-to-date.
- **Submission Deadline:** Reaffirmed the deadline for finalizing the IISA report as February 15, 2024, with submission to NAAC by the end of February 2024.
- **Support Mechanisms:** Highlighted the support mechanisms in place for departments needing assistance in data collection and documentation.

Action points:

- Final review of the IISA report will be completed by February 15, 2024.
- Departments are requested to expedite any pending data submissions to ensure timely completion.
- 3. **Different Documents Related Work in Departments for NAAC Purpose.**
- **Departmental Responsibilities:** Each department has been assigned specific documents to

- prepare for the NAAC accreditation process. These include course files, faculty profiles, student records, research publications, and departmental activities.
- Progress Report: A summary of the progress made by each department was presented. Most departments are on track, but a few require additional support.
- Challenges:
 - Some departments reported difficulties in gathering old records.
 - There is a need for more co-ordination and communication among departments.

Solutions:

- A centralized support team will be established to assist departments facing challenges.
- Regular follow-up meetings will be held to monitor progress and provide necessary assistance.
- Training sessions on documentation and record-keeping will be organized for departmental coordinators.

4. Other Discussions:

- Quality Initiatives: The committee discussed potential quality initiatives that could be implemented to enhance the academic and administrative functions of the university.

- Workshops and Seminars: Plans for organizing workshops and seminars on quality enhancement and accreditation processes were proposed.

5. Closing Remarks.

- The Vice Chancellor Prof. Dr. Gangadhar Panda, thanked all members for their active participation and contribution. He reiterated the importance of meeting the deadlines and maintaining the quality of the submissions.
- The meeting concluded with a vote of thanks to the chair.

The following members were present in the # meeting :-

1. Prof. Dr. Gangadhar Panda - Vice Chancellor
2. Prof. Dr. Acharya Rishi Ranjan - Pro VC
3. Dr. Ranjan Kumar Mishra - IQAC Head
4. Mr. D. Shome - Dean Academic
5. Mr. Nazim Khan - Dean Administration
6. Dr. Pramod K. Singh - Dean Research
7. Dr. Puja Prasad - HOD Management
8. Dr. Ishita Ghosh - HOD Physics
9. Dr. Shradha Verma - Commerce
10. Dr. Vijaykant Pandey - HOD Agriculture