



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

Date: 11/05/2024

Ref. No.: NSU/403/2024

Circular

It is hereby notified to all the members of Internal Quality Assessment Cell (IQAC) that a meeting has been scheduled on dated 14/05/2024 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:-14Minutes of the IQAC MeetingDate:- 14/05/2024Venue: Conference Room, Netaji Subhas University.Agenda:

1. Arrange the documents of different Criteria.
2. Automation of Library.
3. Proposal of Automation of Examination Cell

Minutes:-1. Welcome Address:

- The meeting commenced with a welcome address by the Vice Chancellor, Prof (Dr) Gangadhar Panda. He congratulated the team on the successful submission of the Self Study Report (SSR) to NAAC and emphasized the importance of the next steps to ensure a smooth accreditation process.

2. Arrange the Documents of Different Criteria:

- Report by IQAC Head: Dr. Ranjan Kumar Mishra highlighted the need for systematic organization and storage of documents related to various NAAC criteria.
- Current Status: Preliminary organization has begun, but further efforts are

required to ensure all documents are complete and accessible.

• Action points:

- Criteria-wise Documentation: Each department is to ensure that documents are categorized and filed according to NAAC criteria.
- Central Repository: Establish a central digital repository for storing scanned copies of all important documents. This will facilitate easy retrieval and backup.
- Regular Audits: Conduct regular audits of the documentation to ensure completeness and accuracy.

3. Automation of Library.

- Library Enhancement Report: The University Librarian presented a report on the current status of the library automation efforts.

• Current status:

- Digital cataloguing: Significant progress has been made in digitizing the library's catalog. Most books and journals are now available in the digital system.

- User Services: - New automated services

such as self-checkout kiosks and online resource access, are being implemented.

• Action points:

- Completion of Digitization: Ensure all library resources are digitized by the end of June 2024.

- Training Programs: Organize training sessions for students and faculty on using the new automated systems.

- Feedback Mechanism: Establish a feedback mechanism to continuously improve the library services based on user input.

4. Proposal of Automation of Examination Cell:

- Presentation by Puro-VC: Prof. (Dr). Acharya Rishi Ranjan presented a proposal for the automation of the Examination cell to enhance efficiency and transparency.

- Current Issues: Manual processes are time-consuming and prone to errors. Automation is expected to streamline operations, improve accuracy, and reduce workload.

• Action points:

- Feasibility study: Conduct a feasibility

study to assess the requirements and cost implications of automating the Examination Cell.

- Software Selection: Research and identify suitable software solutions that can be customized to the university's needs.

- Implementation Plan: Develop a phased implementation plan, starting with essential functions such as exam scheduling, result processing and student record management.

5. Other Discussions:

- Quality Initiatives: The committee discussed potential quality initiatives that could further enhance academic and administrative functions.

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

6. Closing Remarks.

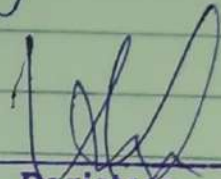
- The Vice Chancellor Prof (Dr.) Gangaadhar Panda; thanked all members for their dedication and hard work. He reiterated the importance of adhering to timelines and maintaining high standards in all initiatives.

- The meeting concluded with a vote

of thanks to the chair.

The following members were present in the meeting.

1. Prof. Dr. Gangadhar Panda - VC
2. Prof. Dr. Acharya Rishi Ranjan - Pro. VC
3. Dr. Ranjan Kumar Mishra - IGAC 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



Registrar

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