



# 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/407/A/2024

Date : 17/05/2024

## Circular

It is hereby notified to all the members of **Internal Quality Assessment Cell (IQAC)** that a meeting has been scheduled on dated **22/05/2024** 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

## Minutes of the IQAC Meeting

Date :- 22/05/2024

Venue: Conference Room, Netaji Subhas University.

### Agenda:

1. To upload the clarification before the deadline of June 5, 2024.

### Minutes:

#### 1. Welcome Address:-

- The meeting commenced with a welcome address by the Vice Chancellor, Prof. (Dr.) Ganganathare Panda. He highlighted the importance of addressing the clarifications requested by NAAC promptly and accurately to ensure a smooth accreditation process.

#### 2. Clarification Generated by NAAC:

- Overview by IQAC Head: Dr. Ranjan Kumar Mishra provided a summary of the clarifications requested by NAAC following the submission of the SSR. The clarifications pertain to specific data points and documentation in various criteria.
- Discussion Points:-
  - Data Accuracy: Emphasis on ensuring

That all data provided in the clarifications is accurate, up-to-date, and thoroughly verified.

- **Criteria Head Responsibilities:** Each Criteria head is responsible for addressing the clarifications related to their respective areas.

- **Coordination and Support:** The IQAC office will coordinate with the Criteria Head to provide support and ensure timely submission.

### 3. Action Plan to Upload the Clarifications

- **Timeline and Deadlines:**

- **May 25, 2024:** Departments to submit initial responses and additional documents to the IQAC office.

- **May 28, 2024:** IQAC office to review submissions and provide feedback to Criteria heads.

- **June 1, 2024:** Final revisions and compilation of all clarifications.

- **June 3, 2024:** Final review by the Vice Chancellor and Pro Vice Chancellor.

- **June 5, 2024:** Upload the clarifications to the NAAC portal.

- Documentation and Verification:
- All documents must be cross-verified with original records to ensure authenticity.
- A checklist will be provided to each department to streamline the process.
- Technical Support:
- IT support will be available to assist with the digital uploading process.
- Training session will be conducted for O'Criteria heads on how to format and upload documents correctly.

#### 4. Other Discussions:

- Quality Assurance: Ensuring that all responses maintain high standards of quality and clarity to address NAAC's queries effectively.
- Future Preparations: Planning for any potential further queries or requirements from NAAC after the clarification submission.

#### 5. Closing Remarks.

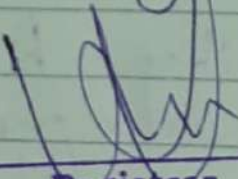
- The vice-chancellor, Prof. (Dr.) Ganganadhar Panda, emphasized the

importance of teamwork and coordination to meet the June 5 deadline. He thanked all members for their dedication and urged them to continue working diligently.

- 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 - ISAC Head
4. Mr. D. Shome - Dean Academic
5. Mr. Nazim Khan - Dean Administration
6. Dr. Puja Prasad - HOD Management
7. Dr. Pramod Kr. Singh - Dean Research
8. Dr. Ishika Ghosh - HOD Physics
9. Dr. Shradha Verma - Commerce
10. Vijaykrant Pandey - HOD Agriculture

  
**Registrar**  
Netaji Subhas University  
Jamshedpur, Jharkhand