



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/25/A/2025

Date :

18/01/2025

CIRCULAR

It is here by notify to all the member of **Internal Quality Assessment Cell (IQAC)** that a meeting has been scheduled on dated 22/01/2025 at 02:30 PM in conference room, Netaji Subhas University under the chairmanship of Vice Chancellor.

You are cordially notified to attend the meeting.

By the order of Vice Chancellor

Registrar
Netaji Subhas University
Jamshedpur, Jharkhand

Copy to:

1. Office of VC/Pro VC/Registrar, NSU
2. All Dean & HoD, NSU
3. All members concerned
4. IQAC Cell
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27
41

MINUTES OF THE IQAC MEETING

Date - 22 January, 2025.

Venue - Vice Chancellor's Conference Room

AGENDA:-

- 1) Finalizing the Preparations for the NAAC Peer Team Visit (19th February * 21st February 2025).
- 2) Reviewing the Responsibilities of Each Criteria Head.
- 3) Ensuring Documentation and Evidence are Ready.
- 4) Planning the Schedule for the Peer Team Visit.
- 5) Addressing Any Additional Requirements for the Visit.

Minutes :-

- 1) Opening Remarks :-

The meeting was called to order at 11:00 AM by the Vice Chancellor. He expressed the importance of preparing meticulously for the upcoming NAAC Peer Team Visit scheduled from

19th February & 21st February 2025. The Vice Chancellor highlighted the critical role the visit would play in determining the institution's accreditation status and urged all members to ensure that everything was in place well in advance.

2) Review of NAAC Peer Team Visit Schedule :-

The Vice Chancellor outlined the preliminary schedule for the Peer Team Visit. It was confirmed that the Peer Team would arrive on 19th February 2025 and stay until 21st February 2025. The meeting schedule, departmental presentations, and campus tour were discussed in detail. The Pro Vice Chancellor suggested that each department be prepared with relevant documentation to present to the Peer Team during the visit.

3) Responsibilities of Criteria Heads :-

Each Criteria Head was asked to review and finalize their respective sections. The criteria heads were reminded of the importance of making sure that evidence supporting their claims is readily available. The specific tasks included :-

a) Criterion 1 (Curricular aspects) - Finalizing course syllabi, academic collaborations and curriculum-related documentation.

b) Criterion 2 (Teaching - Learning and Evaluation) - Ensuring that teaching methods, learning outcomes, and evaluation criteria were well-documented.

c) Criterion 3 (Research, Innovations, and Extension) - Gathering publications, projects, patents and collaboration research data.

d) Criterion 4 (Infrastructure and Learning Resources) - Preparing a comprehensive list of infrastructure, facilities and learning resources, including upgrades planned or recently completed.

e) Criterion 5 (Student Support and Progression) - Compiling data on student support services, career progression, and placement activities.

f) Criterion 6 (Governance, Leadership and Management) - Finalizing governance structures and leadership related documentations.

Values and Best Practices) - Preparation of evidence for the institution's social outreach, sustainability, and best practices.

4) Document Verification and Readiness :-

The Registrar emphasized the importance of ensuring all documentation is verified and ready for the visit. He instructed the criteria had to make sure all documents were organized in a systematic manner. These documents should be easily accessible during the Peer Team visit. Additionally, it was suggested that the supporting documents be reviewed by the IQAC team one more time before the visit.

5) Peer Team Visit schedule and Campus Preparation :-

The Pro Vice Chancellor proposed that a detailed schedule for the Peer Team be finalized, which would include :-

a) Day 1 - Orientation session and institutional presentation, followed by department-wise presentations.

b) Day 2 - Campus tour, interactions with the students, faculty, and staff and review of institutional support services.

c) Day 3 - Summary meetings, deliberations, and final feedback session.

The Vice-Chancellor also recommended that the campus be cleaned and all infrastructure be well-maintained before the visit.

b) Additional Requirements for the Visit :-

The director of IQAC suggested that any additional requirements, such as transport arrangements for the Peer Team, welcome kits, and documentation, should be finalized ahead of time. The Registrar was tasked with coordinating logistics, including arranging accommodation and transportation for the Peer Team.

7) Final Thoughts and Conclusion :-

The Vice-Chancellor concluded the meeting by encouraging all members to stay proactive in the preparation process. He emphasized the importance of every department's active involvement &

present a cohesive, organized, and accurate picture of the institution to the Peer Team. The Pro Vice Chancellor reiterated the need for a thorough & the Peer Team. Review of documents and a clear communication plan for the event.

Meeting Adjourned :- 12:30 PM

The meeting concluded with a vote of thanks to the chair.

The following members were present in the meeting :-

- 1) Prof (Dr) Prabhat Kumar Pani - VC
- 2) Prof (Dr) Acharya Rishi Ranjan - Pro VC
- 3) Dr. Ranjan K. Mishra - IQAC Head.
- 4) Mr. D. Shome - Dean Academic
- 5) Dr. Pramod K. Singh - Dean Research
- 6) Mr. Nazim Khan - Dean Administration
- 7) Dr. Pujya Prasad - HOD, Management.
- 8) Dr. Ishita Ghosh - HOD, Physics.
- 9) Dr. Shraddha Verma - Commercial.
- 10) Dr. Vijaykant Pande - HOD Agriculture
- 11) Dr. Shakti Prakash Singh - Member.