



**BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA**  
**A State University established under Sections 2(f) and 12 (b) of the UGC Act, 1956)**  
**KhanpurKalan, Sonipat, Haryana-131305**

**Internal Quality Assurance Cell**

**PROCEEDINGS OF THE 6<sup>TH</sup> MEETING OF IQAC COMMITTEE, HELD ON 19.12.2024**  
**AT 11:00 AM IN CONFERENCE HALL, ADMINISTRATIVE BLOCK, BPSMV.**

**The following were present:**

|   |                           |
|---|---------------------------|
| Prof. Sudesh, Vice-Chancellor   | Chairperson               |
| Prof. Ipshita Bansal,<br>Department of Management Studies                 | Member                    |
| Prof Sanket Vij<br>Department of Management Studies                       | Member                    |
| Prof. Vijay Nehra,<br>Department of Electronics and Communication Engg.   | Member                    |
| Prof. Ravi Bhushan,<br>Department of English                              | Member                    |
| Prof. Neelam Jain,<br>Department of Pharmaceutical Education and Research | Member<br>(Joined online) |
| Dr. Suman Dalal,<br>Department of Education                               | Member                    |
| Dr Sandeep Dahiya,<br>Controller of Examination, BPSMV                    | Member                    |
| Sh Mukesh Singh,<br>Nominee from Industry                                 | Member                    |
| Dr Sunita Srivastava<br>Nominee from Management                           | Member                    |
| Ms. Sudesh,<br>Student Nominee  | Member                    |
| Prof Ashok Verma,<br>Director IQAC  | Member Secretary          |

The following IQAC Core Team members were also present:

1. Prof Shalini, Associate Director, IQAC
2. Dr Piyush Chaudhary, Assistant Director, IQAC
3. Dr Sushil Kumar, Assistant Director, IQAC
4. Mr Sushil, Assistant Professor (T), Department of Computer Science

The Hon'ble Vice-Chancellor, Prof. Sudesh, welcomed all members and congratulated the IQAC team for their commendable performance, securing the **441st rank globally** and **16th rank in India** in the UI Green Metric World Ranking. Prof. Shalini Attri, Associate Director, IQAC presented the Action Taken Report on the decisions of the 5<sup>th</sup> Meeting, underscoring the following points:

- PG Programs in two departments of MSM Institute of Ayurveda have commenced w.e.f. the academic year 2024-25.
- Workshops and seminars have been conducted to promote patent filing. The IPR Cell is actively mentoring university staff on patent and copyright applications.
- A proposal for Communication and Skill Training for College and School Teachers of Haryana has been initiated by the STRITE for revenue generation through consultancy.
- Meetings on research funding through seed money have been conducted by the Director Research. The outcome report is expected soon.

The House lauded the IQAC for their achievements and persistent efforts towards quality enhancement. Then, with the consent of the Chairperson, the formal agenda was taken up for discussion:

### **1. To discuss Policy for Academic/ Administrative Audit.**

Prof. Ashok Verma informed the house that Academic/Administrative Audit is being conducted annually in the Departments/Institutes/Centres/Branches for the past few years and there is a need to review and strengthen the mechanism. Accordingly, IQAC proposed a policy vide which the Academic/Administrative Audit will be conducted once in every three years, similar to the practice at Kurukshetra University.

The house discussed the policy at length and recommended that the audit be conducted at two levels i.e. internal and external. Internal audit will be conducted annually. Its report will be reviewed and analyzed by the Department/ Institute/Centre with a copy of the Audit and Action Taken Report to the IQAC. External audit will be conducted once in three years. The committees of the two audits as as under:

Internal Audit:

- Dean
- Chairperson from another department

External Audit

- Dean (Convener)
- Two external members: one from industry/professionals and one from academics.

Further, it was unanimously decided that applications related to promotions under CAS (Career Advancement Scheme) will be routed through IQAC for review and monitoring.

### **2. To Discuss Mentor-mentee Policy & Proforma:**

To streamline the record maintenance related to Mentor-Mentee and to make the exercise fruitful, a uniform policy along with its proforma was proposed by the IQAC. The house welcomed the initiative and approved the same. Further, it was suggested that all faculty members must engage in the exercise in tune with the provisions of the policy to implement it in both letter and spirit, ensuring mentorship is not merely for

documentation but is effectively conducted and properly recorded. Departments will ensure the mentorship process is well-documented. IQAC shall monitor the overall progress.

### **3. To discuss and devise mechanism for increasing the Enrolment of students:**

The IQAC shared with the house that the number of admissions to various programmes of the university should also be strengthened for a better reflection of the university. Accordingly, a proposal was placed before the house. It was discussed at length and decided that:

- i. Every department will actively promote and publicize the success stories of their students and alumni to attract students.
- ii. Departments should visit nearby schools/feeder institutions to create awareness and sensitize students about the programmes offered and career opportunities thereto. The Vice Chancellor shared with the house that **University Kanya Gurukul Senior Secondary School** and **Campus School** have also been instructed to organize workshops and invite faculty members from the Departments of Education, Sciences, Ayurveda, and Management to engage and sensitize school students about higher education opportunities at the university.
- iii. Departments will collaborate with nearby schools and colleges to conduct outreach programs.

### **4. To discuss strategies for improving NIRF rankings:**

The house discussed strategies to improve the university's performance in the NIRF rankings. The Key resolutions included:

- Reaching out to faculty members to identify and address grey areas affecting the rankings for the same it was decided to conduct a workshop in the month of January to discuss strategies and improvements required.
- Reviewing university cells such as IPR Cell, NSS Cell, SC/ST Cell, etc. constituted for statutory functions and ensuring their proper functionality.

IQAC will oversee the implementation of these strategies and monitor their progress.

### **5. To Strengthen the Feedback Mechanism:**

Director IQAC drew the attention of the House to the need to take the feedback mechanism of the university to advanced level where it is not merely collected but analyzed properly with necessary corrective measures through competent statutory bodies. The house agreed to the idea and it was decided that every department will collect

feedback data from the IQAC once it has been received, analyze it and take necessary steps. A comprehensive report to this effect should be submitted to the IQAC.

**6. Any other item with the permission of the Chair:**

a. IQAC proposed that in order to streamline the data collection for AQAR, the following time framework may be adopted:

1. All Departments/Cells/Branches shall collect data required for AQAR by 31<sup>st</sup> of July every year.
2. IQAC shall notify the schedule for presentation of Departments/Cells/Branches in the month August.
3. The Departments/Cells/Branches shall make their presentations through their Chairpersons/Director/ Branch Officer along with their respective NAAC Coordinators as per schedule notified.
4. The final data as per the requirements of the IQAC shall be submitted latest by 31<sup>st</sup> of October.

b. In order to enhance research output of the faculty in consonance with the guidelines already circulated, the IQAC proposed that a circular to the effect be sent to all Departments/ Institutes/ Centres by Director Research and regular monitoring of the same be done by him at least on quarterly basis.

The house welcomed both the proposals and endorsed them.

The meeting ended with vote of thanks from the chair.

Ms Sudesh

Dr Sushil

Mr Sushil

Dr Shalini

Dr Sandeep Dahiya

Dr. Suman Dalal

Prof. Neelam Jain

Prof. Ravi Bhushan

Prof. Ipshita Bansal

Prof. Sanket Vij

Prof. Vijay Nehra

Dr Sunita Srivastava

Sh Mukesh Singh

Prof Ashok Verma

Prof Sudesh