

Note Sheet

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Minutes of the Meeting of the IQAC Cell of NERIE

Venue: Principal's Chamber

Date: 13/07/2022

Time: 11 AM

Members Present

1. Prof. F.G. Dkhar, I/c Principal, NERIE.
2. Prof. Nityananda Pradhan, Head, DE, Member
3. Dr. Sima Saigal, Associate Professor, Member.
4. Dr. Ch. Sarajubala Devi, Head, DEE, Member.
5. Dr. T. Newmei, Assistant Professor, Member
6. Dr. Seema R., Assistant Professor, Member
7. Mrs. Paramjeet Kaur, Administrative Officer, Member
8. Mr. Ajay Kr. Das, S.O. (Establishment), Member
9. Dr. Tulika Dey, Associate Professor & Coordinator (IQAC), NERIE, NCERT, Umiam

Agenda

1. Welcome Address & Objectives of the meeting: Prof. F.G. Dkhar, I/c. Principal & Dean (I), NERIE
Chairperson, IQAC
2. NERIE's inclusion under Sec 2 (f) and 12 (B)
3. Discussion on 7 parameters of NAAC
4. Division of Responsibilities
5. Establishing an office of IQAC
6. Details uploading in website
7. Any other items
8. Vote of thanks Dr. Tulika Dey, Coordinator, IQAC, NERIE

Agenda 1

1. Prof. F.G. Dkhar, I/c Principal & Dean (Instruction), NERIE welcomed all the members and briefly stated the objectives of the Meeting. She also informed the house that Director, NCERT has nominated Prof. V.P. Singh as the nominee of the employer to the IQAC Cell of NERIE. She then requested Prof. N. Pradhan to share his experiences with the NAAC in RIE, Bhopal.
2. Prof. N. Pradhan opined that the first and foremost job will be to write a letter to Director NCERT for strengthening the Library with journals, reference books, etc. filling up vacant posts of faculty members, ministerial staff.

- a. Subsequently, he laid stress on NERIE starting its own journal. The house agreed to his proposition and decided that Dr. Prachi Ghildyal will be entrusted with the work as Coordinator.
- b. A half yearly newsletter of NERIE was also proposed to highlight the activities of NERIE and achievement of faculty members and students. The work has been entrusted to Dr. Prachi Ghildyal.
- c. He also said that the work of the IQAC should be delegated parameter wise to different faculty and staff and separate files for the 7 parameters of NAAC must be maintained by each coordinator.
- d. Faculty members should also maintain their own profile separately and make it available to the IQAC Cell.
- e. Funding for Research, Workshops and Seminars can also be sought from other funding agency like NEC, ICSSR, UGC, etc.
- f. Under Research and Innovation, strengthening of the Block Intervention of NCERT may be designed for some innovations.
- g. All the Cells of NERIE, viz. Disciplinary Committee, Women's Cell, Placement Cell, etc. to maintain proper records of the work done year wise and report needs to be submitted.

Agenda 2

It was decided that clarification will be sought from NCERT headquarter for NERIE's application for Sec 12 (b) and 2f plan of UGC.

Agenda 3 & 4

As per NAAC assessment the following set of 7 criteria were discussed at length and the responsibilities were assigned to the faculty members.

#1: Curricular Aspects

- Curriculum & syllabus is one of the basic pillars of quality education. It's crucial to have a relevant, detailed, well-organized syllabus to boost the student learning outcomes & skills. **Prof. Subhas Chandra Roy** will be the Coordinator and he can propose a Sub Committee for the work.

#2: Teaching, Learning, and Evaluation

- This criterion takes the first criteria of curriculum designing one step ahead. It involves teachers implementing teaching-learning activities & keeping a tab on the results to enhance student progress. **Dr. M. G. Wallang** will be the Coordinator and she can propose a Sub Committee for the work.

#3: Research, Innovation, and Extensions

- This criterion suggests that institutions must focus on directing students towards research & innovation and also addressing real-life problems & solutions to enable students to grow personally. **Prof. Nityananda Pradhan** will be the Coordinator and he can propose a Sub Committee for the work.

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#4: Infrastructure and Learning Resources

- This criterion focuses on having good classrooms, labs, edTech tools, and various other infrastructure & resources to ensure a good educational environment. **Prof. F.G. Dkhar** will be the Coordinator and the Sub Committee was decided with Mrs. S. Palit, Dr. T. Dey, Dr. P. Ghildyal, Dr. T. Newmei and Dr. Seema R.

#5: Student Support and Progression

- This criterion recommends institutions to pay attention to students' requirements and guide them at every step of their academic life. **Prof. Balaiada Dkhar** will be the Coordinator and the Sub Committee members will be Dr. B. Devi and Dr. Sima Saigal. If she wishes to propose the name of any other faculty for the work, she is free to propose.

#6: Governance, Leadership, and Management

- Faculty empowerment is vital when it comes to the quality of education. This criterion suggests authorities of the institution to plan strategies for institutional growth by mentoring faculties. **Prof. F.G. Dkhar** will be the Coordinator and the Sub Committee will have Administrative Officer and S.O (Campus & Welfare) & S.O. (Establishment), NERIE.

#7: Institutional Values & Best Practices

- This criterion focuses on ensuring the best practices by following the institutional values. It suggests that institutions must develop values & then follow them with utmost honesty. **Dr. Sarajubala Devi** will be the Coordinator and she can propose a Sub Committee for the work.

Agenda 5

The house also decided that an IQAC Cell may be established with an LDC with knowledge of computer handling. The office should be facilitated with Computer system, printer, cupboard, file cabinet, table, chairs, etc. It was decided that the LDC may be given from the existing pool of LDCs if possible or the office may go for recruitment of a new LDC for IQAC.

Agenda 6

Prof. F.G. Dkhar I/c Principal, also informed that every detail of the IQAC needs to be uploaded in the institutional website viz., the IQAC members, agenda papers, minutes of IQAC meetings and compliance of the decisions taken etc.

Agenda 7

1. Prof. F.G. Dkhar raised the issue that there is a provision of having 8 faculty members in the IQAC Cell and right now there are only 7. Therefore, the house may consider having another faculty member in the Cell. The house approved the proposal and she proposed that since Library is an important component of NAAC, therefore, IQAC Cell should have Library Incharge as member.

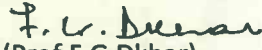
2. Dr. T. Dey remarked that since ICT and Studio are resources of the Institute, therefore strengthening them is also the need of the hour. The Studio works have slowed down as the systems are of low configuration and very old and the requirement is Computer Systems of higher configuration for smooth running of the day to day activities. Many of the Systems are obsolete and therefore needs immediate attention. Prof. Pradhan remarked that Institute should go for bulk purchase.


3. Dr. T. Newmei suggested that an Academic Forum must be instituted so that academic discussions among faculty members and sometimes outside Resource Persons may be invited to get the right perspective of multidisciplinary approach to Education. The house agreed to his proposal and Dr. T. Newmei has been entrusted with work as Coordinator.

4. Furthermore, it was decided that an arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes will be initiated. Development and maintenance of institutional database through the dynamic website for the purpose of maintaining / enhancing the institutional quality will also be taken care of.

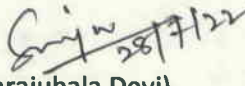
Dr. Mellisa G. Wallang, Head, DELSS and Mr. M.P.Ram, S.O. (Campus & Welfare) could not attend the meeting as they were on leave.

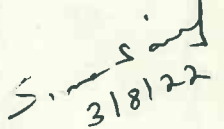
The meeting ended with the vote of thanks from Dr. T. Dey.



(Prof.F.G.Dkhar)
I/c.Principal & Dean(I) - Chairperson, IQAC



(Prof.N.Pradhan)
Head DE - Member


(Dr. Tulika Dey)
IQAC Coordinator


(Dr.Ch.Sarajubala Devi)
Head DEE - Member


(Dr.Sima Saigal)
DELSS - Member


(Dr.T.Newmei)
DELSS - Member


(Dr.Seema R.)
DESM - Member

(Mrs.Paramjeet Kaur)
Administrative Officer


(Mr.Ajay Kr.Das)
S.O.(Establishment) - Member