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POORNIMA
UNIVERSITY

Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

PU/IQAC/2024-25/003

Date: July 31, 2024

Minutes of the 28th IQAC Meeting

The 28th meeting of the Internal Quality Assurance cell (IQAC), Poornima University was held on Tuesday, July 30, 2024 at 09:00 am in the Board Room, Admin.-I, under the Chairmanship of Dr. Suresh Chandra Padhy, President, Poornima University.

Following IQAC members:

S. No.	Name of Members	Designation	
1.	Dr. Suresh Chandra Padhy	President, PU	Chairman
2.	Dr. Manoj Gupta	Pro-President, PU	Member
3.	Dr. Chandani Kirpalani	Registrar, PU	Member
4.	Dr. Priti Kaushik	Dean, FSH	Member
5.	Dr. Ajay Khunteta	Dean, FCE	Member
6.	Ar. Manjari Rai	Dean, FPA	Member
7.	Dr. Jitendra Sharma	Dean (I/C), FDA	Member
8.	Dr. Ankush Jain	Dean, FET	Member
9.	Ar. Rahul Singhi	Director, Poornima Group	Member
10.	Mrs. Shanti Devi	Local Society Nominee	Member
11.	Mr. Ankit Mishra	Alumni Nominee	Member
12.	Mr. Saurabh Trehan	Alumni Nominee	Member
13.	Mr. Avval Yadav	Student Nominee	Member
14.	Mr. Shaorya Mehra	Student Nominee	Member
15.	Mr. Chirag Singhal	Employer Nominee	Member
16.	Mr. Prateek Jain	IQAC Officer	Member
17.	Mr. Ravi Kr. Hada	IQAC Officer	Member
18.	Mr. Hemant Upadhyay	IQAC Officer	Member
19.	Ms. Shubhangi Patidar	IQAC Officer	Member
20.	Mr. Tarun Mishra	IQAC Officer	Member
21.	Mr. Pushpendra Mudgal	IQAC Officer	Member
22.	Dr. Ajay K. Pagare	Associate Dean, IQAC	Coordinator



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Special members are also invited to attend the IQAC meeting, to discuss relevant points/agenda:

S. No.	Name of Members	Designation
1.	Dr. Rakesh Gupta	Dean Student Welfare
2.	Mr. Shubham Mahajan	Director, T & P Cell
3.	Ms. Meenakshi Malav	Director-Admissions
4.	Dr. Sunil Gupta	Dean ASRC
5.	Dr. Udit Mamodiya	Assoc. Dean (Research)
6.	Mr. Nawal Kishore Jain	COE (I/C)
7.	Ms. Sunita Pareek	Chief Librarian
8.	Dr. Sushil Kr. Jain	Assoc. Dean, Academics
9.	Dr. Sunil Bhargav	Director – PIHM
10.	Dr. Bhumika Rathore	HOD- FPH
11.	Dr. Gaurav Malpani	HOD – B.Com.
12.	Dr. Urvashi Bhamboo	HOD-MBA
13.	Dr. Monika Khatri	HOD-BBA
14.	Dr. Divya Prakash	Coordinator- S & GP
15.	Dr. Swati Gokhru	Dean – I R
16.	Dr. Pooja Gupta	Dean (I/C) - FIRE

After ascertaining the quorum for the meeting, Dr. Ajay Kr. Pagare, Associate Dean (IQAC) with the permission of chair, welcomed all the members of University and presented the agenda items for discussion.

The agenda of this meeting is as under:

1. To confirm the minutes of previous IQAC meeting.
2. To present the quality oriented activities conducted by IQAC in 2023-2024.
3. To present IQAC annual calendar for the session 2024-2025.
4. To present Roadmap of IQAC for the session 2024-2025.
5. To discuss the **Academic, Administrative, Infrastructure**, Research, Training, Placement related activities to be monitored by IQAC for developing quality culture.
6. To brainstorm for the preparation of Management Information System for the purpose of accreditation and various rankings.



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7. To review the preparations for upcoming binary NAAC accreditation process.
8. Any other item with permission of the Chair.

Item # 28.1: To confirm the minutes of previous IQAC meeting.

Action Taken:

- ❖ The minutes of previous IQAC meeting were circulated to all members, no comments have been received therefore minutes were deemed to be approved unanimously.

Item # 28.2: To present the quality oriented activities conducted by IQAC in 2023-2024.

- ❖ PU applied for various rankings for faculty/university and achieved several remarkable state/national ranking on national level. PU achieved Diamond QS I-Gauge rating valid thru 08.07.2027.
- ❖ Restructuring/Development of formats of Feedback, Activities Reports, Time Table, Result Analysis, Academic & Administrative Reports & SoP of BoS.

Item # 28.3: To present IQAC annual calendar for the session 2024-2025.

- ❖ Associate Dean, IQAC presented annual calendar of IQAC for the session 2024-2025 and got it approved unanimously.

Item # 28.4: To present Roadmap of IQAC for the session 2024-2025.

- ❖ Associate Dean, IQAC discussed following points for the session 2024-2025.

28.4.1 Inspect Academic block for smooth conduction of classes/labs & monitor the Students' attendance update on TCS-IoN timely.

28.4.2 Conduct online feedback from students (Aug, Oct, Jan, March), faculty members (Sept, Feb) and monitor Feedback from parents (by DSW), alumni & employers (by TPO), and subsequently submit the analysis report to Dean academic affair for further improvement.

28.4.3 The data (marks - Internal assessment and External assessment) will be uploaded by the respective faculty members. However, the attainment calculation will be done by the exam cell. TCS-IoN may be informed to carryout the calculation of attainment on their portal itself. The detailed procedure, calculation method etc. to be given to TCS-



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IoN by exam department and academics department. Regular follow-up also should be done by them. In case of any issue, the same should be reported immediately.

- 28.4.4 Monitoring of Mentor- Mentee (tutor interaction) which is organized by DSW throughout the session.
- 28.4.5 Organize one week FDP (annual) on Quality aspects, session (monthly) for faculty enhancing quality aspects, SDP to be organized by Registrar office.
- 28.4.6 Organize world Accreditation Day (9th June)
- 28.4.7 Apply for rankings, adopt 'best practices' & distinctiveness, prepare Internal AA report for further conducting External AA report.
- 28.4.8 Monitor cleanliness, hygiene, maintenance of the campus, the measures of beautification of the campus (coordination with FDA, FPA), completion of activities mandated by UGC.

Item # 28.5: To discuss the Academic, Administrative, Infrastructure, Research, Training, Placement related activities to be monitored by IQAC for developing quality culture.

- ❖ Faculty/Staff members will not permit the students to use phones for any purpose during the lecture unless it's an emergency. Students may be permitted to use mobile phone in side the classroom for placement related activities with the permission of the concerned authority. No student will be called outside the classroom /lab without permission of faculty member.
- ❖ Reporting Officer will approve CL only 2 days in advance. However, Emergency leave can be applied on the same day. (As per academic manual)
- ❖ Deans/HoDs will ensure that the faculty members should not leave the students before time in any class including the last lecture.
- ❖ DSW will circulate guidelines regarding dress code.

Item # 28.6: To brainstorm for the preparation of Management Information System for the purpose of accreditation and various rankings.

- ❖ Associate Dean, IQAC expressed the requirement of a comprehensive Management Information System for the purpose of accreditation and various rankings. Mr. Pushendra Mudgal, Officer, IQAC presented the current status of the mechanism of Management Information System.
- ❖ Pro-President, PU highlighted the potential of Management Information System for the purpose of accreditation.



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Item # 28.7: To review the preparations for upcoming binary NAAC accreditation process.

- ❖ Associate Dean, IQAC conveyed that new binary accreditation process is to be notified by NAAC in near future.

Item # 28.8: Any other item with the permission of the Chair.

- ❖ Chairman suggested COE (I/C) for compilation of the report of adherence of timeliness in Question papers submission and evaluation process.
- ❖ Chairman suggested Associate Dean, IQAC for exploring research on feedback mechanisms being followed by various benchmark universities /institutions.
- ❖ Registrar, PU suggested that IQAC will shortlist and suggest 'best practices' and distinctiveness of university for accreditation.
- ❖ Pro-President, PU suggested Associate Dean, IQAC for checking randomly chosen course files from different departments, as per SoP of Academic Affairs.
- ❖ Deans/HoDs raised the need to strengthen the mobile network at few spots in academic block for timely marking the students' attendance in TCS-IoN. Associate Dean, IQAC instructed Mr. Pushpendra Mudgal, Officer, IQAC to discuss with Network Administrator Mr. Praful and prepare an action taken report for strengthening the network in academic block.

Item # 28.9: Concluding remarks by Chairman.

- ❖ Chairman admired the sincere and systematic efforts made by the IQAC, PU. He was satisfied with the development of quality initiatives taken care by IQAC, PU.
- ❖ He suggested to Associate Dean, IQAC to present relative progress of quality aspects in university in next meeting.

Item # 28.10: Vote of Thanks

- ❖ Dr. Ajay Kr. Pagare, Associate Dean, IQAC thanked the members for their presence and valuable contributions.
- ❖ The meeting was adjourned with vote of thanks to the Chair.

(Dr. Ajay Kr. Pagare)

Associate Dean, IQAC
Dean, IQAC
Poornima University
IS-2027 TO 2031
Ramchandrapura
Sitapura Extension
(AIPUR-303905 (Raj.))



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List of members who attended the meeting:

S. No.	Name of Members	Designation	Signature
1.	Dr. Suresh Chandra Padhy	President, PU	
2.	Dr. Manoj Gupta	Pro-President, PU	
3.	Dr. Chandani Kirpalani	Registrar, PU	
4.	Dr. Priti Kaushik	Dean, FSH	
5.	Dr. Ajay Khunteta	Dean, FCE	
6.	Ar. Manjari Rai	Dean, FPA	
7.	Dr. Jitendra Sharma	Dean (I/C), FDA	
8.	Dr. Ankush Jain	Dean, FET	
9.	Ar. Rahul Singhi	Director, Poornima Group	ABSENT
10.	Mrs. Shanti Devi	Local Society Nominee	Health Issues
11.	Mr. Ankit Mishra	Alumni Nominee	Out of Station
12.	Mr. Saurabh Trehan	Alumni Nominee	Out of Station
13.	Mr. Avval Yadav	Student Nominee	Abroad
14.	Mr. Shaorya Mehra	Student Nominee	On internship
15.	Mr. Chirag Singhal	Employer Nominee	On official tour
16.	Mr. Prateek Jain	IQAC Officer	
17.	Mr. Ravi Kr. Hada	IQAC Officer	
18.	Mr. Hemant Upadhyay	IQAC Officer	
19.	Ms. Shubhangi Patidar	IQAC Officer	
20.	Mr. Tarun Mishra	IQAC Officer	
21.	Mr. Pushpendra Mudgal	IQAC Officer	
22.	Dr. Ajay K. Pagare	Associate Dean, IQAC	
23.	Dr. Rakesh Gupta	Dean Student Welfare	
24.	Mr. Shubham Mahajan	Director, T & P Cell	Out of station
25.	Ms. Meenakshi Malav	Director-Admissions	Memorandum
26.	Dr. Sunil Gupta	Dean ASRC	
27.	Dr. Udit Mamodiya	Assoc. Dean (Research)	
28.	Mr. Nawal Kishore Jain	COE (I/C)	
29.	Ms. Sunita Pareek	Chief Librarian	



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30.	Dr. Sushil Kr. Jain	Assoc. Dean, Academics	Sushil
31.	Dr. Sunil Bhargav	Director - PIHM	On leave
32.	Dr. Bhumika Rathore	HOD- FPH	Bhumika
33.	Dr. Gaurav Malpani	HOD - B.Com.	Gaurav
34.	Dr. Urvashi Bhamboo	HOD-MBA	Urvashi
35.	Dr. Monika Khatri	HOD-BBA	Monika
36.	Dr. Divya Prakash	Coordinator- S & GP	Divya
37.	Dr. Swati Gokhru	Dean - I R	Swati
38.	Dr. Pooja Gupta	Dean (I/C) - FIRE	On leave

(Dr. Ajay Kr. Pagare)

Associate Dean, IQAC

Dean, IQAC

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