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PU/IQAC/2024-25/007

Date: October 12, 2024

NOTICE

Internal Quality Assurance Cell

A meeting of IQAC is scheduled to be held on October 19, 2024 at 9 AM in the Boardroom, Admin – 1. All the members of IQAC are requested to kindly be present in the meeting.

The agenda of this meeting is as under:

1. To confirm the minutes of previous IQAC meeting.
2. To apprise regarding:
 - a. Celebration of anti-Ragging week as per UGC mandate
 - b. Ongoing feedback process: Circulation of Industry feedback, course feedback and higher classes feedback for infrastructure
 - c. Development of SOP for Faculty Board
 - d. IOH survey for faculty members and students.
 - e. Uploading of activity reports of session 2023-24 on DSS
3. To present the trophy received for the Excellence in Higher Education Award by Economic Times under Educational Award category.
4. To present the draft of the ordinances for various departments / offices of PU
5. To present the revised Feedback Mechanism
6. To apprise about applying for Academia Award 2024 and IIRF – B-School Ranking Survey 2025.
7. Review of NAAC preparation
8. Any other item with permission of the Chair.

(Dr. Ajay Kumar Pagare)

Associate Dean, IQAC

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



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PU/IQAC/2024-25/008

Date: October 19, 2024

Minutes of the 29th IQAC Meeting

The 29th meeting of the Internal Quality Assurance cell (IQAC), Poornima University held on Tuesday, October 19, 2024 at 09:00 am in the Board Room, Admin.-I, under the Chairmanship of Dr. Suresh Chandra Padhy, President, Poornima University.

The following IQAC members were present in the meeting:

| | |
|--|----------------|
| 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. Mrs. Shanti Devi, Local Society Nominee | Member |
| 10. Mr. Ankit Mishra, Alumni Nominee | Member |
| 11. Mr. Anmol Chaturvedi, Alumni Nominee | Member |
| 12. Mr. Prateek Jain, IQAC Officer | Member |
| 13. Mr. Ravi Kr. Hada, IQAC Officer | Member |
| 14. Ms. Shubhangi Patidar, IQAC Officer | Member |
| 15. Mr. Tarun Mishra, IQAC Officer | Member |
| 16. Mr. Pushpendra Mudgal, Officer | Member |
| 17. Mr. Bhuwan Chhabra, Student Nominee | Member |
| 18. Mr. Aman Krishna, Student Nominee | Member |
| 19. Dr. Ajay K. Pagare, Associate Dean, IQAC | Associate Dean |
| 20. Dr. Rakesh Gupta, Dean (Student Welfare) | Invited Member |

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.



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The agenda of this meeting is as under:

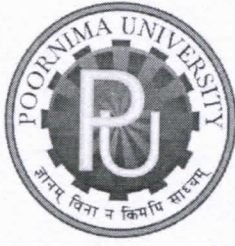
1. To confirm the minutes of previous IQAC meeting.
2. To apprise regarding:
 - a. Celebration of anti-Ragging week as per UGC mandate
 - b. Ongoing feedback process: Circulation of Industry feedback, course feedback and higher classes feedback for infrastructure
 - c. Development of SOP for Faculty Board
 - d. IOH survey for faculty members and students.
 - e. Uploading of activity reports of session 2023-24 on DSS
3. To present the trophy received for the Excellence in Higher Education Award by Economic Times under Educational Award category.
4. To present the draft of the ordinances for various departments / offices of PU
5. To present the revised Feedback Mechanism
6. To apprise about applying for Academia Award 2024 and IIRF – B-School Ranking Survey 2025.
7. Review of NAAC preparation
8. Any other item with permission of the Chair.

Item # 29.1: To confirm the minutes of previous IQAC meeting.

The minutes of the 28th IQAC meeting were circulated to all. No comments have been received. Minutes were deemed to be approved.

Item # 29.2: To apprise regarding:

- a. **Celebration of anti-ragging week:** As per the guidelines by UGC, IQAC in association with DSW organized Anti-Ragging week from August 12 to 18, 2024. Dr. Rakesh Gupta briefed the cell about the celebration spanning for a week having events like Oath taking ceremony for first year and higher classes, Poster making competition, Slogan Writing competition and some sessions taken by IQAC members. The detailed report is attached as **annexure 29.1**
- b. **Ongoing feedback process:** IQAC circulated industrial feedback, course feedback and experiential feedback from Higher Classes. Mr. Prateek Jain, Officer IQAC briefed about the conduction and major findings of the feedback process to the members present. The findings of experiential feedback are attached as **Annexure 29.2**
- c. **SOP for Faculty Board:** The SOP for Faculty Board was briefed by Mr. Pushpendra Mudgal, IQAC Officer. The highlights of the SOPs were timely conduction of the FB



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meetings in line with BOS and accumulation of faculty level data. The SOP is attached as **Annexure 29.3**

- d. **IOH Survey:** The forms were filled and feedback were filled till September 20, 2024. The result is awaited. Dr. Pagare explained about IOH survey and its importance for the institute for evaluating happiness parameters among faculty and students.
- e. **Uploading of Activity reports of session 2023-24:** The activity reports for the session 2023-24 (132 major and 72 minor activities) were collected as per the format and requirements of NAAC and saved in booklet form in hard copy. The soft copy of these reports is saved on the DSS (Data Storage System) for session 2023-24, the access of which is shared with all concerned.

Item # 29.3: Award from Economic Times under Excellence in Education Award.

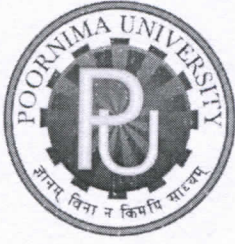
Associate Dean, IQAC apprised the members regarding the prestigious achievement of getting an award for Excellence in Higher Education by Economic Times under Educational Award category. The trophy was received by President, Pro-President, Dean-FCE and Mr. Tarun Mishra and Mr. Prateek Jain, IQAC Officers at Hotel Marriot, Jaipur, Rajasthan on September 6, 2024. The function was presided by Sh. Bhajanlal Sharma, Hon. Chief Minister, State of Rajasthan. The Chairman appreciated the efforts of the IQAC team.

Item # 29.4: To present the draft of the ordinances for various departments / offices of PU

Associate Dean, IQAC presented the draft for discussion. It was decided that this draft will be discussed after the meeting and the responsibility of drafting the same will be handed over to the concerned head of the office.

Item # 29.5: To discuss and present the revised feedback mechanism

The revised feedback mechanism was approved by PU leadership before the meeting. It was discussed and finalized that the complete feedback process will be conducted using TCSiON only. The approved mechanism is attached as **Annexure 29.4**



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Item # 29.6: Applying for Academia Award 2024 and IIRF – B-School Ranking Survey 2025

Ms. Shubhangi Patidar, Officer IQAC apprised about the process and application in Academia Award – 2024 by People Strong Academy. She informed about the importance of this award which may impact on positive publicity and admissions as well. Its result is still awaited.

Mr. Ravi Hada, Officer IQAC informed about the preparations of filing for IIRF – B-School Ranking Survey 2025. The Chairman suggested identifying more such opportunities and applying in them for better reach of the University.

Item # 29.7: Review of NAAC preparation

Associate Dean, IQAC apprised about the status of the preparation for data compilation of NAAC. He also shared the status of reports compilation of 2023-24 and other academic documentation. The members expressed their satisfaction over the progress so far. The Chairman strongly suggested respecting the time-lines and completing work within the stipulated time frame.

Item # 29.8: Any other item with the permission of the Chair.

No such item was discussed

Item # 29.9: Concluding remarks by Chairman.

The Chairman expressed his satisfaction over the progress made by IQAC. He suggested fetching the data from DSS for further applications in rankings and ratings of repute. He also suggested, with the help of Research Cell, designing a system for quarterly interaction with faculty members focused on research, publications etc.

Item # 29.10: Vote of Thanks

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

(Dr. Ajay Kr. Pagare)
Associate Dean, IQAC, PU

Dean, IQAC
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List of attendees is as under:

| S. No. | Name & 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 | Mrs. Shanti Devi, Local Society Nominee | ABSENT |
| 10 | Mr. Ankit Mishra, Alumni Nominee | |
| 11 | Mr. Anmol Chaturvedi, Alumni Nominee | |
| 12 | Mr. Prateek Jain, IQAC Officer | |
| 13 | Mr. Ravi Kr. Hada, IQAC Officer | |
| 14 | Ms. Shubhangi Patidar, IQAC Officer | |
| 15 | Mr. Tarun Mishra, IQAC Officer | |
| 16 | Mr. Pushpendra Mudgal, Officer | |
| 17 | Mr. Bhuwan Chhabra, Student Nominee | |
| 18 | Mr. Aman Krishna, Student Nominee | |
| 19 | Dr. Ajay K. Pagare, Associate Dean, IQAC | |
| 20 | Dr. Rakesh Gupta, Dean (Student Welfare) | |

(Dr. Ajay Kr. Pagare) 19/10/24
Associate Dean, IQAC, PU

Dean, IQAC
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Annexure 1

Report

On

ANTI-RAGGING WEEK

Held

From 12/08/2024 to 18/08/2024

At

Poornima University, Jaipur

Organized

By

Poornima University, Jaipur

Coordinator(s) of Event

Dr. Ajay Kr. Pagare, Associate Dean, IQAC



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NOTICE/Circular of the ANTI RAGGING WEEK

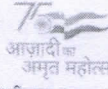


आचार्य मनिष र. जोशी
सचिव

Prof. Manish R. Joshi
Secretary



सचिव, शिक्षा



75
आज़ादी का
अमृत महोत्सव
विश्वविद्यालय अनुदान आयोग
University Grants Commission
(विश्व शिक्षा, भारत सरकार)
(Ministry of Education, Govt. of India)

D.O. No. F.1-74/2016 (ARC)

8th July, 2024/17 आषाढ 1946

सादरणीय महोदय/महोदय,

To prevent ragging, UGC has framed regulations on curbing the menace of ragging in higher educational institutions. These regulations are mandatory, and all institutions are required to take necessary steps for its implementation in toto including the monitoring mechanism as per provisions in the above regulations and ensure its strict compliance. The UGC has also taken several proactive steps including the effective launch of a Media Campaign for preventing ragging. Films in ragging are also uploaded on UGC website for use by higher education institutions.


As a step further, UGC has decided that Anti Ragging Day would be observed on 12th August followed by Anti Ragging Week from 12th August to 18th August. This initiative is one of the tools of the Commission in increasing awareness against ragging. It is further desired to adopt the following activities during the celebration of Anti Ragging Day/Week:

- Introduction/Orientation programmes on Anti Ragging.
- Conduct various competitions such as slogan & essay writing, poster making, and logo designing on Anti Ragging and distribute certificates/prizes to encourage the students/faculty/non-teaching staff to promote Anti Ragging.
- Events like Anti-Ragging workshops, seminars and other creative avenues to spread the idea.
- TVCs, short films and documentary movies may be shown to students and faculty. (Available on UGC websites i.e. www.ugc.ac.in & www.antiragging.in).

You can also find attached herewith the creatives prepared by UGC on Anti Ragging Day/Week for displaying in your premises. The Universities and Colleges are requested to share the details of the weeklong activities amongst students, faculty and other stakeholders with a request for their active participation. Details of celebration-participation activities may please be shared on the website i.e. www.antiragging.in.

सादर,

भवदीय,


(मनिष जोशी)

सेवा में,

- सभी विश्वविद्यालयों के कुलपति।
- सभी महाविद्यालयों के प्राचार्य।

बहादुरशाह जगत मार्ग, नई दिल्ली-110002 | Bahadur Shah Zafar Marg, New Delhi-110002
दूरभाष (Ph.): 011-23236268/23239337 | संचालक सूत्र (ई-मेल) [E-mail]: secy.ugc@nic.in



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PU/IQAC/2024-25/007

Date 10/08/2024

NOTICE

This is to inform all the students that Poster making competition (Theme: Anti-Ragging) is being organized by IQAC on 14th August 2024 during the 'Anti-Ragging Week Celebration'. All interested students are required to report and register (on spot) at mentioned venue. The required stationary and related material are to be brought by the students.

The details of the event are as following:

- Date: August 14, 2024
- Time: 1:00 PM-3:00 PM
- Venue: Lab Number 339, Faculty of Design & Arts

Dr. Ajay Kr. Pagare
Asso. Dean IQAC, PU



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FLYER of the ANTI RAGGING WEEK

ANTI RAGGING WEEK

AUGUST 12-18, 2024

Organized by
Internal Quality Assurance Cell (IQAC)

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ACTIVITIES

- Introduction to Anti Ragging
- Seminar on Anti Ragging
- Slogan Writing Competition
- Poster Making Competition
- TVCs, Short Films, Documentary Movies

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ANTI-RAGGING HOT-LINES

| | |
|---|------------|
| Dr. Suresh Chandra Padhy, President | 9518755184 |
| Ar. Rahul Singhi, Director, Poornima Group | 9829000071 |
| Dr. Manoj Gupta, Pro-President | 9928015793 |
| Dr. Chandni Kirpalani, Registrar | 9829255106 |
| Dr. Rakesh Gupta, Dean, Student Welfare | 9928028145 |
| Mr. Ashok Poonia, Associate Dean, Hostel & Sports | 9001893267 |
| Mr. Vikas Choudhary, Assistant Proctor, PU | 9929013217 |
| Dr. Pragya Mishra, Counsellor | 805865337 |
| Dr. Bhawana Sharma, Proctor, Girls | 7986005928 |
| Dr. Rakesh Kumar Saxena, Proctor, BCA-Higher | 8302176914 |
| Mr. Vikram Singh, Proctor, BCA & MCA-First Year | 9610377516 |
| Dr. Bright Keswani, Proctor, B.Tech-Higher | 9829363693 |
| Mr. Nivesh Valyan, Proctor, B.Tech-First year | 8826109871 |
| Mr. Manoj Maheshwari, Proctor, MBA & B.COM | 9828322368 |
| Mr. Shah Nawaz, Proctor, BBA | 7791080808 |
| Dr. Randhir Singh Baghel, Proctor, FSH | 9827658770 |
| Mr. Pramendra Meena, Proctor, FDA | 8949837072 |
| Mr. Man Singh Rathore, Proctor, FET | 8619976471 |
| Ar. Mukul Swami, Proctor, FPA | 8949581758 |
| Mr. Gajraj Singh Shekhawat, Proctor, PIHM | 9351395967 |
| Ms. Rishika Mathur, Proctor, FIRE | 9784288667 |
| Ms. Beena Brambhat, Warden-Girls Hostel | 9001893270 |
| Security Supervisor | 9001890804 |

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RAGGING IS STRICTLY PROHIBITED

What Constitutes Ragging

- Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing treating or handling with rudeness a fresher or any other student
- Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating sense of shame, or torment of embarrassment so as to adversely affect the physique or psyche of such fresher or any other student
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by student

Punishment(s) in the event of Ragging

- Cancellation of admission
- Suspension / Expulsion from the hostel
- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship / fellowship and other benefits
- Debarring from appearing in any test / examination or other evaluation process
- Withholding results
- Debarring from representing the University / Institution in any regional national or international meet, tournament, youth festival etc.



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OBJECTIVE(S) of ANTI RAGGING WEEK

The objectives of the ANTI RAGGING WEEK are to adopt following activities–

- Introduction Program on Anti-Ragging
- To conduct various competitions (Slogan Writing, Poster Making) on Anti Ragging and distribution of certificates/prizes to encourage the students/faculty members/ non-teaching staff to promote Anti Ragging
- To organize Anti Ragging workshop to spread the idea
- To show TVCs, short films, documentary movies to students and faculty members



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BRIEF BIO OF SPEAKER(S) IN ANTI RAGGING WEEK

Dr. Suresh Padhy, President, PU

He has three decades experience of teaching, research and administration. He has deep insight of Supreme Court guidelines and observations in several cases regarding **Anti Ragging**.

Dr. Rakesh Gupta, Dean (Student Welfare), PU

He has two decades experience of teaching and administration with tremendous rapport with all students of PU across all faculties and batch of the students. He manages **Ragging Free Campus** in coordination with the proctors of the university.

Dr. Ajay Pagare, Associate Dean, IQAC, PU

He has been more than 15 years of experience in teaching and administration. He has thorough understanding of UGC/NAAC rules and regulation. He keeps a vigilant and monitoring eye to comply all notifications of UGC regarding **Anti Ragging**.



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Summary/Key Points of ANTI RAGGING WEEK

First Day (12th August 2024 Monday Forenoon)

- ❖ On first day of the ANTI RAGGING WEEK (12th August 2024), Introduction Program on Anti-Ragging was organized.
- ❖ All first year students had taken Anti-Ragging pledge.

First Day (12th August 2024 Monday Afternoon)

- ❖ In afternoon of first day, Introduction Program on Anti-Ragging was attended by all higher class students.
- ❖ These students had taken Anti Ragging pledge to keep the Poornima University a Ragging Free Campus.

Second Day (13th August 2024 Tuesday)

- ❖ On second day of the ANTI RAGGING WEEK (13th August 2024), Anti Ragging workshop was organized to spread the idea of Anti-Ragging in Room No. B-14, Faculty of Science & Humanities (FSH).

Third Day (14th August 2024 Wednesday)

- ❖ On third day of the ANTI RAGGING WEEK (14th August 2024), Poster Making competitions on Anti Ragging was conducted in Room No. 336, Faculty of Design & Arts (FDA).
- ❖ The competition saw the participation of 27 students, each of whom was allotted a duration of two hours to create their posters.

Fourth Day (15th August 2024 Thursday)

- ❖ On fourth day of the ANTI RAGGING WEEK (15th August 2024), Independence Day was celebrated.
- ❖ **Dr. Suresh Padhy (Hon'ble President)** hoisted the national flag at the main gate of the academic block of the university.

Fifth Day (16th August 2024 Friday)

- ❖ On fifth day of the ANTI RAGGING WEEK (16th August 2024), Slogan Writing Competition on Anti Ragging was conducted in online mode.
- ❖ A Google form was circulated among all the students and faculty/staff members.
- ❖ The competition saw the participation of 249 students /faculty/staff members.

Sixth Day (17th August 2024 Saturday)

- ❖ On fifth day of the ANTI RAGGING WEEK (17th August 2024), Links of the TVCs, short films and documentary movies on Anti-Ragging were share with all students and faculty/staff members.



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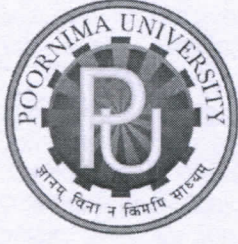
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**How the ANTI RAGGING WEEK is in line of
Vision and Mission of PU**

To align the ANTI RAGGING WEEK event with the vision and mission of Poornima University, we need to understand the university's specific objectives and values.

1. **Team Spirit:** Culture in Ragging-Free campus leads to the integration and team spirit among all students of the university irrespective of their batch of admission. Poornima University emphasizes team spirit in its vision and mission, Anti-Ragging Week directly supports this by promoting coherence among the students.
2. **Dedication and Commitment to Excellence:** In a Ragging-Free Campus, First year students as well as higher class students perform at their full potential to adapt in the culture of dedication and commitment to excellence in all spheres of life. Poornima University focuses to equip young professionals with dedication and commitment to excellence in all spheres of life.

Overall, the alignment between ANTI RAGGING WEEK and Poornima University's vision and mission depends on the university's specific goals and values.



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**Funding/Sponsoring Body Details for celebrating
ANTI RAGGING WEEK**

All expenses as standees design and fabrication, Mementoes, Certificates, Stationary items for posters were managed by Poornima University itself.



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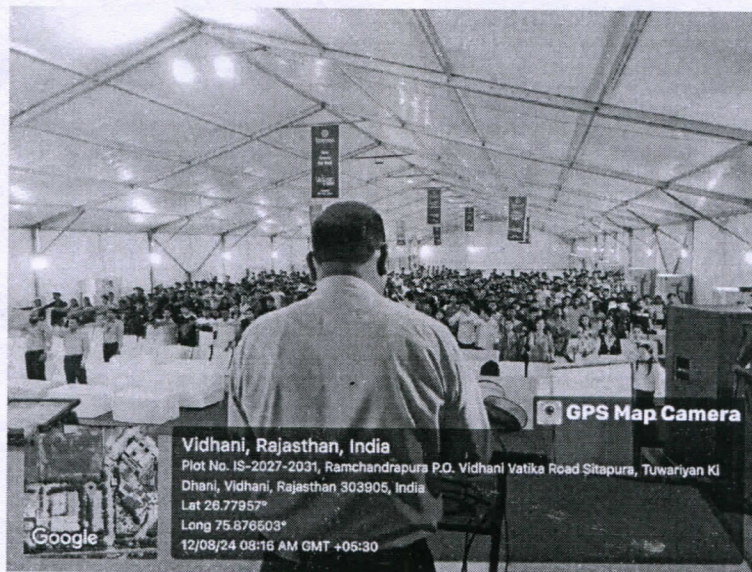
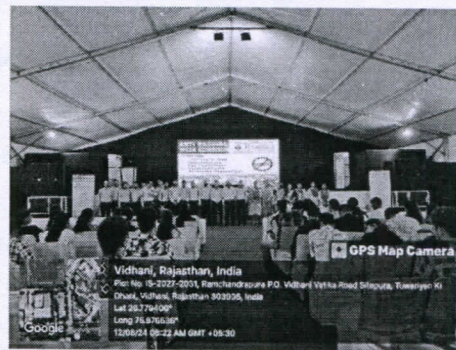
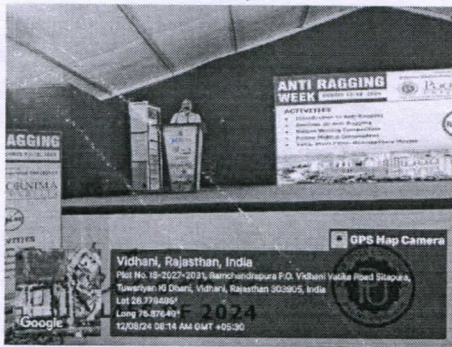
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Report of the ANTI RAGGING WEEK with Geo-taggedphotos

First Day (12th August 2024 Monday Forenoon)

On first day of the ANTI RAGGING WEEK (12th August 2024), Introduction Program on Anti-Ragging was organized.

Introduction Program on Anti-Ragging for first year students was composed of familiarization with Anti-Ragging Committee and Anti-Ragging Squads. Further all first year students had taken Anti-Ragging pledge. **Dr. Ajay Pagare, Associate Dean IQAC**, announced the schedule of various event to be organized during the celebration of Anti Ragging week.





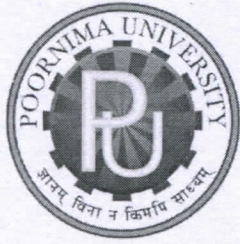
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First Day (12th August 2024 Monday Afternoon)

In afternoon of first day, Introduction Program on Anti-Ragging was addressed by **Dr. Rakesh Gupta, Dean (Student Welfare)** for higher class students. He made all higher class students to take Anti Ragging pledge to keep the Poornima University a Ragging Free Campus. Women cell coordinator and the proctors of all faculties/departments were present in this programme.





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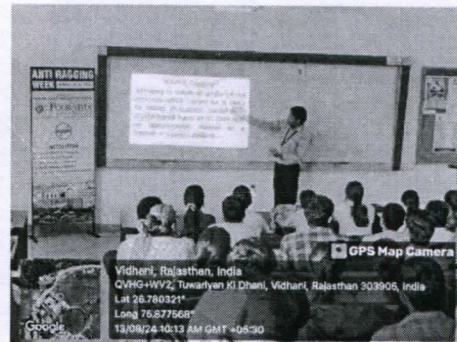
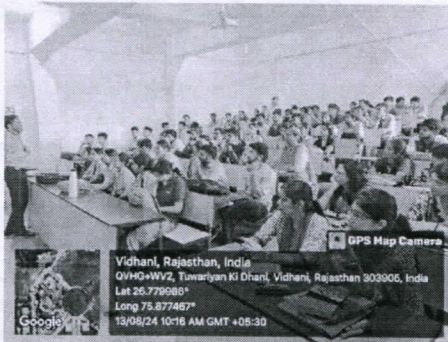
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Second Day (13th August 2024 Tuesday)

On second day of the ANTI RAGGING WEEK (13th August 2024), Anti Ragging workshop was organized to spread the idea of Anti-Ragging in Room No. B-14, Faculty of Science & Humanities (FSH).

Mr. Hemant K Upadhyay, Officer, IQAC addressed the higher classes students to make them aware regarding the details of Anti-Ragging as its definition, Supreme Court Guidelines, UGC Notifications, adverse consequences and punishments of any complain of Ragging. Several Faculty members shared their earlier experiences regarding Ragging cases. The workshop was made interactive as students were encouraged to ask their queries regarding Ragging. The main speaker answered the queries of students in Q&A session organized in the workshop. Large Number of students and Faculty/Staff Members attended the Anti-Ragging workshop. Feedback of the workshop was collected and analyzed by **Mr. Pushendra Mudgal, Officer, IQAC**.





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Third Day (14th August 2024 Wednesday)

On third day of the ANTI RAGGING WEEK (14th August 2024), Poster Making competitions on Anti Ragging was conducted in Room No. 336, Faculty of Design & Arts (FDA). **Mr. Tarun Mishra, Ms. Shubhangi Patidar, Mr. Prateek Jain, Officers, IQAC** coordinated the Poster Making competition on Anti Ragging. The competition saw the participation of huge number of students to create their posters.



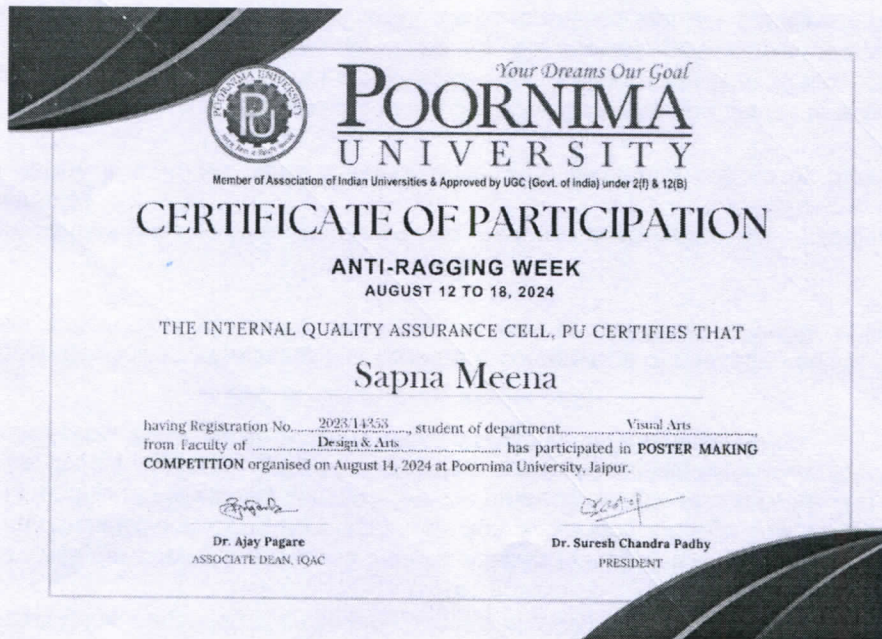
The jury panel for the event comprised distinguished members including **Dr. Suresh Padhy (Hon'ble President), Dr. Manoj Gupta (Hon'ble Pro-President), Dr. Jitendra Sharma (Dean, FDA), Ms. Pooja Soni (A.P., FDA) and Dr. Ajay Pagare (Associate Dean, IQAC)**. The jury meticulously evaluated each poster based on creativity, relevance to the theme and overall impact. At the conclusion of the competition, the top two participants were awarded appreciation certificates along with mementos in recognition of their outstanding work.



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Following the competition, students expressed their satisfaction and enthusiasm about their creations, many took the opportunity to capture photographs of their work. The Hon'ble Jury members extended their congratulations to all participants and utilized the occasion to further spread awareness about the importance of combating ragging through their remarks.



Participation Certificates were given to all the participants. Mementoes were awarded to 1st Rank and 2nd Rank students. Divyansh Singh (Registration Number-2023/15396) and Sakshi Sain (Registration Number- 2022/12172) got the 1st and 2nd rank respectively.

Overall, the event was a success, contributing to the broader effort of raising awareness and fostering a safe and respectful educational environment.



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Fourth Day (15th August 2024 Thursday)

On fourth day of the ANTI RAGGING WEEK (15th August 2024), Independence Day was celebrated. **Dr. Suresh Padhy (Hon'ble President)** hoisted the national flag at the main gate of the academic block of the university. He read the definition of Ragging as per Supreme Court Guidelines. He instructed the students to make sure that Ragging should not take place on-campus or off-campus. He further directed newly admitted students to report even a minor incident of Ragging to anti ragging squad/committee as soon as possible.

Dr. Chandni Kirpalani (Registrar), Dr. Rakesh Gupta, Dean (Student Welfare), Dr. Swati Gokhru, Dean (International Relations), Dr. Priti Kaushik, Dean (FSH), Mr. K. K. Parihar, Principal (PIHM) and Dr. Ajay Pagare (Associate Dean, IQAC) were the dignitaries present in the programme.





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Fifth Day (16th August 2024 Friday)

On fifth day of the ANTI RAGGING WEEK (16th August 2024), Slogan Writing Competition on Anti Ragging was conducted in online mode. A Google form was circulated among all the students and faculty/staff members. **Mr. Pushendra Mudgal, Officer, IQAC** coordinated the slogan Writing Competition on Anti Ragging. The competition saw the participation of a huge number of participants (students/faculty/staff members).

Slogan Writing Competition

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Poornima University is celebrating Anti-Ragging Week as per the guidelines of UGC. In the same context the Internal Quality Assurance Cell, PU is organizing "Slogan Writing Competition" for spreading awareness about Anti-Ragging initiatives taken by Poornima University for maintaining healthy and nurturing environment at the campus.

The participants need to fill the following details and write their slogan which they want to submit as their entry in the competition. Please remember once submitted, you can not edit your entry. Also, the entries must be original and must not be taken from any online - offline source.

This form is automatically collecting emails from all respondents. [Change settings](#)

Anti-Ragging Week organized by IQAC, PU.

ANTI RAGGING WEEK

AUGUST 12-16, 2024

Organized by
Internal Quality Assurance Cell (IQAC)

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ACTIVITIES

- Introduction to Anti Ragging
- Seminar on Anti Ragging
- Slogan Writing Competition
- Poster Making Competition
- TVCs, Short Films, Documentary Movies

RAGGING

The jury panel for the event comprised distinguished members including **Dr. Rakesh Gupta, Dean, Student Welfare, Dr. Preeti Kaushik, Dean, Faculty of Science & Humanities and Dr. Bhawana Sharma, Coordinator, Women Cell.** After the time-line of competition ended, each juror was shared the entries and were requested to mark each entry. Each participant was provided with a certificate of participation and top two performers in each student and faculty/staff category were awarded with a certificate of appreciation.

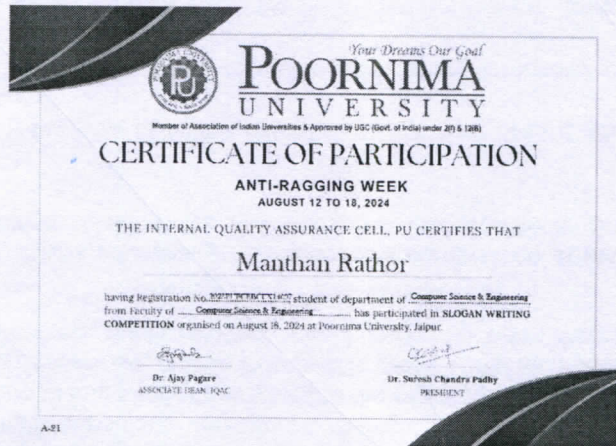


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In the form of slogans, students and faculty and staff members expressed their feelings regarding anti-ragging campaign and how important is trust-building for fresher students.

The Hon'ble Jury members extended their congratulations to all participants and utilized the occasion to further spread awareness about the importance of combating ragging through their slogans. Overall, the event was a huge success, contributing to the broader effort of raising awareness and fostering a safe and respectful educational environment.



Participation Certificates were given to all the participants. Mementoes were awarded to 1st Rank and 2nd Rank in students and faculty/staff category. Ms. Akshara Chaudhary (Registration Number- 2023bvapaintakshara13814) got the 1st Rank and Ms. Ankita Gupta (Registration Number- 2023PUFMCMMBX14402) got the 2nd rank in student category. Mr. Debabrata Das, (Faculty of Design & Arts) and Dr. Jay Jivani (Faculty of Science & Humanities) got the 1st and 2nd rank respectively in Faculty/Staff category. Overall, the event was a success, contributing to the broader effort of raising awareness and fostering a safe and respectful educational environment.



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Sixth Day (17th August 2024 Saturday)

On sixth day of the ANTI RAGGING WEEK (17th August 2024), Links of the TVCs, short films and documentary movies on Anti-Ragging were share with all students and faculty/staff members. TVCs, short films, documentary movies were available at UGC website and these TVCs, short films and documentary movies on Anti-Ragging were to be shown to the students. **Mr. Ravi Kumar Hada, Officer, IQAC** coordinated the spreading of TVCs, short films and documentary movies on Anti-Ragging among all students and faculty/staff members.

IQAC, PU commitment to ensure a safe and respectful environment for all members (Students and Faculty/Staff) of our academic community, to share the anti-ragging awareness resources, include informative videos, posters, documents to provide valuable insights and guidance on preventing and addressing ragging. IQAC, PU encourages everyone to take the time to review these materials and familiarize themselves with the protocols and support systems of the university. It is crucial that all contribute to fostering a culture of respect and support within the institution.

UGC, AICTE, and other regulatory bodies.

VIDEOS ON RAGGING





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To access these resources, please follow the links below:

| S. N. | Topic/ Title | Link |
|-------|--|---|
| 1 | Towards ragging free campus | https://www.youtube.com/watch?v=PKUZ6HUiLFY |
| 2 | STOP Human Rights Violations in the name of RAGGING | https://www.youtube.com/watch?v=xwZZh7jkysM |
| 3 | Save appeals - no more ragging , no more abuse | https://www.youtube.com/watch?v=WkSr0T8s_I |
| 4 | Anti-ragging documentary | https://www.youtube.com/watch?v=BjcyOHs0qQ |
| 5 | Anti-Ragging information | https://www.youtube.com/watch?v=gSCYsCzOoMs |
| 6 | Offender | https://www.youtube.com/watch?v=Zur1BmnieR0 |
| 7 | Ugc anti ragging campaign tvc targeting parents | https://www.youtube.com/watch?v=sVe5Q6RxJNQ |
| 8 | Anti-ragging campaign tvc targeting victims | https://www.youtube.com/watch?v=xaV0NVF5f-g |
| 9 | Ragging an avoidable crime part 1 | https://www.youtube.com/watch?v=nrhYWqnu9pk |
| 10 | Ragging - an avoidable crime part-2 | https://www.youtube.com/watch?v=iXPCplaCoNU |
| 11 | Anti-ragging part- 1 | https://www.youtube.com/watch?v=FHQZ5DFIT1I |
| 12 | Anti-ragging part-2 | https://www.youtube.com/watch?v=0XavH6qTby4 |
| 13 | What constitutes ragging? | https://www.antiragging.in/assets/pdf/information/english/what constitutes ragging.pdf |
| 14 | Where can I get help? | https://www.antiragging.in/assets/pdf/information/english/where can I get help.pdf |
| 15 | Why should I & How can I use On Line undertaking ? | https://www.antiragging.in/assets/pdf/information/english/How can I use on line affidavits.pdf |
| 16 | What is the Summary of UGC Regulations on Ragging? | https://www.antiragging.in/assets/pdf/information/english/SUMMARY OF UGC REGULATIONS.pdf |
| 17 | What is the Summary of the Order of the Hon. Supreme Court on Ragging? | https://www.antiragging.in/assets/pdf/information/english/summary of the Supreme court Judgment.pdf |



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Learning Outcome(s) of ANTI RAGGING WEEK

The learning outcomes of the **ANTI RAGGING WEEK** can include:

- ❖ Prevention, Prohibition and Redressal of any and all forms and instances of Ragging in the University Campus.
- ❖ To educate the students on the meaning of ragging and what constitutes it.
- ❖ To educate the students on the ill-effects of ragging and the consequences, including legal consequences of indulging in ragging.



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List of Attendees in ANTI RAGGING WEEK with Sign
Day 1 (Monday 12.08.2024)

List of Attendees in ANTI RAGGING WEEK with Sign

Day 1 (Monday 12.08.2024) (Forenoon)

All newly admitted 'Class of 2024' students and following Faculty/Staff members as listed below:

| S. No. | Name | Designation | Signature |
|--------|------------------------|---------------------------------|-----------|
| 1 | Dr. Rakesh Kr. Gupta | D S W | |
| 2 | Dr. Ajay Kr. Pagare | Assoc. Dean, IQAC | |
| 3 | Mr. Ashok Kr. Poonia | Assoc. Dean, Hostel & Vigilance | |
| 4 | Mr. Pratish Rawat | HOD- B Tech 1st Year | |
| 5 | Mr. Vikas | Assistant Proctor, DSW Office | |
| 6 | Mr. Ravi Hada | Officer, IQAC | |
| 7 | Mr. Prateek Jain | Officer, IQAC | |
| 8 | Mr. Tarun Mishra | Officer, IQAC | |
| 9 | Ms. Shubhangi Patidar | Officer, IQAC | |
| 10 | Mr. Pushpendra Mudgal | Officer, IQAC | |
| 11 | Mr. Hemant K. Upadhyay | Officer, IQAC | |

Day 1 (Monday 12.08.2024) (Afternoon)

All 'Class of 2023' students and following Faculty/Staff members as listed below:

| S. No. | Name | Designation | Signature |
|--------|-----------------------------|------------------------------------|-----------|
| 1 | Dr. Rakesh Kr. Gupta | D S W | |
| 2 | Dr. Briawna Sharma | Ic, Women Cell | |
| 3 | Dr. Rakesh Kumar Saxena | Proctor, FCE- BCA - Higher | |
| 4 | Dr. Bright Keswani | Proctor, FCE- B. Tech. - Higher | |
| 5 | Mr. Vikram Singh | Proctor, FCE- BCA, MCA- 1st year | |
| 6 | Mr. Nivesh Balyan | Proctor, FCE- B. Tech.- First year | |
| 7 | Mr. Manoj Maheshwari | Proctor, FMC- MBA & B. Com. | |
| 8 | Mr. Shahnawaz | Proctor, FMC- BBA | |
| 9 | Dr. Randhir Singh Baghel | Proctor, FSH | |
| 10 | Mr. Man Singh Raibors | Proctor, FET | |
| 11 | Ar. Mukul Sswani | Proctor, FPA | |
| 12 | Mr. Pransendra Meena | Proctor, FDA | |
| 13 | Mr. Gajraj Singhi Shekhawat | Proctor PIHM | |
| 14 | Mr. Vikas | Assistant Proctor, DSW Office | |



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List of Attendees in ANTI RAGGING WEEK with Sign

Day 3 (Wednesday 14.08.2024)

Attendee Sheet

| Sl. No. | Attendee Name | Registration Number | Signature |
|---------|------------------|---------------------|-------------|
| 1 | Angna Parida | 14483 | [Signature] |
| 2 | NUSAM Sengupta | 15393 | [Signature] |
| 3 | Vandana Sharma | 15344 | [Signature] |
| 4 | dehika Makhecha | 14110 | [Signature] |
| 5 | Vishi Sharma | 14348 | [Signature] |
| 6 | Arany Sharma | 14421 | [Signature] |
| 7 | Divyanshi Sharma | 14421 | [Signature] |
| 8 | Adhira Suman | 14421 | [Signature] |
| 9 | JYOTI | 12255 | [Signature] |
| 10 | Sakshi Sharma | 13813 | [Signature] |
| 11 | Tanvika Singh | 16251 | [Signature] |
| 12 | Radhika Suman | 14221 | [Signature] |
| 13 | Vaidika Sundhara | 14777 | [Signature] |

Attendee Sheet

| Sl. No. | Attendee Name | Registration Number | Signature |
|---------|---------------|---------------------|-------------|
| 14 | Shruti Singh | 14472 | [Signature] |
| 15 | Amrita Singh | 16550 | [Signature] |
| 16 | Sakshi Jain | 14172 | [Signature] |
| 17 | Kamini Kumar | 14511 | [Signature] |
| 18 | Kamini Kumar | 15344 | [Signature] |
| 19 | Shruti Singh | 15344 | [Signature] |
| 20 | Shruti Singh | 15344 | [Signature] |
| 21 | Shruti Singh | 15344 | [Signature] |
| 22 | Yash Tathwal | 14822 | [Signature] |

GPS Map Camera

Vidhani, Rajasthan, India
 QVHG+HV9, Tuwariyan Ki Dhani, Vidhani, Rajasthan 303905, India
 Lat 26.779214°
 Long 75.877333°
 20/08/24 11:24 AM GMT +05:30



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SWOT Analysis of ANTI RAGGING WEEK

Strengths:

- ❖ Poornima University, in the Anti-Ragging Week, effectively raised awareness about the negative impacts of ragging, more inclusive campus environment and the legal consequences associated with it.
- ❖ Poornima University, in the Anti-Ragging Week, reinforced the anti-ragging guidelines and policies, reminding students and staff of the zero-tolerance approach towards such behavior.
- ❖ Poornima University, in the Anti-Ragging Week, encouraged students to stand up against ragging, empowering them to speak out against it and protect themselves and their peers.
- ❖ Poornima University, in the Anti-Ragging Week, took a pledge reinforcing their commitment to maintaining a ragging-free environment.
- ❖ Poornima University, in the Anti-Ragging Week, conducted various competitions and campaigns that actively involve students, making the initiative more engaging and effective.
- ❖ Poornima University, in the Anti-Ragging Week, engaged students in creative activities like poster making competition and slogan writing competition that convey strong anti-ragging messages in an impactful way.

Weaknesses:

- ❖ Few students may take the anti-ragging message easygoing considering a perception that Ragging incidents are very rare these days.

Opportunities:

- ❖ Poornima University used Anti-Ragging Week as a springboard for year-round programs, workshops and peer mentoring systems to sustain the message.
- ❖ Poornima University social media campaign and hotline numbers will become the platforms to spread awareness and report incidents respectively.

Threats:

- ❖ Apathy of higher classes' students may not achieve intended impact of Anti-Ragging Week.



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FEEDBACK of ANTI RAGGING WEEK

| Email address | attended Workshop as | Registration No. / Employee ID | Objectives achieved? | Overall experience in WS? | Anti Ragging Pledge |
|--------------------------------------|----------------------|--------------------------------|----------------------|---------------------------|---------------------|
| ndhi vijayvargiya@poornima.edu.in | Faculty Member | 8335 | Fully | | 4 Acknowledged |
| 2023bathnshanth14496@poornima.edu.in | Student | 2023PUFShBSHX14496 | Fully | | 5 Acknowledged |
| 2023bamegha14595@poornima.edu.in | Student | 14595 | Fully | | 4 Acknowledged |
| 2023bakratika16136@poornima.edu.in | Student | 16136 | Fully | | 4 Acknowledged |
| malhika sharma1@poornima.edu.in | Faculty Member | 8120 | Fully | | 5 Acknowledged |
| 2022basumit11119@poornima.edu.in | Student | 2022BAPUFShBSHX11119 | Fully | | 5 Acknowledged |
| 2022baaman14956@poornima.edu.in | Student | 2023PUFShBSHX14956 | Fully | | 5 Acknowledged |
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| 2022baamisha12901@poornima.edu.in | Student | 2022PUFShBAEX12901 | Fully | | 3 Acknowledged |
| rashi sharma162004@gmail.com | Student | 2022FShBAEX12042 | Partially | | 4 Acknowledged |
| 2022baravi13233@poornima.edu.in | Student | 2022PUFShBSHX13233 | Fully | | 3 Acknowledged |
| 2022basadrin11784@poornima.edu.in | Student | 11784 | Fully | | 5 Acknowledged |
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| shikha agarwal@poornima.edu.in | Faculty Member | 8712 | Fully | | 5 Acknowledged |
| 2023bapriyanshu15801@poornima.edu.in | Faculty Member | 15801 | Partially | | 1 Acknowledged |
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| 2022bavicky10909@poornima.edu.in | Student | 2022PUFShBSHX10909 | Fully | | 5 Acknowledged |
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| 2023bakhushi14630@poornima.edu.in | Student | 14630 | Fully | | 3 Acknowledged |
| 2023batrisha14040@poornima.edu.in | Student | 14040 | Fully | | 3 Acknowledged |
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| 2022barohitash11968@poornima.edu.in | Student | 2022PUFShBSHX11968 | Fully | | 3 Acknowledged |
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| 2022basujal11650@poornima.edu.in | Student | 2022PUFShBSHX11650 | Fully | | 4 Acknowledged |
| 2022bakhushi13133@poornima.edu.in | Student | 2022PUFShBSHX13133 | Partially | | 3 Acknowledged |
| 2022bamohit12125@poornima.edu.in | Student | 12125 | Fully | | 5 Acknowledged |

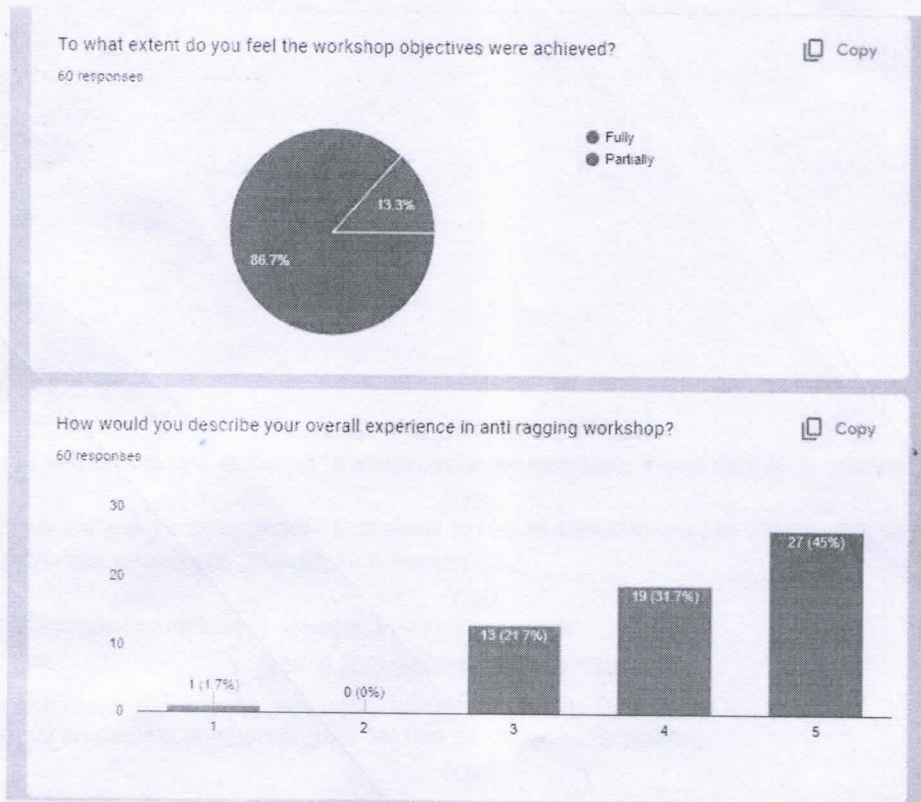
| Email address | attended Workshop as | Registration No. / Employee ID | Objectives achieved? | Overall experience in WS? | Anti Ragging Pledge |
|---|----------------------|--------------------------------|----------------------|---------------------------|---------------------|
| 2022bsckrish11523@poornima.edu.in | Student | 2022pufshbsax11523 | Partially | | 3 Acknowledged |
| 2022bscyash12041@poornima.edu.in | Student | 2022PUFShBSAX12041 | Fully | | 5 Acknowledged |
| 2022bscmohit11925@poornima.edu.in | Student | 2022PUFShBSAX11925 | Fully | | 4 Acknowledged |
| prateek jain@poornima.edu.in | Faculty Member | 8516 | Fully | | 5 Acknowledged |
| ravi hada@poornima.edu.in | Faculty Member | 8461 | Fully | | 5 Acknowledged |
| shubhangi patidar@poornima.edu.in | Faculty Member | 8452 | Fully | | 5 Acknowledged |
| 2023bscchhavi16483@poornima.edu.in | Student | 16483 | Fully | | 4 Acknowledged |
| 2023bscshika15912@poornima.edu.in | Student | 15912 | Fully | | 4 Acknowledged |
| 2024bsceccshrekala18624@poornima.edu.in | Student | 18624 | Partially | | 3 Acknowledged |
| meenakshibhardwaj72677@gmail.com | Student | 19788 | Partially | | 4 Acknowledged |
| pushpendra mudgal@poornima.edu.in | Faculty Member | 1349 | Fully | | 4 Acknowledged |
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| tarun mishra@poornima.edu.in | Faculty Member | 1366 | Fully | | 5 Acknowledged |
| rishi jalwal@poornima.edu.in | Faculty Member | 1433 | Fully | | 5 Acknowledged |
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| pa_propresident@poornima.edu.in | Faculty Member | 1392 | Fully | | 5 Acknowledged |
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| wafa rasheed@poornima.edu.in | Faculty Member | 7460 | Fully | | 4 Acknowledged |
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ANALYSIS OF FEEDBACK of ANTI RAGGING WEEK





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Minute to Minute Program of ANTI RAGGING WEEK

| ANTI RAGGING WEEK SCHEDULE | | | | | | | | |
|----------------------------|----------|--|---|---|-----------------|----------------------|--|--|
| Date | Mode | Activity | Activity Detail | Resource Person | Coordinator | Venue | Student Category | Remarks |
| 12-Aug-24 | Off-line | Orientation | a Introduction of Supreme Court's & UGC guidelines over Anti-Ragging by DSW, b Introduction of Anti-Ragging Squad of PU by DSW, c Pledge of "Zero-Tolerance" towards Ragging by DSW | DSW | Dr. Ajay Pagare | Dome | First Year + Higher Classes Students | |
| 13-Aug-24 | Off-line | Seminar on Anti-Ragging | Supreme Court's Rule, Initiatives by PU, Awareness about consequences of Ragging, Oath taking by higher classes | Mr. Hemant Kumar Upadhyay | IQAC Team | Lecture Theatre, FSH | Higher Classes Students | |
| 14-Aug-24 | Off-line | Poster Making | Students will share their ideas | Ms. Shubhangi Patidar Mr. Prateek Jain Mr. Tarun Mishra | IQAC Team | Design Hall, FDA | Higher Classes Students | Certificates to participants and 1st and 2nd prize winners |
| 15-Aug-24 | Off-line | Speech by President, PU | Highlighting the importance of Anti-Ragging awareness | President | Dr. Ajay Pagare | Porch Area | All Students + Faculty and Staff members | |
| 16-Aug-24 | On-Line | Slogan Writing | Students and Faculty & staff members will share their ideas on a time-bound google form | Mr. Pushpendra Mudgal | IQAC Team | NA | All students and Faculty & Staff Members | Certificates to participants and 1st and 2nd prize winners |
| 17-Aug-24 | On-Line | TVC, Short Films and Documentaries on Anti_ragging | The links of TVC, Short Films and Documentaries on Anti_ragging will be sent for watching | Mr. Ravi Hada | IQAC Team | NA | All Students and Faculty & Staff Members | |



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Major inferences Collected From Higher Classes

1. **Department of Civil Engineering**
 - **Positive Experiences:** Students appreciate the clarity in course delivery and the punctuality of classes.
 - **Opportunities for Growth:** There's a great chance to enhance campus life by expanding co-curricular activities, such as industrial visits and outdoor trips. Infrastructure, particularly in sports and hygiene standards, can be upgraded to further improve the student experience.
2. **Department of Commerce**
 - **Student Aspirations:** Students are eager for a curriculum enriched with practical applications and updated content to align with industry standards.
 - **Facility Improvements:** Enhancing mess hygiene and upgrading infrastructure will contribute positively to the learning environment. Students also look forward to more career-focused initiatives like internships and workshops.
3. **Department of Computer Applications**
 - **Learning Enhancement:** Students show a strong interest in more practical assignments and hands-on coding experiences.
 - **Infrastructure Expansion:** Improved Wi-Fi availability and enhanced lab resources will support students' academic needs. There's also enthusiasm for greater inclusiveness and co-curricular opportunities.
4. **Department of Computer Science (B.Tech.)**
 - **Curriculum Alignment:** Students value a curriculum that mirrors industry trends and incorporates real-world applications.
 - **Infrastructure Needs:** Strengthening internet connectivity and lab facilities will provide a more conducive learning environment. Students look forward to more adaptive administrative support.
5. **Department of Computer Science (M.Tech.)**
 - **Positive Feedback:** Students express satisfaction with the curriculum and appreciate its depth. Reducing the written workload and introducing career-oriented workshops will enhance their academic experience.
 - **Technological Support:** Better internet access remains a consistent request to complement learning.
6. **Department of Mechanical Engineering**
 - **Hands-On Learning:** Students are enthusiastic about more industrial visits and real-world applications in the curriculum.
 - **Facility Advancements:** Upgrading lab equipment and introducing modern technologies will strengthen practical knowledge. Career counselling and placement initiatives present promising opportunities.
7. **Department of Electrical Engineering**

- **Curriculum Refinement:** Students appreciate the integration of practical applications and seek more real-world examples in their studies.
 - **Resource Enhancements:** Better lab facilities, technical resources, and Wi-Fi access will elevate the learning experience. Students also look forward to more field-relevant extracurricular activities.
8. **Department of Electronics and Communication Engineering**
- **Technological Innovation:** Students are excited about incorporating tools like AI and IoT into the curriculum.
 - **Engagement Activities:** Technical fests and coding competitions are welcomed as opportunities to enhance their learning journey.

UNIVERSITY-LEVEL INSIGHTS

- **Curriculum Modernization:** Students across departments are eager for industry-aligned updates and practical applications in their coursework.
- **Technological Infrastructure:** Enhanced Wi-Fi and modern lab facilities will address a common area of need, fostering a supportive academic environment.
- **Administrative Collaboration:** Students value open dialogue and look forward to responsive support in areas like attendance policies and fee-related queries.
- **Campus Hygiene and Facilities:** Improving cleanliness standards, especially in washrooms and the mess, will contribute to student well-being.
- **Co-Curricular Activities:** Expanding industrial visits, technical workshops, and sports events will enrich the holistic student experience.
- **Inclusivity and Support:** Strengthening support for day scholars and promoting sports activities will enhance the inclusive environment.
- **Dining Improvements:** Students are keen on diverse and hygienic dining options, including more non-vegetarian choices.



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SOP for organizing meetings of Faculty Board

1. **Objective:** This document describes the process of execution of the activities necessary for organizing the meeting of Faculty Board by the Dean of a Faculty.
2. **Scope:** The scope of the procedures describes in this document is limited to the conduction of the meeting of Faculty Boards. This document covers all kind of intimation, information sharing, approvals and circulation of after-meeting documentation.
3. **Responsibilities:** The responsibility of conducting the meeting along with the complete documentation lies with the Dean of the Faculty, unless, otherwise stated in this document (taking reference from University Act and Statutes). In the case of non-appointment of Dean, the Head of any one department among the faculty can be the convener of Faculty Board.
4. **Constitution:** The constitution of the Faculty Board shall be as per following details (as mentioned in the Statutes):
 - 4.1 Dean of the Faculty;
 - 4.2 Professors and Associate Professors in the Faculty;
 - 4.3 All Heads of the Departments within the Faculty;
 - 4.4 Two members co-opted by the Faculty concerned from among the teachers of the Faculty;
 - 4.5 Three persons not being teachers in the University to be co-opted by the Faculty;
 - 4.6 The Conveners of Board of Studies in the Faculty, who are not otherwise included under the foregoing clauses.
5. **Functions of the Faculty Board:** As mentioned in the statutes of the University, a Faculty Board shall perform the following functions:
 - 5.1 To recommend to the Academic Council course(s) of study, curricula and scheme (s) of examination, prepared by the Board of Studies in accordance with the provisions of Regulating Bodies;
 - 5.2 To report to the Board of Management through the Academic Council, the institution, composition or abolition of any Board of Studies;

- 5.3 To recommend to the Academic Council the establishment, sub-division and abolition etc. of the Departments within the Faculties;
- 5.4 To consider any matter referred to it by the Board or the Academic Council;
- 5.5 To consider any report or recommendation referred to the Faculty by the Board of Studies before making recommendations to the Academic Council;
- 5.6 To make suggestions or recommendations to the Board through Academic Council regarding organization of teaching or research or examination in the subjects concerned with the Faculty;
- 5.7 To recommend to the Academic Council conditions for the award of Degrees, Diplomas and other academic distinctions;
- 5.8 To refer any matter to the Board of Studies within the Faculty; and
- 5.9 Any other function required to be performed under the Act, Statutes, Ordinances, or rules of the University.

Procedures: The procedure is divided in following tasks:

| SN | Process / Activity | Corresponding timeline | Responsible Authority |
|----|--|------------------------------------|--|
| 1 | Invitation to Experts (under clause 4.5) for framing Faculty Board | 12 days before the date of meeting | Dean |
| 2 | Approval of the constitution of Faculty Board (under clause 4) | 7 days before the date of meeting | Dean to President |
| 3 | Notice of the meeting | 5 days before the date of meeting | Registrar (on the direction of President or on advice of Dean) |
| 4 | Agenda of the meeting | Along with the Notice | Same as above |
| 5 | Compilation and circulation of Minutes of Meeting | 5 days after the date of meeting | Dean |

Formats: Sample of following formats are attached as annexures for reference purpose only.

1. Invitation to Experts : **Annexure 1**
2. Notice: **Annexure 2**
3. Agenda: **Annexure 3**
4. Minutes of Meeting: Format is same as of BOS.
5. Letter from Dean to Registrar for constitution of the Board. **Annexure 4**



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Annexure 4

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24
09-2024

NOTICE

REF. No.:- PU/IQAC/2024-25/500

Feedback Mechanism for Session 2024-25

In the ongoing session, the Internal Quality Assurance Cell (IQAC) has implemented a comprehensive feedback mechanism designed to systematically collect valuable insights from key stakeholders.

Individual course faculty actively solicit feedback directly from students, fostering a culture of self-reflection and personal development. Faculty Deans engage in the feedback process by seeking input on course faculty performance from the students, for the academic excellence. Internal Quality Assurance Cell (IQAC) will take the feedback input from various stakeholders, including students, teachers, employers, alumni, and academic peers, regarding the curriculum and its delivery.

Please find the following table for **SCHEDULE, FREQUENCY AND DURATION OF FEEDBACK: SESSION 2024-25.**

| SCHEDULE OF FEEDBACK: SESSION 2023-24 | | | | | |
|---------------------------------------|--------------------------------------|--|----------------|--|---|
| S. No. | Feedback Responsibility | Feedback Type | Frequency | Duration | Report |
| 1 | Individual Teaching Faculty | Course Feedback (From Student) | Min 2 | As per requirement | Analysis with action taken report will be submitted by respective faculty to Dean |
| 2 | IQAC with support of Respective Dean | Student Feedback From <i>regular Faculty</i> | 3 Per semester | After CIE, MSE and ESE | Analysis will be done by IQAC and report will be submitted to respective Dean. Inferences will be given by Dean |
| 3 | IQAC | Alumni Feedback | 1 Per year | on Regular Basis/ on Convocation/ On Alumni meet | Analysis with action taken report will be prepared by IQAC Office |
| 4 | | Parents Feedback | 1 Per year | on Regular Basis | Analysis with action taken report will be prepared by IQAC Office |
| 5 | | Individual Faculty Feedback | 1 Per semester | During ESE | Analysis with action taken report will be prepared by IQAC Office |
| 6 | | Industry Feedback | 1 Per year | on Regular Basis | Analysis with action taken report will be prepared by IQAC Office |

Note: Dean/Heads kindly inform the respective teaching faculty for the same.

[Signature]
Asso. Dean IQAC
Dr. Ajay Kr. Pagare

[Signature]
Pro-President
Dr. Manoj Gupta

[Signature]
President
Dr. Suresh Chandra Padhy