**Venue:** Prithvi Board Room, Chanakya Building, DIT University, Dehradun

**Chairman:**

Prof. G. Raghurama (Vice Chancellor, DIT University, Dehradun)

**Members Present (in person):**

- Dr. Prakash Tiwari (Dean Accreditation & Contemporization, DIT University, Dehradun)
- Dr. Debopam Acharya (Dean & Professor, School of Computing, DIT University, Dehradun)
- Dr. Naresh Mohan Chadha (Dean, School of Physical Sciences, DIT University, Dehradun)
- Dr. B.K. Singh (Dean, Faculty Affairs, DIT University, Dehradun)
- Dr. Hemraj Verma (Dean-Academic Affairs, DIT University, Dehradun)
- Dr. Rakesh Mohan (Dean-Students' Welfare, DIT University, Dehradun)
- Dr. Samuel Ernest Ratnakumar (Registrar, DIT University, Dehradun)
- Dr. Bhavna (Associate Professor, SoPPHI, DIT University, Dehradun)
- Dr. Rakesh Kumar Pandey (Assistant Professor, SoET & Co-Coordinator, IQAC, DIT University, Dehradun)
- Ms. Anya Jha (Student, B.Tech CSE III Year, DIT University, Dehradun)

**Members Present (Online):**

- Dr. Priyadarsan Patra (Pro- Vice Chancellor, DIT University, Dehradun)
- Mr. Nitin Kumar Singh (Finance Officer, DIT University, Dehradun)
- Mr. Sanjiv Kumar Sain (Chief Librarian, DIT University, Dehradun)

**Invitees Present (In Person):**

- Dr. Hemraj Saini (Dean (R&C), DIT University, Dehradun)
- Dr. Naveen Singhal, (Dean Alumni, DIT University, Dehradun)
- Dr. Ashutosh Joshi, (Professor and Head Planning, SoAPD, DIT University)
- Ar. Jitendra Kumar Sarohi, (Associate Professor and Head, SoAPD, DIT University)

**IQAC Coordinator:**

- Dr. Surbhi Sachdev (Professor, Department of Physics, School of Physical Sciences, DIT University, Dehradun)

## Item No. IQAC: 17.1

**Grant of Leave of Absence.**

Following Members were granted leave of absence:

- Prof. Anjali Krishan Sharma (Director, SoAPD, DIT University, Dehradun).
- Mr. Vippan Chibbar, Director, (P&P), Unison Education Foundation.
- Mr. Madhav Chauhan (Secretary Alumni Association, DIT University)
- Sh. Sumendra Sushant Bohra (Parshad, Makkawala Village, Dehradun)
- Dr. Sanjeev Naithani (Scientist G, IRDE, DRDO Dehradun)
- Mr. Vishal Kohli (Associate Director, Kyndryl)
- Ms. Nupur Agarwal (Founder, Kiwi Kisan Window, Dehradun)

At the outset, the Chairman, IQAC, DIT University extended a warm welcome to all the members participating in the 17th Meeting of the Internal Quality Assurance Cell.

The various points discussed and decisions taken thereon during the meeting are as under:

## Item No. IQAC: 17.2:

**To approve the minutes of 16th IQAC meeting held on September 29, 2023.**

As no comments were received, the minutes of the 16th Meeting of Internal Quality Assurance Cell held on September 29, 2023 were confirmed.

## Item No. IQAC: 17.3

**To report the actions taken on the decisions taken in the 16th meeting of the IQAC held on 29th September, 2023.**

The Action taken Report on the decisions of the 16th meeting of the Internal Quality Assurance Cell was presented. The IQAC Coordinator apprised the members that the suggestions received in the 16th Meeting with reference to student feedback mechanism and nomination of coordinators for all MoUs has been successfully implemented.

Further, the suggestions with reference to mechanism to attract JRF qualified candidates for PhD Program and framing a policy for training and skill/domain knowledge enhancement of faculty members were taken into consideration and the same will be implemented accordingly after approval of the competent authority.

**The same was noted by the IQAC and confirmed.**

## Item No. IQAC: 17.4.1

**To report the internal and external surveillance audits conducted by ISO.**

IQAC Coordinator apprised the IQAC that the internal audit of 17 departments was conducted from 11th-14th December 2023. The external surveillance audit of DIT University for ISO re-certification was held from 11th-12th January, 2024. The departments audited by the external auditors included MR Functions, Academic Departments, Admissions & Registrar Office, Placements and Research and no non-conformities (NCs) were raised during the audit.

On successful completion of external surveillance audit DIT University is certified for ISO 21001-2018 upto 11th February, 2026 subject to a satisfactory surveillance audit each year.

**The IQAC noted the above.**

## Item No. IQAC: 17.5.1

**To discuss the roles, responsibilities and accountability of faculty members at the level of Instructors, Course Coordinators & UG/PG Coordinators.**

The Chairman IQAC informed the Board that currently no proper documentation exists on the roles, responsibilities and accountability of faculty members at the level of Instructors, Course Coordinators and UG/PG Coordinators, it is done on practice. However, there is a need to document it and follow it across the University.

Dr. Hemraj Saini, Dean, Faculty Affairs presented to the Board a document which described the roles and responsibilities of Faculty members in order to ensure smooth and efficient operations in offering of courses, evaluation and grading.

The Chairman IQAC asked the Dean, Faculty affairs to circulate the document to seek the feedback of all concerned by 15th February, 2024. The document should be finalized and adopted after incorporating the suggestions of all concerned.

**The IQAC noted the above.**

## Item No. IQAC: 17.5.2

**To discuss and recommend an online feedback system for Students, Parents, Alumni, Employer and Faculty.**

Dr. Prakash Tiwari, Dean (A&C) apprised the Cell that the revised online student feedback system was designed and rolled out successfully in the academic year 2023-24 [ODD Semester] and 92.12% students participated in it. Further, currently the feedback received is being analysed and the key insights will be shared to all concerned on completion of the analysis. The student member of IQAC Ms. Anya Jha shared that the students found the implemented revised Student Feedback mechanism user friendly and systematic.

Further Dean (A&C) presented the objectives and proposed questionnaire for implementing a revised online feedback system for other stake holders viz Parents, Alumni, Employers and Faculty.

The Chairman IQAC appreciated the successful implementation of the revised student feedback portal. He asked that the proposed questionnaire may be circulated to all internal members of IQAC and their suggestions/feedbacks may be requested. The questionnaire may be finalized after incorporating the suggestion given and the feedback for all stakeholders may thereafter be rolled out on the new portal by end of March.

**The IQAC noted and recommended the above.**

## Item No. IQAC: 17.5.3

**To deliberate on Automation of Evaluation of Answer Scripts of Mid Term and End Term Exams.**
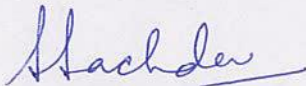
Dr. Hemraj Verma, Dean, Academic Affairs presented to the Board the benefits of Automation of Evaluation of Answer Scripts of Mid Term and End Term exams. He emphasized that this
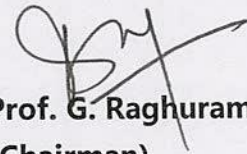
will lead to improved efficiency, enhanced transparency and permanency of students records. The Chairman IQAC further emphasized that since outcome based education requires mapping the question papers of Mid term and End term exams against the course outcomes, automation in the evaluation process for outcome based education will streamline assessments and provide valuable insights for a detailed analysis of students' performance against predefined course outcomes. This will help to identify areas of strength and weakness in the curriculum and will enable to make improvements in it. He suggested that the process of automation may be done in a phased manner after test runs in some selected departments.

**The IQAC noted the above.**

**There being no other agenda, the meeting ended with vote of thanks to the Chair.**

**Dr. Surbhi Sachdev**
**(Coordinator)**

**Prof. G. Raghurama**
**(Chairman)**