

**Minutes of the Third IQAC meeting held on 9th January 2017**

**Members Present:**

1. Prof. Parimal Mandke- Chairperson
2. Maj Gen A K Singh
3. Dr. Shivendra Mathur
4. Dr. Neha Tiwari
5. Dr. Ganapathi Rao
6. Dr. Kapil Pandla – Convener

**Invitees**

1. Maj Gen A K Singh (Retd.)
2. Dr. Gurendra Nath Bhardwaj
3. Dr. Raj K Kovid
4. Mr. Vinay Kainthola

**Venue: Senate Room**

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- 1 Two processes (HR and Library) which were received so far were discussed and gaps were identified (Annexure 1)
2. Gen A K Singh informed that Student Affairs process is 90% ready and will be submitted in a day or two.
3. It was decided that Ms Geetika Rastogi and Mr Y C Roy will be the process owners for IP & Placement.
4. It was decided that next, three processes viz. Campus Infrastructure & Admin, IP & Placement and Admissions will be developed (Annexure 2)
5. The Process Owners will prepare a skeleton of their process by 15<sup>th</sup> February and it will be reviewed by team of IQAC members
6. It was decided that one person for each process will be appointed outside IQAC Team to vet the processes which are received so far.
7. It was also decided that remaining processes from stage 1 should be ready by 31<sup>st</sup> January 2017, namely, the Research and Student Affairs.



## Annexure 1

### Following Sub Processes to be added

#### HR

- Grievance Redressal
- Recruitment
- Leave Management
- Discipline
- Travel Policy
- Training and Professional Development
- Promotion
- Employee Engagement & Welfare
- Compliance
- Budget

#### Library

- Safety & Security
- Budgeting
- Duty Roaster

## Annexure 2


S. No.	Process	Process Owner	IQAC Member
1	Campus Infrastructure & Admin	Sandeep Gupta	Shivendra Mathur & Ganapathi Rao
2	IP & Placement	Geetika Rastogi/Y C Roy	Kapil Pandla & Neha Tiwari
3	Admissions	Pankaj Sharma	Supratim Mitra & Ritwik Rituraj



### Annexure 3

S.No.	Process	Process Owner	Currently
1.	Admission	Head, Admissions	Dr. Pankaj Sharma
2.	Teaching	Office Dean Academics	Dr. Vivek Shrivastava
3.	Exams & Result Declaration including Convocation	Head, Exam Cell	Dr. Gurendra Bhardwaj
4.	Library	Head, Library	Mr. Vinay Kainthola
5.	HR	HR Manager	Maj. Ritwik Rituraj
6.	Teaching – Learning Infrastructure	Head, TCO Head, Admin	Mr. Akhlesh Agarwal+ Mr. Ashoo Dubey+ Mr. Sandeep Gupta
7.	Campus Infrastructure and Admin	Head, Admin	Mr. Sandeep Gupta
8.	Research	Office Dean Research	Dr. Mohd. Anul Haq
9.	IP & Placement	Head, CIC	Prof. Sunil Khanna
10.	Statutory	Registrar	Dr. Shivendra Mathur
11.	Curriculum Design & Development	Dean Academic Affairs	Prof. Parimal Mandke
12.	Committees & their processes	Chairperson	Respective Committees' chairperson
13	Alumni Cell	Coordinator, Alumni Committee	Dr Raj K Kovid
14	Student Services	Dean, Student Affairs	Maj Gen AK Singh

Meeting ended with Vote of Thanks

  
Chairperson, IQAC

