

Kumaun University, Nainital

Minutes of Meeting

Date: 27TH APRIL 2023

Time: 11:30 AM

Location: Conference Hall Administrative Block

Agenda:

- Discuss the NAAC Peer Team Visit scheduled for 15-17 May 2023
- Assign responsibilities to the Committees formed for preparation
- Identify potential areas of improvement
- Infrastructural Maintenance

Discussion:

The meeting began with a warm welcome extended to the newly appointed Vice Chancellor of Kumaun University, Dr Manmohan Singh Chauhan. The Director IQAC welcomed the Vice Chancellor and expressed the faculty members excitement to work with him towards the growth and development of the University. He also discussed the importance of the upcoming NAAC Peer Team visit scheduled on *15th to 17th May 2023* and emphasised on the need to prepare well in advance to ensure a successful outcome.

The faculty members discussed about the schedule received from NAAC for the visit and shared their ideas on how to take the University forward. The Vice Chancellor listened to the team's suggestions and stated that he would take them into consideration while planning for the Physical Assessment by the Peer Team members.

Action Items:

Responsibilities were assigned to the members for preparation. The responsibilities include:

1. Infrastructural Maintenance Committee: In charge Sh. Sanjay Pant (AE)

Roads towards HRDC to be maintained.

Maintenance of the University

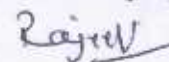
Maintenance of Stairs and Ramps

Sanitation

Gate should be Red / Golden/ White

2. Planning and development Cell will look after the Plantation and overall maintenance of the University. Water Facility & Fire Extinguisher should be maintained.

Welcome Committee - Prof. Rajeev Upadhyay & Prof. Pradeep Goswami will constitute the committee for the welcome of Peer Team Members. The committee's purpose is to



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welcome the Peer Team Members to the university. Additionally, a Rangoli will be made at the front office of the University to further extend a warm welcome.

Schedule of the visit

Day 1:

- At 8:30 am in the morning, NCC cadets will assemble at the university gate to perform the Guard of Honor. The Guard of Honor ceremony will be held under the supervision of **Dr. Reetesh Sah**, who will be the in-charge of the ceremony. The NCC cadets will be dressed in their formal uniforms and will march in formation to the university gate.
- Tika Ceremony by 4-5 girls in Kumauni Attire: **Prof Lalit Tewari**
- Kulgeet at the University Gate: **Dr Gagandeep Hothi**
- National Anthem by the NCC Cadets

Day 2:

- Visit to Departments: 8:00 AM to 1:00 PM
- After lunch team splits into two: Team A will meet with Career Guidance and Counselling Services, Placement Cell and Director Student Affairs (DSW). Team B will interact with Alumni and Parents.
- Visit to Departments continues.

Day 3:

- Team splits into two: Team A will visit Hostels and Team B will visit Health Centre/ Canteen/ Sports facilities, NCC, NSS units etc.
- Sharing concerns with the Vice Chancellor
- Preparing the Draft Report

3. **Liasoning Committee:** The members of this committee will look after the arrangements at the Hotel site and will exchange the phone numbers of the Peer Team member they are attached to. The team decided that a luxury sedan would be the most appropriate option, and it would be arranged for the Chairman's pick-up and drop-off as per his schedule. It was also discussed that a dedicated driver would be provided for the Chairman's car to ensure a smooth and hassle-free transportation experience.

The team will coordinate with the Chairman and the members to finalize the timings and schedule for the car arrangements. It was decided that an adequate quantity of Bisleri and cold drinks would be kept ready for the Peer Team members use at all times. Small towels would be placed in the car and the conference room for their convenience.

4. DSW Board

- Notice Boards for the departments to be maintained. Required Funds to be given to the DSW by Finance Controller

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- As per the schedule received from NAAC, 50% departments will be visited by the Peer Team. Framed - Vision & Mission (For the departments and Vice Chancellor's Conference Hall).

5. Purchase Committee:

Store will look after the purchase of the following items:

- Welcome Flex - 2 Standing and 4 big for the Campuses
- Golden Welcome Board for Vice Chancellor office
- 25 chairs for VC University Conference Hall (with hand rest)
- 2 Vice Chancellor's Executive Chairs
- Flowers for cultural program and Bouquet for Vice Chancellor's Conference table.
- Arrangements for Water/Dry fruits/Snacks etc.

6. Cultural Program Committee:

- Dr Gagandeep Hothi and the team will work on selecting appropriate musical performances and dances for the program.
- The team will coordinate with students of Music Department to participate in the musical night.
- The team will ensure that the program does not exceed 45 minutes.
- Sound system needs to be installed in Deodar Hall for the event.
- Decoration of Deodar Hall for Cultural Program.

7. Lunch & Refreshment Committee: In charge Deputy Registrar/FC

- Day 1 Lunch at 1:30 PM to 2:30 PM will be at KMVN TRC with EC members.
- Day 2 Lunch at 1:30 PM to 2:30 PM will be at the KMVN TRC and Bhimtal.
- Day 3 Lunch will be at the place of stay.
- Water/Tea/Snacks/dry fruits/tissue paper/Bouquet/glass bottle

8. Central Library visit: In charge Dr Yougal Joshi

- Campus Library should remain open from 10:00 AM to 5:00 PM
- Research Scholars and Students should be informed to sit in the library daily.
- Registers to be displayed
- Display the details of Web of Science, e-granthalaya, Shodh Ganga, Shodh Sindhu, INFLIBNET etc.

- 9. Head of the Departments** will ensure the presentation should not exceed 8-10 minutes. Registers and documentary proofs of BOS/Attendance Registers/PO's/PSO's/ Awards/ Publications with high impact factor should be highlighted in the departments. Vision and Mission should be mounted on the wall of the HOD's Room.

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10. Office should be well maintained. It was suggested that all documents should be labeled and stored in an organized manner. This would make it easier for staff members to find the documents they need quickly and efficiently. Registrar/Finance Controller will conduct regular checks to ensure that the office is well-maintained and documents are properly stored.

The faculty members and IQAC team has identified certain areas that need to be addressed before the visit. It's important to have a clear plan of action to ensure that these areas are properly handled. These areas included:

- Faculty Development Programs
- Infrastructure Development
- Student Support Services
- Research output

Action Items:

Each team member will work on their assigned responsibilities and report back to the IQAC Director at the next meeting.

The team will work on improving the identified areas.

The team will meet again to review progress and finalize preparations for the NAAC Peer Team Visit.

Adjournment:

The meeting was adjourned with a vote of thanks to all attendees. The next meeting will be scheduled at a later date.

Rajesh

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