

## IQAC Meeting Minutes

A meeting of the IQAC was held on 08th June, 2023 at 11:00 AM at the V.C. Secretariat. The following members were present in offline and online mode-

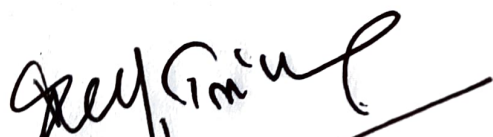
S.No.	Name
1.	Prof. I.V. Trivedi- HVC, Chairperson
2.	Prof. Pradeep Trikha (Director IQAC)
3.	Dr. Ghanshyam Purohit (online)
4.	Dr. Shilpa Vardia
5.	Dr. Joohee Pradhan
6.	Dr. Neha Paliwal
7.	Dr. Girima Nagda
8.	Dr. Namita Ashish singh
9.	Dr. Rekha Bairwa
10.	Dr. Urmi Sharma
11.	Dr. Devendra Kumar (online)
12.	Dr. Kopal Vats (online)
13.	Ms. Sneha Singh (online)
14.	Dr. Anjali Singh (online)
15.	Dr. Bhavik Paneri
16.	Dr. Rajnikanth Patidar (online)
17.	Mrs. Meenakshi Sen

At the outset, the Director welcomed the Chair and members. The following agenda was discussed-

- Prof. Pradeep Trikha explained that the last date for the submission of queries regarding IIQA is 15 June 2023 and thereafter the SSR process can be initiated.
- Since, BCI approval, is long overdue it must be expedited so that it can be submitted alongwith the SSR. HVC also instructed the members from the Faculty of Law to expedite the aforesaid issue. However, for the time being undertaking can be given as a response to the IIQA query.

- The URL link to be provided on the website of the university for the RTI page has to be created as a response to the IIQA query.
- As a response to the IIQA query Criterion- 1 Coordinator was requested to resolve the issue and update the names of departments and nomenclatures of the programmes.
- It was resolved to prepare the drafts of the required institutional policies such as Research Promotion, Consultancy and Intellectual Property Rights Policy shall be approved at the next CoD and BoM meetings.
- HVC informed the the house that as per the communication from the State Higher Education Council IQAC shall be strengthened as a statutory body. Now it will be an invitee member in the CoD.
- It was resolved to submit the SSR latest by July 30, 2023.

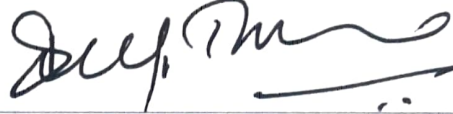
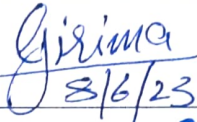
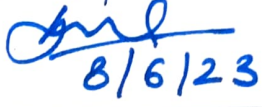


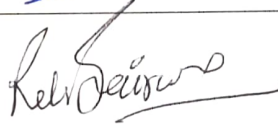



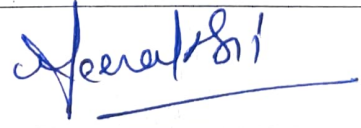
The meeting concluded with a vote of thanks by the Director to the Chair and the members.



Prof. Pradeep Trikha  
Director IQAC  
MLSU, Udaipur

**Prof. Pradeep Trikha**  
**Director IQAC**  
**Department of English**  
**MLSU, Udaipur**

Meeting Regarding NAAC - SSR 2023

S.No.	Name	Signature
1.	Pradeep Tripathi	
2.	GIRIMA NAGDA	 8/6/23
3.	Shilpa Vardia	 8/6/23
4.	Bhavik Sonari (LAW)	
5.	Neha Paliwal	
6.	Dr. Rekha Baiswa	
7.	Toohar Pradhan	
8.	Dr. Narmada A. Singh	
9.	Urmil Sharma	
10.	Ms. Meenakshi Sen	
11.		
12.		
13.		
14.		

## IQAC Meeting Minutes

A meeting of the IQAC was held on 19th April 2023 at 4:00 PM at the Seminar Hall, Golden Jubilee Guest House. The following members were present-

S.No.	Name
1.	Prof. Pradeep Trikha (Director IQAC)
2.	Dr. Ritesh Purohit
3.	Dr. Avinash Panwar
4.	Dr. Joohee Pradhan
5.	Dr. Neha Paliwal
6.	Dr. Girima Nagda
7.	Dr. Akhil Dwivedi
8.	Dr. Sachin Gupta
9.	Dr. Pradeep Vishwakarma
10.	Dr. Kopal Vats
11.	Ms. Sneha Singh
12.	Dr. Anjali Singh
13.	Dr. Bhavik Paneri
14.	Dr. Urmi Sharma
15.	Dr. Rajnikanth Patidar
16.	Mrs. Meenakshi Sen
17.	Chhavi Bhalothia (Student)
18.	Hitarth Gothwal (Student)

At the outset, the Director welcomed the members and thereafter the meeting started. The following agenda was laid out-

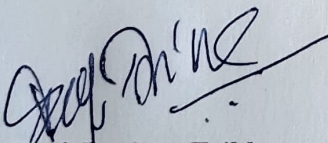
### Submission of SSR

The Director informed the team members that a query has been submitted by the IQAC to the NAAC office so as to confirm whether the data of the academic session 2022-2023 should be included in the SSR. The IQAC, so far, has compiled the data of the academic period July 2017-

August 2022 for the SSR. However, it awaits the response from the NAAC office with regard to the decision about inclusion of data of the session 2022-23 and in case it is in the affirmative, then appropriate measures for data collection will be started anew. In addition to this the following points were emphasized-

- It was decided that the student representatives may be added to the WhatsApp group of the IQAC
- The member students were informed of the process concerning the Student Satisfaction Survey. After the submission of the SSR, students will be randomly contacted by NAAC office to give their feedback through mail and the feedback submission will only be completed using the OTP sent to the student from NAAC. The IQAC members and student representatives were thus requested to spread this information among their peers for smooth submission of feedback.
- It was suggested that the foreign collaborations of the University may be listed and also details of the functional MOUs may be compiled for the SSR.
- Soon, the University will initiate the process of select audits as recommended by the Mock NAAC Peer Team
- It was also suggested that keeping in view the annual process of data collection for AQAR and SSR, the University should purchase a software that is designed for capturing data specifically for the NAAC so that the process of data collection may be done in a swiftly and without delay.

The meeting was concluded with a vote of thanks by the Director to the team members.

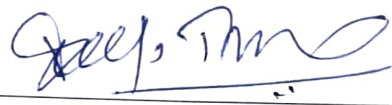
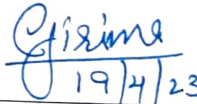
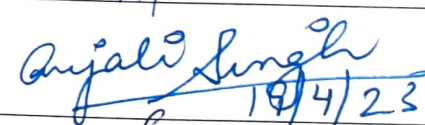


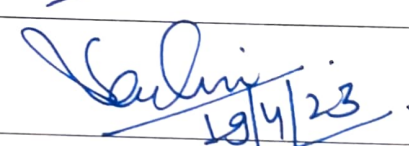



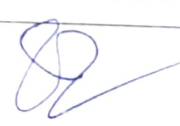

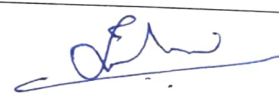
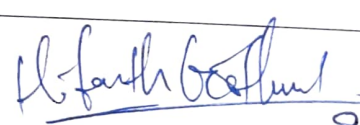
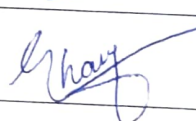


**Prof. Pradeep Trikha**  
**Director IQAC**  
**MLSU, Udaipur**

**Prof. Pradeep Trikha**  
**Director IQAC**  
**Department of English**  
**MLSU, Udaipur**

Date: 19-04-2023

Meeting Regarding NAAC - SSR 2023

S.No.	Name	Signature
1.	Pradeep, Tonkha	
2.	GIRIMA NAGDA	 19/4/23
3.	Anjali Singh	 19/4/23
4.	Pradeep Fr. Vishwakarma	
5.	Kopal Vats	
6.	Dr. Sahin Gupta	 19/4/23
7.	Usemi Sharma	
8.	Hem Paliwal	
9.	Avinash Panwar.	
10.	Ritesh Purshid	
11.	Dr. Brajesh Purohit	
12.	Toohee Pradhan	
13.	Hitarth Goethwal	
14.	Chhavi Bhalothia	

81071 40734

Date: 19-04-2023

Meeting Regarding NAAC - SSR 2023

S.No.	Name	Signature
15	Ms Sneha Singh	Sneha Singh 19/4/23
16	Akhil Kumar Dwivedi	Akhil 19/4/23
17.	Rajnikant Palida	Rajnikant 19.4.23
18.	Meenakshi Sen	Meenakshi

## IQAC Meeting Minutes

A meeting of the IQAC was held on 12<sup>th</sup> April 2023 at 4:30 PM at the IQAC office (DSW Building). The following members were present-

S.No.	Name
1.	Prof. Pradeep Trikha (Director IQAC)
2.	Dr. Neha Paliwal
3.	Dr. Devendra Kumar
4.	Dr. Ritesh Purohit
5.	Dr. Akhil Kumar Dwivedi
6.	Dr. Rajnikanth Patidar
7.	Dr. Joohee Pradhan
8.	Dr. Namita Ashish singh
9.	Dr. Urmi Sharma
10.	Dr. Avinash Panwar
11.	Dr. Girima Nagda
12.	Dr. Pradeep Vishwakarma
13.	Dr. Siddharth Sharma
14.	Dr. Kopal Vats
15.	Dr. Anjali Singh
16.	Ms. Sneha Singh
17.	Mrs. Meenakshi Sen
18.	Chhavi Bhalothia (Scholar)

At the outset, the Director welcomed the members and thereafter the meeting started. The following agenda was laid out-



## Incorporating the suggestions of the Mock Peer Team into the SSR

The suggestions and feedback given by the Mock Peer team were discussed at length by the Director with the team members and the following conclusions were drawn-

- The IQAC should invite the student representatives to attend each of its meetings and give their regular feedback.
- The Director requested Ms. Chhavi to present her valuable insights about her experience in the campus with regard to safety, general facilities, academic standards and research ethics.
- Prof. Namita Rajput, one of the experts called for the NAAC-Mock evaluation shall be appointed as the external advisor for the IQAC to look into the nuances of SSR presentation.
- Special emphasis is to be laid on criteria 6 and 7 with regard to the suggestions of the Mock Peer team.
- After the submission of the SSR, the department units shall be requested to submit their presentations to the IQAC so that necessary improvements and modifications may be done by the team members to incorporate the suggestions of the Mock team experts.
- Finally, the Director advised all members to continue to update their respective criteria.

It was decided that another meeting of the IQAC shall be held on 19th April 2023 wherein the progress of the SSR shall be discussed. The meeting was then concluded with a vote of thanks by the Director to the members.






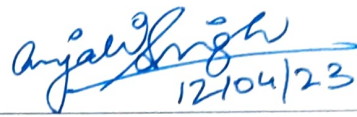
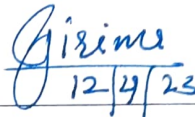

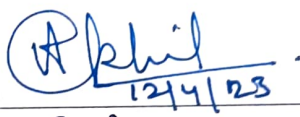
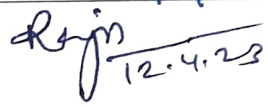
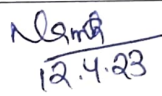
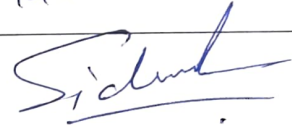


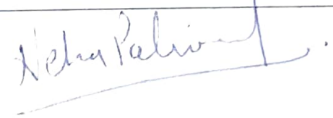

**Prof. Pradeep Trikha**

Director IQAC

MLSU, Udaipur

**Prof. Pradeep Trikha**  
Director IQAC  
Department of English  
MLSU, Udaipur

Meeting Regarding NAAC - SSR 2023

S.No.	Name	Signature
1.	Pradeep Tripathi	
2.	Pradeep Kr. Vishwakarma	
3.	Kopal Vats	
4.	Anjali Singh	 12/04/23
5.	GIRIMA NAGDA	 12/4/23
6.	Avinash Panwar	
7.	AK Dwivedi	 12/4/23
8.	Rajeshant Patel	 12.4.23
9.	Namita Ashish Singh	 12.4.23
10.	Siddharth Sharma.	
11.	Urmil Sharma	
12.	Ritesh Purkait	
13.	Neha Pulisat	
14.	Reverendes Kumar	

12

Date: 04-04-2023

## Meeting Regarding NAAC - SSR 2023

S.No.	Name	Signature
15	Snehe Singh	Snehe Singh
16	Soohree Pradhan	Soohree Pradhan
17.	Chhavi Bhalothia	Chhavi Bhalothia
18.	Meenakshi Sen	Meenakshi Sen

## **IQAC Meeting Minutes**

A meeting of the IQAC was held on 20th March, 2023 at 3:30 PM at the IQAC Office (DSW Building), MLSU. The following members were present-

S.No.	Name
1.	Prof. Pradeep Trikha (Director IQAC)
2.	Dr. Ritesh Purohit
3.	Dr. Joohee Pradhan
4.	Dr. Neha Paliwal
5.	Dr. Girima Nagda
6.	Dr. Devendra Kumar
7.	Dr. Akhil Dwivedi
8.	Dr. Sachin Gupta
9.	Dr. Kopal Vats
10.	Ms. Sneha Singh
11.	Mrs. Meenakshi Sen

At the outset, the Director welcomed the members and thereafter, the meeting was started. The following agenda was discussed-

### **Submission of Mock-SSR**

The Director informed the team that at the behest of the Honourable Vice Chancellor, a mock peer team, comprising two external senior members and two members from within the university, has been invited for the evaluation and feedback process concerning the university's profile with regard to NAAC-SSR. The team members should thus prepare a detailed presentation of the SSR compiled so far. The presentation is most likely to be held on 8th April 2023. The suggestions and feedback of the mock peer team shall be considered and incorporated before the submission of Mock SSR on the NAAC website. The submission of IQA shall be undertaken after Mock SSR submission. In addition to this, the Director emphasized the following points for the members-

- The common data templates across different criteria must not have any anomalies.
- The data received from the departments should match the IUMS records.
- The chronology of the templates should be the same across all criteria.
- The members should prepare write-ups for the qualitative matrices of their respective criteria, criterion summary, a brief note on SWOC before the upcoming presentation.
- Some common challenges for the university were discussed as follows-
  - Increasing Gross Enrollment Ratio
  - Promoting Gender Equity
  - Reducing Drop-outs
  - Implementation of CBCS in affiliated colleges
- The members may also go through the SSRs of the institutions that have been awarded their NAAC grades recently to understand the key factors for a higher grade.

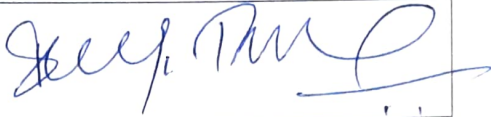

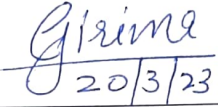

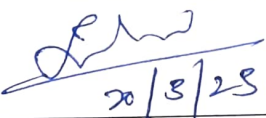


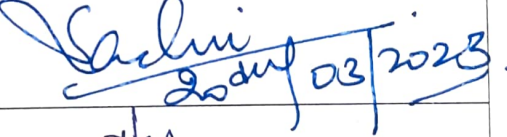
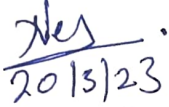

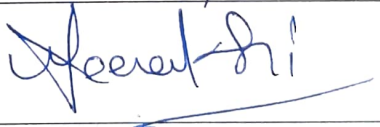
The meeting concluded with a vote of thanks by the Director to the members.



**Prof. Pradeep Trikha**  
**Director IQAC**  
**MLSU, Udaipur**

**Prof. Pradeep Trikha**  
Director IQAC  
Department of English  
MLSU, Udaipur

Meeting Regarding NAAC - SSR 2023

S.No.	Name	Signature
1.	PRADEEP TRIKHA	
2.	Devendra Kumar	
3.	GIRIMA NAGDA	 20/3/23
4.	Ritoh Purandhar	 20/3/23
5.	Sohee Pradhan	 20/3/23
6.	Kopal Vats	 20/03/23
7.	Akhil Dwivedi	 20/3/23
8.	Dr. Sachin Gupta	 20/03/2023
9.	Neha Paliwad	 20/3/23
10.	Sneha Singh	 20/3/2023
11.	Meenakshi Sen	
12.		
13.		
14.		

A meeting of the IQAC was held on 25th February, 2023 at 3:00 PM at the IQAC Office. The following members were present-

S.No.	Name
1.	Prof. Pradeep Trikha (Director IQAC)
2.	Dr. Avinash Panwar
3.	Dr. Joohee Pradhan
4.	Dr. Neha Paliwal
5.	Dr. Girima Nagda
6.	Dr. Akhil Dwivedi
7.	Dr. Sachin Gupta
8.	Dr. Anjali Singh
9.	Mrs. Meenakshi Sen

The Director welcomed everyone and congratulated the members on receiving the successful approval of AQAR, which completes the first step in the NAAC accreditation process. The next step requires collective cooperation and strength for the IQAC to submit the SSR in a timely manner.

#### **IIQA Preparation**

- It was informed that the IIQA needs to be filled and submitted. So far, 76.74% IIQA has been prepared. The remaining portion will also be prepared at the earliest for submission
- It was decided by common consensus that the IIQA will be submitted once the SSRs have been prepared and its presentation approved by the Mock team

#### **SSR Preparation:**

- It was decided that the Criterion Coordinators and Members will work on their own level first before coming together to collectively prepare the SSRs
- It was also decided that the Registrar be requested to relieve the working members of the NAAC team from examination duties in the respective colleges from 27 March to 3 April, 2023 and depute them to work in the IQAC office in order to prepare the SSRs
- The Director suggested that the coordinator of each criterion should prepare a SWOT analysis in order to identify the best practices of each criterion
- The analysis would also ensure that lacunas in the previous reports have been overcome and suggestions given by the previous NAAC visiting team have been incorporated

#### **Mock Presentations of SSR of each Criterion:**

- The SSRs will have to be prepared with a readiness equal to that of the final presentation by 03 April, 2023

- Each Criterion should be prepared to present their SSRs to the Mock Team that will be requested to visit the University on either of the following dates: 04-06 April and 08 April, 2023
- As decided, the IIQA will be submitted on successful approval of the mock SSR presentations

As per procedure, on receiving approval of the IIQA, the SSRs will have to be submitted within a period of 45 days.

It was decided that once the SSRs have been submitted, IQAC will begin work on preparing the VCs presentation for NAAC team visit.

The meeting ended with a vote of thanks delivered by the Director.



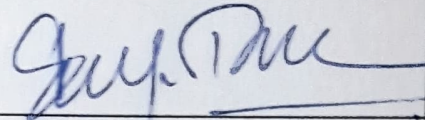
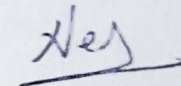
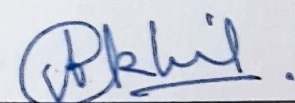
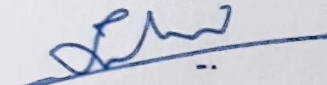
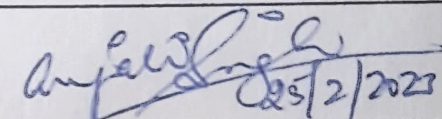
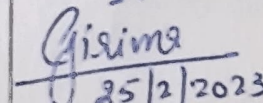
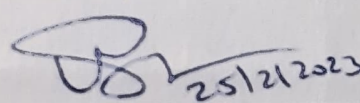
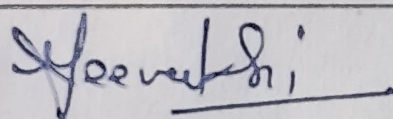
Prof. Pradeep Trikha  
Director IQAC  
Department of English, MLSU

**Director IQAC**  
Mohanlal Sukhadia University  
Udaipur (Raj.)



Date: 25-02-2023

Meeting Regarding NAAC - SSR 2023

S.No.	Name	Signature
1.	Pradap Tripathi	
2.	Nenu Palival	
3.	Akhil Dwivedi	
4.	Toohel Pradhan	
5.	Anjali Singh	 25/2/2023
6.	GIRIMA NAGDA	 25/2/2023
7.	Avinash Panwar	 25/2/2023
8.		
9.	Heenakshi Sen	
10.		
11.		

## IQAC Meeting Minutes

A meeting of the IQAC was held on 30<sup>th</sup> January, 2023 at 3:00 PM at the VC Secretariat. The following members were present-

S.No.	Name
1.	Prof. I.V. Trivedi, Vice-Chancellor
2.	Prof. Pradeep Trikha (Director IQAC)
3.	Dr. Shilpa Vardia
4.	Dr. Avinash Panwar
5.	Dr. Joohee Pradhan
6.	Dr. Neha Paliwal
7.	Dr. Devendra Kumar
8.	Dr. Girima Nagda
9.	Dr. Dinesh Patidar
10.	Dr. Sachin Gupta
11.	Dr. Kopal Vats
12.	Dr. Rekha Bairwa
13.	Dr. Avinash Marwal
14.	Dr. Pradeep Vishwakarma
15.	Dr. Anjali Singh
16.	Dr. Urmi Sharma
17.	Dr. Bhavik Paneri
18.	Dr. Rajnikanth Patidar
19.	Dr. Siddharth Sharma
20.	Mrs. Meenakshi Sen

At the outset, the Director welcomed the HVC and the members of the IQAC. Thereafter, the following agenda was laid out-

### Preparation for SSR submission and NAAC Peer-team visit

The Director informed the members that AQAR 2021-22 and NIRF 2021-22 have been successfully submitted and AISHE data submission will also be completed and submitted shortly. It was also

informed that the e-compendium has been filled up by most of the departments. The Director recommended that the IQAC must prepare for the tasks ahead, which include submission of SSR, preparation of the institutional readiness form and preparation of the PowerPoint Presentations that are to be presented by the HVC and IQAC, respectively. Two teams for the purpose of preparing the PPTs have already been constituted. The Director further reiterated that the IQAC must have significant representation in the decision-making bodies of the university.

The HVC called for suggestions from the team members about their respective Criteria in order to expedite the process of SSR submission.

- Criterion 1: The coordinator informed that several departments have still not submitted the relevant information sought regarding pre and post syllabi-revision. The HVC asked that a list of the departments who have not met the given deadline be prepared so that necessary action may be taken. Some departments also have to send the employability data of courses.
- Criterion 2: The coordinator informed that some deficiencies found in the data are being evaluated and will be rectified by personally reaching out to the concerned units.
- Criterion 3: The coordinator informed that only the compilation of publications is left. Rest of the work has been completed.
- Criterion 4: The coordinator informed that eight units have to provide the data for Budget for 2017-18 and 2018-19, which will be then be compiled and made ready within a few days.
- Criterion 5: The coordinator informed that a few deficiencies in the data have been identified and are being resolved. The data will be ready by the 13<sup>th</sup> of February, 2023.
- Criterion 6: The coordinator informed that the SSR is almost ready. Only a few lacunas are left and will be resolved shortly.
- Criterion 7 : The mentor informed that the criterion will be updated once the data from all other criteria is received. He asked that all completed SSRs need to be emailed to the email of the Director so that the consolidated report can be prepared as soon as possible.

It was informed that the Evaluative Reports have been received from all the departments and after the compilation of the SSR, the data figures of criteria 3 and 5 are to be tallied in order to eliminate any chances of discrepancy. The Director mentioned that the presentations to be made by the Deans of all constituent colleges should be prepared using the data provided in the Evaluative Reports by the departments.

#### **Important remarks made by the HVC**

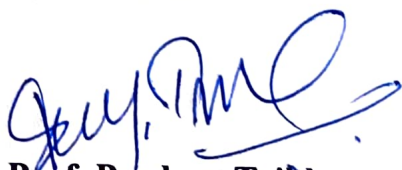
- The departments should prepare for another round of Mock NAAC team visit which will comprise NAAC experts.

- In addition to the data presented till 31<sup>st</sup> August, 2022, IQAC must ensure that the latest and ongoing activities of the university, from 01 September, 2022 till date, must also be highlighted in the VC Presentation, as the institution continues to remain actively engaged in organizing important academic and extracurricular events.
- The presentation must lay emphasis on the fact that the university is going to adopt and implement NEP very soon after due approval from the Honorable Governor is received.
- The library committees of the Central Library and all the libraries in the constituent colleges must regularly hold meetings to update the library records. The minutes of the meetings should be duly maintained, with clearly marked agenda points, minutes and action taken reports.
- PowerPoint Presentations of each department must corroborate the evaluative reports submitted by the department.
- A PowerPoint Presentation of the submitted AQRs should be shown in the next meeting of the IQAC.
- The Planning Forum of the department of Economics should be revived.

#### **Suggestions by Team Members**

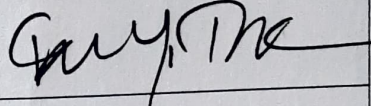
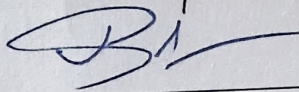
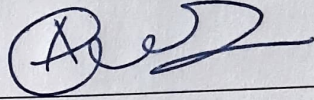
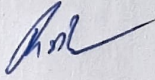
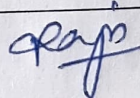
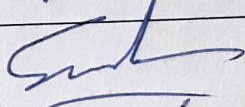
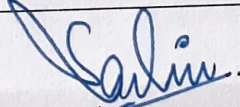
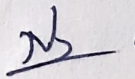
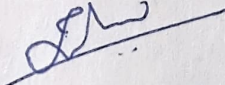
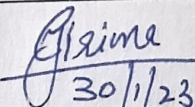
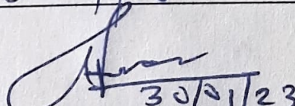
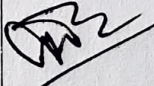
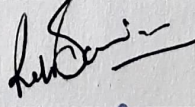
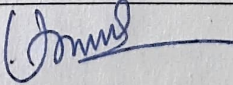
- The SUNET feature of the e-library should be updated to accommodate recent publications.
- The university should purchase subscriptions for access to the journals listed in Scopus and Web of Science.
- The e-library of the university should be updated with the latest software in order to ensure smooth access and functioning.

The meeting came to an end with a vote of thanks extended by the Director to the HVC and the IQAC members.



**Prof. Pradeep Trikha**  
**Director IQAC**  
**Department of English, MLSU**

Meeting Regarding NAAC - SSR 2023

S.No.	Name	Signature
1.	Pradeep Trikha.	
2.	Avinash Marwal	
3.	AVINASH MARWAL	
4.	Dinesh Patel	
5.	Rajkant Patel	
6.	Siddhant Sharma	
7.	Dr. Sachin Gupta	
8.	Dr. Neha Palani	
9.	DR. JOOHEE PRADHAN	
10.	DR. GIRIMA NAGDA	 30/1/23
11.	Dr. Pradeep Kumar Vishwakarma	 30/1/23
12.	Dr. Kopal Vats	
13.	Dr. Rekha Bhatnagar	
14.	Urmil Sharma	

Date: 30-01-2023

Meeting Regarding NAAC - SSR 2023

S.No.	Name	Signature
15.	Anjali Singh	Anjali Singh 30/01/2023
16.	Devendra Kumar	Dev
17.	Shilpa Vaidya	Shilpa
18.	Bhawik Pauer	Bhawik
19.	Meenakshi Sen	Meenakshi

**Minutes of IQAC Meeting for HoDs held on 21 December 2022 at the Hotel  
Management and Tourism Department.**

The meeting began with the Director IQAC extending a warm welcome to the Vice Chancellor, Registrar and all the Heads of Departments, as well as members of the IQAC.

S.No.	Name
1.	Prof. I.V. Trivedi, Vice – Chancellor
2.	Sh. Chhoga Ram Dewasi – Registrar
3.	Prof. C. R. Suthar– Dean UCSSH
4.	Prof. Pradeep Trikha (Director IQAC)
5.	Sh. Mukesh Barber –Dy. Registrar
6.	Prof. Sudhish Kumar
7.	Dr. Amit Kumar Gupta
8.	Prof. B.R. Bamniya
9.	Prof. M.K. Jain
10.	Prof. P.S. Rajput
11.	Prof. Neeraj Sharma
12.	Prof. Atul Tyagi
13.	Prof. Kalpana Jain
14.	Prof. P.M. Yadav
15.	Prof. Seema Jalan
16.	Prof. Hemant Dwivedi
17.	Prof. Sudha Choudhary
18.	Prof. Hadees Ansari
19.	Prof. Mukesh Jain
20.	Prof. Meera Mathur
21.	Prof. Hanuman Prasad
22.	Dr. Neetu Parihar
23.	Dr. Ritesh Purohit
24.	Dr. Avinash Panwar
25.	Dr. B.D. Barath
26.	Dr. Jyoti Choudhary
27.	Dr. Harshda Joshi
28.	Prof. Mukesh Mathur
29.	Dr. Vineet soni
30.	Dr. Pamil Modi
31.	Dr. Deepa soni
32.	Dr. Dolly Mogra
33.	Dr. Alpana Singh
34.	Dr. Suresh Salvi
35.	Dr. Joohee Pradhan
36.	Dr. Neha Paliwal
37.	Dr. Devendra Kumar
38.	Dr. Girima Nagda
39.	Dr. Sachin Gupta
40.	Dr. Anjali Singh
41.	Mrs. Meenakshi Sen

The Director informed the members AQARs for the current year's academic session as well as earlier ones had been submitted and thanked everyone for working diligently to complete the first step in the NAAC accreditation process. The next step requires collective cooperation and strength for the IQAC to submit the SSR in time. It was also noted that certain loopholes needed to be plugged in before the submission of SSRs. **Execution** of the same would only be possible through the **three steps of Intention, Planning and Resolution**. Criteria 1, 2 and 3 are especially important for the accreditation process and need to be further enriched.

#### Key Areas requiring Attention

- Courses must be uploaded on the website and all courses that have been uploaded must be re-checked and verified for spelling, correct paper code, nomenclature, etc.
- The impact factor of each Undergraduate and Postgraduate course being run by the departments in terms of employability and the skill-based ratio will have to be calculated and the same must be mentioned along with other details about the course. The same should be sent to [syllabus@mlsu.ac.in](mailto:syllabus@mlsu.ac.in)
- Feedback from students, parents and teachers in terms of the syllabus is critical and must be made part of the syllabus.
- All HoDs must ensure that the members of their departments fill out the e-compendium on IUMS and update it.
- A copy of all papers/articles published in Journals must be submitted to [website@mlsu.ac.in](mailto:website@mlsu.ac.in)
- Complete activity reports of seminars/workshops/conferences that have been conducted by the departments need to be authenticated through signatures of the HoDs and sent to [website@mlsu.ac.in](mailto:website@mlsu.ac.in)
- Soon the soft copy of the **Standard Operating Procedures (SOP)** will be shared with all the HoDs to overcome department-wise lacunas.

#### Observations and Suggestions after Mock Presentations

- Workshops need to be conducted in each faculty to enable the HoDs to prepare PPTs that are NAAC-ready.
- 10 January 2023 – Workshop for preparing PPT according to NAAC to be held in the University College of Social Sciences and Humanities. It was requested that Prof. Seema Jalan and Dr Joohee Pradhan shall conduct the workshop from 3 PM onwards for all HoDs and the members of the respective Departments involved in the process.
- 10 January 2023 – Workshop for preparing PPT according to NAAC to be held in the University College of Sciences. It was requested that Dr Avinash Panwar and Dr Ritesh Purohit shall conduct the workshop from 3 PM onwards for all HoDs and the members of the respective Departments involved in the process.
- 11 January 2023 – Workshop for preparing PPT according to NAAC to be held in the University College of Law and Faculty of Education. It was requested that Prof. Seema Jalan, Dr Joohee Pradhan and Dr Sneha Singh shall conduct the workshop from 3 PM onwards for all HoDs and the members of the respective Departments involved in the process.
- 11 January 2023 – Workshop for preparing PPT according to NAAC to be held in the University College of Commerce and FMS. It was requested that Prof. Shoorvir Singh Bhanawat, Dr Avinash Panwar and Dr Ritesh Purohit shall conduct the workshop from 3 PM onwards for all HoDs and the members of the respective Departments involved in the process.



- The dates for similar workshops to be conducted in other colleges and faculties of the University will be announced shortly.

The Director informed that **Dr Shalendra Rao** is the new ex-officio member of the IQAC since he is now a member of the Board of Management of the University. It was also announced that the CAS process can begin immediately after the SSR has been uploaded and that the process can be completed by end of March.

The coordinator for **Criterion 1, Dr Neha Paliwal** raised a few concerns regarding the lacuna in the course and programme syllabus.

- Course outcomes are missing in most of the courses uploaded on the website. These need to be written before the syllabus on the page. The format for the course description includes program outcomes, course outcomes, course outline, course code, syllabus content, credit points and employability or skill development index.
- Employability or skill development index must be calculated for each course and mentioned along with the syllabus uploaded online.
- A minimum of 20% revision in the syllabus is required for NAAC. Revisions made in the syllabus must be highlighted in both the soft copy and hard copy and signatures must be appended at the bottom of the page.
- Course/syllabus feedback reports filled by students, parents and teachers form the basis for the revision of the syllabus. An action taken report must be prepared for the same and a link to access this report must be given online.
- Departments conducting internships must provide internship certificates or field reports as per requirement for NAAC.

Coordinator for **Criterion 4, Dr Avinash Panwar** informed that in his criterion, the data for infrastructure had been completed.

- The data on finance had been compiled for the last two years. Some data is required for the previous three years, for which his team would be approaching the HoDs of all departments.
- He also requested the HoDs to include data on infrastructure updates, especially those made from the local fund, between the years 2017 and 2020.
- The Criterion Coordinator sought better quality copies of all supporting documents that are sent to the IQAC since all pictures need to be compressed before they can be uploaded. Compressing the files affects the legibility of the data and hence, a sincere request was made to the HoDs to send soft copies along with the duly verified hard copies, as far as possible.
- He also extended the assistance of the computer centre team to help upload the syllabus once the HoDs have structured it as per the required format.

Coordinator for **Criterion 3, Dr Joohee Pradhan** informed that in her criterion, all irregularities have been sorted.

- HoDs should maintain annual data for uploading AQAR each year.
- Data should be segregated based on Criteria and named correctly.
- Criterion 3 carries 250 marks, out of which 30 marks are allocated for research publications. Recent changes in the sections under which data is required by NAAC has necessitated the request for updated data from the HoDs.
- All research articles/papers that have been published by the faculty members over the last five years must carry a link to either the journal article or a link to the journal

website. In case, the journal is indexed, the author also needs to mention where the journal is indexed.

- All faculty members must fill in and update the e-Compendium. HoDs should also request the retired faculty members to fill and update the e-Compendium.
- Activity reports should be prepared by the HoDs as either Research-related or extension-related activities.

Coordinator for **Criterion 2, Dr Ritesh Purohit** informed the house that some matrices have been changed by NAAC over the last couple of years. Accordingly, some data will need to be updated. He sought assistance from the HoDs in order to update the matrices in a timely manner.

Hon'ble Vice Chancellor congratulated the IQAC members on the successful uploading of the AQAR and also for the recently held 30<sup>th</sup> Convocation of the University. He asked the HoDs to prepare a department-wise progress report and stressed the importance of DVV in the NAAC accreditation process. The Vice-Chancellor also asked the HoDs to prepare criteria-wise PPTs for their department for the next Mock NAAC Visit by external experts to test preparedness for NAAC Visit.

The Director informed that the Mock NAAC for the Administration Block and the Sports Board will be held on 09 January 2023.

He also requested all HoDs to put their questions to the IQAC on record via email to [iqac@mlsu.ac.in](mailto:iqac@mlsu.ac.in)

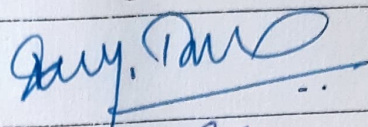
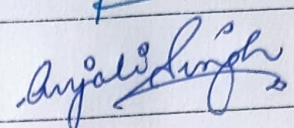
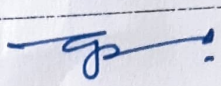
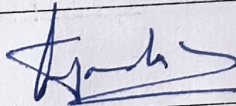
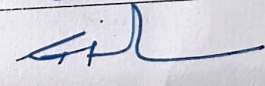
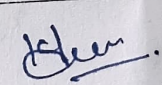
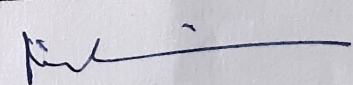
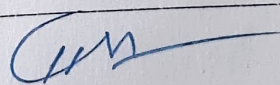
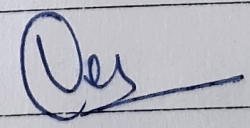
The meeting ended with a vote of thanks delivered by the Director.



**Prof. Pradeep Trikha**  
Director IQAC  
Department of English, MLSU


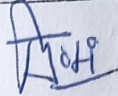
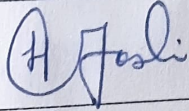
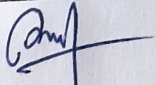
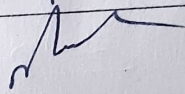
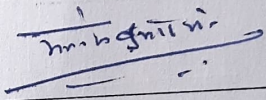
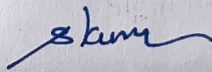
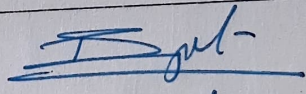
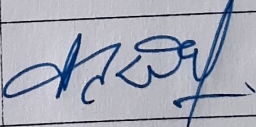
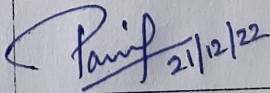
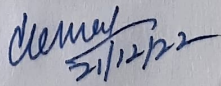
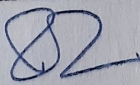
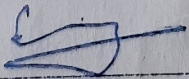
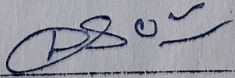
**Director IQAC**  
Mohanlal Sukhadia University  
Udaipur (Raj.)

Meeting Regarding NAAC - SSR 2022

S.No.	Name	Signature
1.	Pradeep, Trikhia.	
2.	Anjali Singh	
3.	CR 'Dewan'	Reystran. Sh.
4.	CR Suthar	
5.	BR Bamniya	
6.	P. M. Yadav	
7.	B. D. Barakth	
8.	Kalpna Jain	
9.	Minakshi Jain	
10.	Sudha Choudhary	
11.	Hadees Ansari	
12.	Devendra Kumar	
13.	Toohie Pradhan	
14.	GIRIMA NAGDA	 Girima -21/12/22

Date: 21-12-2022

Meeting Regarding NAAC - SSR 2022

S.No.	Name	Signature
15	Dr. Neetu Parikh	
16	Jyoti Chaudhary	
17	Harshada Joshi	
18	Atul Tyagi	
19	Dr. Mukesh Mathur	
20	Prof. M. K. Jain	
21	Sudhish Kumar	
22	Dr. P. S. Rappat	
23	Vineet Soni	
24	Pamit Modi	
25	Hemant Dwivedi	
26	Rishabh Punjind	
27	Dr. Suresh Sahni	
28	Dr. Deepa Soni	

Meeting Regarding NAAC - SSR 2022

S.No.	Name	Signature
29.	Dr. Dolly Mogra	Dogra.
30	Dr. Upendra Singh	U Singh
31.	Dr. Vachin Gupta	Vachin.
32	Avinash Panwar	
33	Amit K. Gupta	Amit Gupta
34	Neeraj Sharma	Neeraj
35	Prof Hanuman Prasad	H Prasad
36	Mukesh Kumar Bhatnagar	Mukesh
37	Prof Meera	Meera
38	Seema Jaiswal	Seema
39	Meenakshi Sen	Meenakshi Sen

## IQAC Meeting Minutes

A meeting of the IQAC was held on 15th December 2022 at 12:10 PM at the Golden Jubilee Guest House. The following members were present-

S.No.	Name
1.	Prof. I.V. Trivedi, Vice-Chancellor
2.	Prof. Pradeep Trikha (Director IQAC)
3.	Dr. C.P. Jain (Dean Science)
4.	Dr. Shilpa Vardia
5.	Dr. Ritesh Purohit
6.	Dr. Avinash Panwar
7.	Dr. Joohee Pradhan
8.	Dr. Neha Paliwal
9.	Dr. Ghanshyam Purohit
10.	Dr. Devendra Kumar
11.	Dr. Akhil Dwivedi
12.	Dr. Dinesh Patidar
13.	Dr. Namita Ashish singh
14.	Dr. Girima Nagda
15.	Dr. Sachin Gupta
16.	Dr. Pradeep Vishwakarma
17.	Dr. Kopal Vats
18.	Dr. Rekha Bairwa
19.	Dr. Sneha Singh
20.	Dr. Urmi Sharma
21.	Dr. Anjali Singh
22.	Dr. Bhavik Paneri
23.	Dr. Rajnikanth Patidar
24.	Dr. Siddharth Sharma
25.	Mrs. Meenakshi Sen

At the outset, the Director welcomed the Honorable Vice Chancellor and the other members of the IQAC. Thereafter, the meeting started and the following agendas were tabled for discussion :

### Re-formulating IQAC's role within the University:

The Director elucidated the importance of IQAC in a Higher-Education Institution and emphasized that it functions like the conscience and soul of an academic institution. Thus, on behalf of all members, he requested the HVC to kindly re-formalize and strengthen the role of the IQAC in the University administration by allowing it to be a permanent member of the governing bodies of the University. Keeping in view the mandate given by the NAAC emphasis shall be on initiatives of the IQAC towards continuous and consistent qualitative enhancement of the University towards which the office of the IQAC shall be involved in the decision-

making processes of the University. He further highlighted the following points with regard to the same-

- The amount needed to set up the IQAC office should be sanctioned from the office of the Comptroller at the earliest.
- The office of the IQAC should be empowered to issue relevant directions to the various units of the University in order to streamline the information required from time to time by the IQAC. It will enable it towards the smooth functioning and establish a conducive work culture in the University.
- In view of Ms Meenakshi Sen's (a technical assistant for IQAC) dedicated work performance regarding the compilation of the information of AQAR, NIRF and AISHE. It was unanimously agreed by all the members that she should be given the pay hike.

### Submission of the SSR 2017-22

As the Director informed the gathering that the AQAR 2021-22 has been successfully compiled and submitted, the HVC expressed his appreciation for all members of the IQAC and motivated them to keep up the good efforts. The Director then conveyed his views about the next task, which is yet to be completed, i.e. compilation and submission of the SSR. On behalf of the IQAC team Director assured the HVC that it shall be done after the submission of AISHE and NIRF (for which the deadlines are 6 January and 16 January 2023 respectively). The SSR shall be submitted by the 10 February 2023.

---

The following points were highlighted regarding the plan of action: -

- It was decided that the SSR should be submitted in early February 2023.
- The proposed presentation of the HVC for NAAC during the team's visit to the university shall be prepared by the IQAC and the Best Practices of various departments have to be essentially highlighted in the presentation.
- A presentation regarding the contribution of the IQAC in the University's achievements is also to be prepared for the NAAC team visit.
- It is essential that the departments must also prepare their individual presentations before the NAAC team visit and for this purpose, a workshop for heads may be held faculty wise wherein the IQAC members and the senior members of the University may help resolve their queries and give feedback and suggestions about the same.
- Dr. Avinash Panwar suggested that a mock presentation of the IQAC and the compiled SSR should be conducted before the NAAC team visits the University.

The Honorable Vice Chancellor expressed the following views and observations about the same-

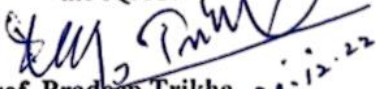
- The mock presentations held by departments were satisfactory, however, another round of presentations should be held after the winter vacations once the suggestions of the senior team members have been duly incorporated. Feedback from Prof. Kanika Sharma and Prof. N. Lakshmi should be taken under consideration for the same.

- The departments must adhere to the guidelines and presentation format as given by IQAC & NAAC.
- Feedback analysis of students, teachers and parents should be done regularly through IQAC.
- The details of students' progression should be well prepared.
- The achievements of various constituent colleges and units should be showcased in the final presentation of HVC.
  - The PPT presentations of the following departments during mock-NAAC visits were appreciable- Zoology, Botany, Geology, Physics, Geography, Law, Pharmacy

#### Miscellaneous suggestions of team members-

- Dr. Ritesh Purohit suggested that the annual report of the university should be restructured as per the format of NAAC-AQAR so that data may be sought only once from the departmental units.
- With regard to the same, Dr. Avinash Panwar also suggested that a senior Professor with sound technical background may be appointed to serve as **Information Officer** for the University. The office of the **Information Officer** shall maintain the complete records of the university as required by NAAC and other Ranking bodies so that data collection and compilation may be facilitated as per regular requirements.
- Dr. Neha Paliwal requested that the **syllabi of the various programs** may be uploaded to the university website in the format as required by Criterion 1 of SSR. She further added that since the matrices of Criterion 1 are complex and lengthy it is essential that a separate technical assistant may be assigned for the criterion to complete SSR compilation within the stipulated time.
- Dr. Joohee Pradhan mentioned that in order to develop and maintain the records of the research publications of all faculty members, a Research Management System may be established. In addition to this, the university must soon complete the process of approval of its IPR and Consultancy Policies. Dr. Panwar requested that a criteria-wise list may be prepared of all policies that are pending for approval by governing bodies of the university.
- It was noted that the departments of Psychology and Geography have been providing consultancy services and their related activities may be showcased during the presentations. Similarly, the department of Geology has been actively maintaining an association with its alumni and the same should be highlighted for NAAC records.
- The Director suggested that the SSR after compilation in hard copy should also be submitted to the office of NAAC in person.

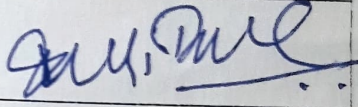
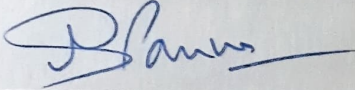
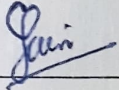
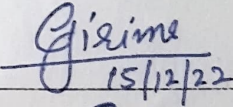

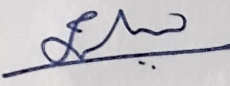
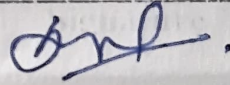
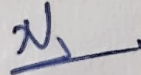
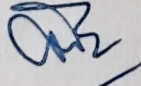
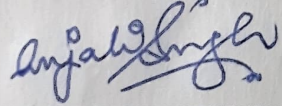
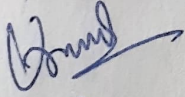
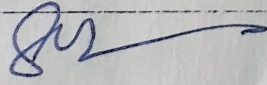
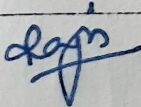
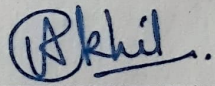
The meeting ended with a vote of thanks by the Director to the HVC and the members of the IQAC.

  
 Prof. Pradeep Trikha 20.12.22  
 Director IQAC  
 Department of English, MLSU



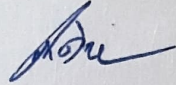
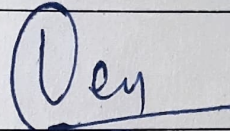
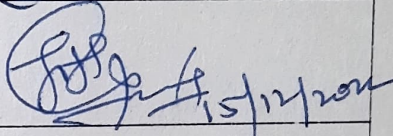
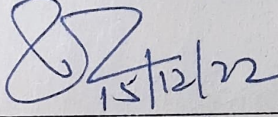
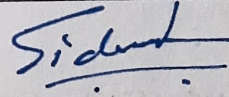
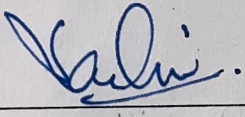

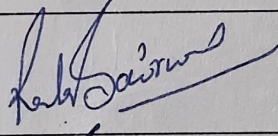
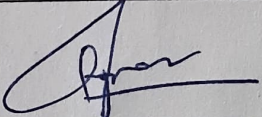
Meeting Regarding NAAC - SSR 2022

Date: 15-12-2022

S.No.	Name	Signature
1.	Pandey, Tarhnu	
2.	Avinash Panwar	
3.	PROF. C. P. JAIN	
4.	GIRIMA NAGDA	 15/12/22
5.	Namita Ashish Singh	
6.	Jyothee Pradhan	
7.	Shilpa Venclia	
8.	Dr. Neha Palival	
9.	Dr. Kopal Vats	
10.	Anjali Singh	
11.	Dr. Usmi Sharma	
12.	Sheha Singh	
13.	Rajnikant Patidar	
14.	Achil Kr Dwivedi	

Date: 15-12-2022

Meeting Regarding NAAC - SSR 2022

S.No.	Name	Signature
15	Dinesh Patelan	
16	Devendra Kumar	
17	Ghanshyam Surohit	
18	Ritesh Parulekar	 15/12/22
19	Siddharth Sharma	
20	Dr. Vaidin Gupta	
21	Dr. Brajesh Prasad	
22	Dr. Lekhn Bairowa	
23.	Dr. Pradeep kumar Vishwakarma	
24.	Meenaksi sen	