

Notice

<b>Date</b>	02.12.2020	<b>No.</b>	DOC202012020003
<b>Subject</b>	Agenda of the twelfth IQAC meeting		

The twelfth meeting of the IQAC will be held on 9<sup>th</sup> Dec 2020 at 3:00 PM on Zoom to discuss the following agenda items:

- | <b>Item No.</b>   | <b>Particulars</b>   |
|-------------------|--|
| Item Number 12(1) | Confirmation of minutes of eleventh meeting of IQAC held on 8 <sup>th</sup> Aug 2020 |
| Item Number 12(2) | Action taken report of eleventh meeting of IQAC held on 8 <sup>th</sup> Aug 2020     |
| Item Number 12(3) | Encouragement of students for selecting one MOOC course                              |
| Item Number 12(4) | Encouragement of students to attend Webinars and online Workshops                    |
| Item Number 12(5) | Review of Academic Event Calendar  |
| Item Number 12(6) | NIRF Participation   |
| Item Number 12(7) | Conduction of online Faculty Development Programme                                   |
| Item Number 12(8) | Any other item with permission of Chair  |



Co-ordinator IQAC



Registrar

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Hon'ble Chairman

Hon'ble President

All members of IQAC



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**Circular**

<b>Date</b>	09.12.2020	<b>No.</b>	DOC202012090001
<b>Subject</b>	Minutes of the twelfth Meeting of IQAC		

**MINUTES OF TWELFTH MEETING OF THE IQAC HELD ON ZOOM ON WEDNESDAY 9<sup>th</sup> DECEMBER 2020 AT 03:00 PM**

The following members were present:

Sr. No.	Name	Position
1.	Prof. G S Karkara, President	Chairperson
2.	Dr. Yuvraj Bhatnagar	Director
3.	Dr. Dipali Gupta	Member
4.	Dr. Manjoo Saraswat	Member
5.	Dr. Pallav Goswami	Member
6.	Dr. Meenakshi Sharma	Member
7.	Mr. Ashok Prem	Co-ordinator
8.	Ms. Shivani Vyas, Student	Member
9.	Ms. Jayshree Chauhan, Student	Member

The twelfth meeting of the IQAC was held on Wednesday, 9<sup>th</sup> Dec 2020, on Zoom at 3:00 PM.

The Chairman welcomed the members to the meeting and after confirming the quorum he asked the Director, IQAC to take up the agenda of the meeting.

**Item Number 12(1) Confirmation of minutes of eleventh meeting of IQAC held 8<sup>th</sup> Aug 2020:**

Minutes of eleventh meeting of IQAC held on 8<sup>th</sup> Aug 2020 were circulated among all the members. It was informed to all present members that the office of the Director, IQAC has not received any comment from any member so far hence the proceeding of the previous meeting deemed to be confirmed. Moreover, there being no comments by any member, the minutes of eleventh Meeting of the IQAC are moved for confirmation and subsequently deemed to be taken as confirmed. The minutes of the eleventh meeting of the IQAC are confirmed.





**Item Number 12 (2) Action taken report of eleventh meeting of IQAC held on 8<sup>th</sup> Aug 2020**

The actions taken report on the third meeting of the IQAC was discussed. Members expressed satisfaction on the following Actions.

Item No.	Action Taken
11 (1)	Minutes of the previous meeting was circulated and the tasks were initiated as discussed.
11 (2)	The action taken by members were found satisfied.
11 (3)	Training was provided to the faculty members for conducting online lectures smoothly.
11 (4)	Cell proposed for aptitude based assessment to Deans.
11 (5)	After reopening Deans were asked to tell faculties for arranging doubt clearance sessions.
11 (6)	Cell proposed Deans to go for online workshops for students to ensure learnings.
11 (7)	Event Calendar was reviewed
11 (8)	The Annual Stakeholders' Feedback analyzed and the action taken report discussed and approved.
11 (9)	Convener submitted the report and Circular of FDP Planned.
11 (10)	Convener submitted the Circular of Administrative Staff Development programme Planned.

**Item Number 12 (3) Encouragement of students for selecting one MOOC course**

The IQAC members suggested faculty members to encourage students for selecting one MOOC course also. As per UGC guidelines and new education policy 2020, it will be a part of CBCS and must be applied in the university.

**Item Number 12 (4) Encouragement of students to attend Webinars and online Workshops**

To enhance the quality of practical teaching and research, it was proposed by IQAC members that due to online mode of teaching, campus events like; Seminars and Conferences cannot be organized. Hence for exposure of students with latest updates in research and industry more focus should be given on online workshops and webinars.





**Item Number 12 (5) Review of Academic Event Calendar**

IQAC members have reviewed the academic event calendar of all the schools for the purpose of confirmation, whether events are conducting regularly in every school or not and also if there is requirement of any addition in the existing event calendar. The members have shown satisfaction on Event Reports and no more events were added.

**Item Number 12 (6) NIRF Participation**

NIRF Participation Discussed and it is proposed to submit data for NIRF.

**Item Number 12 (7) Conduction of online Faculty Development Programme**

Online FDPs were also suggested by the IQAC Members as per the guidelines by UGC it is important. Keeping in view of COVID it was suggested for the Online Mode by Google meet.

**Item Number 12 (8) Any other item with permission of Chair**

As there was no other item to discuss, the meeting ended with vote of thanks to chair.

  
Co-ordinator IQAC







Meeting	Twelfth Meeting of IQAC
Date	09.12.2020

**ATTENDANCE SHEET**

Sr. No.	Name	Attendance
1.	Prof. G S Karkara, President	P
2.	Dr. Yuvraj Bhatnagar	P
3.	Dr. Dipali Gupta	P
4.	Dr. Manjoo Saraswat	P
5.	Dr. Pallav Goswami	P
6.	Dr. Meenakshi Sharma	P
7.	Mr. Aashok Prem	P
8.	Ms. Shivani Vyas, Student	P
9.	Ms. Jayshree Chauhan, Student	P

  
Co-ordinator IQAC



  
Registrar



**Notice**

<b>Date</b>	02.08.2020	<b>No.</b>	DOC201908020001
<b>Subject</b>	Agenda of the eleventh IQAC meeting		

The eleventh meeting of the IQAC will be held on 8<sup>th</sup> Aug 2020 at 1:00 PM on Zoom to discuss the following agenda items:

**Item No.                      Particulars**

Item Number 11(1) Confirmation of minutes of tenth meeting of IQAC held on 6<sup>th</sup> Dec 2019

Item Number 11(2) Action taken report of tenth meeting of IQAC held on 6<sup>th</sup> Dec 2019

Item Number 11(3) Improving online mode of teaching

Item Number 11(4) Mode of online internal assessments

Item Number 11(5) Teaching module after restarting campus classes

Item Number 11(6) Conduction of online workshops

Item Number 11(7) Review of Academic Event Calendar

Item Number 11(8) Annual Feedback of Stakeholders

Item Number 11(9) Conduction of online Faculty Development Programme

Item Number 11(10) Conduction of Administrative Staff Development Programme to enrich their Knowledge.

Item Number 11(11) Any other item with permission of Chair

  
Co-ordinator IQAC

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Hon'ble Chairman

Hon'ble President

All members of IQAC





**Circular**

<b>Date</b>	08.08.2020	<b>No.</b>	DOC202008080002
<b>Subject</b>	Minutes of the Eleventh Meeting of IQAC		

**MINUTES OF ELEVENTH MEETING OF THE IQAC HELD ON ZOOM ON SATURDAY 8<sup>th</sup> AUGUST 2020 AT 01:00 PM**

The following members were present:

<b>Sr. No.</b>	<b>Name</b>	<b>Position</b>
1.	Prof. G S Karkara, President	Chairperson
2.	Dr. Yuvraj Bhatnagar	Director
3.	Dr. Dipali Gupta	Member
4.	Dr. Manjoo Saraswat	Member
5.	Dr. Pallav Goswami	Member
6.	Dr. Meenakshi Sharma	Member
7.	Mr. Ashok Prem	Co-ordinator
8.	Ms. Shivani Vyas, Student	Member
9.	Ms. Jayshree Chauhan, Student	Member

The eleventh meeting of the IQAC was held on Saturday, 8<sup>th</sup> Aug 2020, on Zoom at 1:00 PM.

The Chairman welcomed the members to the meeting and after confirming the quorum he asked the Director, IQAC to take up the agenda of the meeting.

**Item Number 11(1) Confirmation of minutes of tenth meeting of IQAC held 6<sup>th</sup> Dec 2019**

Minutes of tenth meeting of IQAC held on 6<sup>th</sup> Dec 2019 were circulated among all the members. It was informed to all present members that the office of the Director, IQAC has not received any comment from any member so far hence the proceeding of the previous meeting deemed to be confirmed. Moreover, there being no comments by any member, the minutes of tenth Meeting of the IQAC are moved for confirmation and subsequently deemed to be taken as confirmed. The minutes of the tenth meeting of the IQAC are confirmed.

**Item Number 11(2) Action taken report of tenth meeting of IQAC held on 6<sup>th</sup> Dec 2019**

The actions taken report on the third meeting of the IQAC was discussed. Members expressed satisfaction on the following Actions.





Item No.	Action Taken
10 (1)	Minutes of the previous meeting was circulated and the tasks were initiated as discussed.
10 (2)	The action taken by members were found satisfied.
10 (3)	Event calendar was reviewed.
10 (4)	Class representative were appointed for better coordination & information sharing.
10 (5)	Training was organized for new joiners & new faculties for the ERP.
10 (6)	NIRF Participation Discussed and it is proposed to submit data for NIRF
10 (7)	FDP is conducted as per UGC norms and convener submitted the Circular of FDP Planned.
10 (8)	Convener submitted the Circular of Skill Enhancement programme Planned.

### **Item Number 11(3) Improving online mode of teaching**

The IQAC members have shown concerns over on mode of online teaching, i.e.; live on Google Meet. It was suggested to train faculty members for designing of lectures, assignments and assessments for online teaching.

### **Item Number 11(4) Mode of online internal assessments**

It was suggested that aptitude based questions must be asked in online mode of assessment, as in open book examinations.

### **Item Number 11(5) Teaching module after restarting campus classes**

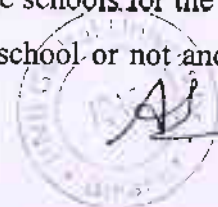
It was suggested that after restarting campus classes, more emphasis must be given on Practical and Clarification Classes to clear all the doubts of the students.

### **Item Number 11(6) Conduction of online workshops**

Online workshops were suggested by IQAC members to overcome practical related problems to students and also for making aware students regarding recent advancements in Industries and research.

### **Item Number 11(7) Review of Academic Event Calendar**

IQAC members have reviewed the academic event calendar of all the schools for the purpose of confirmation, whether events are conducting regularly in every school or not and also if







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there is requirement of any addition in the existing event calendar. The members have shown satisfaction on Event Reports and no more events were added.

### **Item Number 11(8) Annual Feedback of Stakeholders**

The Annual Stakeholders' Feedback analyzed and the action taken report discussed and approved.

### **Item Number 11(9) Conduction of online Faculty Development Programme**

Online FDPs were also suggested by the IQAC Members as per the guidelines by UGC it is important. Keeping in view of COVID it was suggested for the Online Mode by Google meet.

### **Item Number 11(10) Conduction of Administrative Staff Development Programme to enrich their Knowledge**

The members recommended that the university should also conduct a development/orientation programme for non-teaching/admin staff members i.e. within max. 2 months.

### **Item Number 11(11) Any other item with permission of Chair**

As there was no other item to discuss, the meeting ended with vote of thanks to chair.

  
Co-ordinator IQAC





Meeting	Eleventh Meeting of IQAC
Date	08.08.2020

**ATTENDANCE SHEET**

Sr. No.	Name	Attendance
1.	Prof. G S Karkara, President	P
2.	Dr. Yuvraj Bhatnagar	P
3.	Dr. Dipali Gupta	P
4.	Dr. Manjoo Saraswat	P
5.	Dr. Pallav Goswami	P
6.	Dr. Meenakshi Sharma	P
7.	Mr. Ashok Prem	P
8.	Ms. Shivani Vyas, Student	P
9.	Ms. Jayshree Chauhan, Student	P

  
Co-ordinator IQAC

  
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