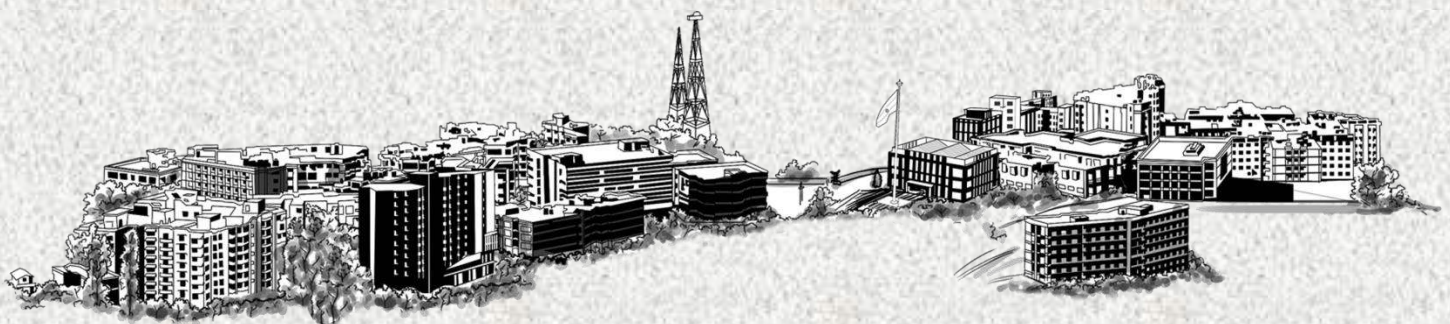


Internal Quality Assurance Cell
(IQAC)
ANNUAL REPORT
2015-16



DIT University
Mussoorie-Diversion Road, Village Makkawala, Dehradun,
Uttarakhand-248009, India
Phone/ Fax: +91 135 3000 300/7, 300 1500/1
Website: www.ditUniversity.edu.in

There were two IQAC meetings held in the session 2015-16. The 2nd meeting of Internal Quality Assurance Cell (IQAC), DIT University was held on 29th October 2015 in Board Room of Chanakya Building and 3rd meeting was held on 25th February 2016 in Vedanta board room. Prof.(Dr.) K.K.Raina, Vice Chancellor, DITU and Chairman of IQAC, welcomed all members to the 2nd meeting and Coordinator. Dr. N.V. Satheesh Madhav, IQAC Coordinator, (Member Secretary) summarized the members various issues that were included in the agenda items for the meeting.

The following members attended the 2nd meeting:

Dr. K.K. Raina Vice Chancellor	-	Chairman
Prof.Shishir kumar Director (AA)	-	Member
Ar. Anubha kakroo Dean Architecture	-	Member
Dr. S.K. Gupta Dean Faculty Affairs	-	Member
Dr. Prakash Tiwari Head MBA and Associate Dean Academics	-	Member
Dr. T.K. Ghosal Registrar	-	Member
Dr. Poonam Sinha Regional Head, NIESBUD	-	Member
Mr. Pankaj Gupta President, IAU	-	Member
Dr. N.V. Satheesh Madhav Director, Faculty of Pharmacy	-	Member Secretary

The below mentioned member were granted leave of absence.

- Dr. T.K. Ghosal
- Dr. Manoj Bhatnagar
- Dr. Gagan Singh
- Dr. Naveen Singhal
- Dr. Sandeep Sharma

Agenda items discussed in the 2nd meeting are as below –

Item No. : IQAC: 2.1: Grant of leave of absence

Item No. : IQAC: 2.2: To confirm minutes of first meeting of IQAC

Item No. : IQAC: 2.3: To discuss various ways & means to implement IQAC policies in each department through departmental quality cells

Item No. : IQAC: 2.4: To review the status of research grants applied, procured from each department including consultancy works

Item No. : IQAC: 2.5: To design proactive steps for enhancing placements for the students

Item No. : IQAC: 2.6: To constitute and approve community service and environment awareness cell

Item No. : IQAC: 2.7: To review the research publication data submitted by various faculties

Item No. : IQAC: 2.8: To discuss about Research papers, books, manographs, Project reports, Consultancy details.

Item No. : IQAC: 2.9: To review students feedback status of last semester

Item No.: IQAC: 2.10: To review parents feedback status of last semester

Item No.: IQAC: 2.11: To propose awards for best research, best project & best consultancy for forthcoming year

Item No.: IQAC:2.12: To review and approve the application for 2016 best faculty award

Following members were present in 3rd meeting:

Dr. K.K. Raina, Vice Chancellor	Chairman
Prof. S.Swaminathan, Pro Vice Chancellor	Member
Prof. Shishir Kumar, Director (AA)	Member
Ar. Anubha Kakroo, Dean Architecture	Member
Dr. D.N. Saraf	Member
Advisor Examination	Member
Dr. S.K. Gupta, Dean R & C	Member
Dr. Prakash Tiwari, Head MBA & CITM	Member
Dr. T.K. Ghosal, Registrar	Member
Mr. Pankaj Gupta m, President, IAU	Member
Dr. N.V. Satheesh Madhav, Director, Faculty of Pharmacy	Member Secretary

Following agenda items were discussed in the 3rd meeting-

Item No. : IQAC: 3.1: Grant of leave of absence

Item No. : IQAC: 3.2: To confirm minutes of second meeting of IQAC

Item No. : IQAC: 3.3: Measures for improving quality of education

Item No. : IQAC: 3.4: Planning annual report of IQAC

Item No. : IQAC: 3.5: To review faculty feedback report

Item No. : IQAC: 3.6: Approval for community cell program for session 2016- 2017

Item No. : IQAC: 3.7: To review & sanction the budget for community service cell committee for session 2016- 2017

Item No. : IQAC: 3.8: To approve the application form for best teacher award & best research project award

Item No. : IQAC: 3.9: To implement the internal quality audit system in the University as per the NAAC requirements

Item No. : IQAC: 3.10: To approve the feedback analysis proforma for parents, staff & alumni, industries & academic institutions

Item No. : IQAC: 3.11: To approve the curriculum feedback form

Item No. : IQAC: 3.12: To approve the proforma of IQAC annual report

Item No. : IQAC: 3.13: To review the steps taken for improving the placement activities of students

Based on the agenda discussed in the meeting, IQAC planned various activities in the academic year 2015-16. The same were carried out by departments in the University and are summarised as below-

1. A full day workshop was organized for MBA students on ‘Career Counselling on new avenues for Management Students on 30th July 2015. Director Academics, Prof. Shishir Kumar was the expert for this workshop.
2. A five day workshop on CAT exam Counselling and preparation was organized from 16th August 2015 to 20th August 2015 by Humanities department for students of engineering from all branches. Ms. Pramod Rai was the key speaker and Coordinator for the event. 350 students participated in this workshop.
3. In order to advance, teaching and research skills of faculty members, a total of 182 faculty members have attended professional development programs viz. Orientation Program, Refresher Course, Short Term Course, Faculty Development Programme during the academic session 2015-16.
4. The University organized ten Gender Equity programs during the academic year 2015-16.
5. DIT University conducted 32 professional development / administrative training programs during the year for skill development of teaching and non-teaching staff.
6. A total Seed money projects of Rs.44.16 Lakh were provided to faculty and research scholars in the University in the academic year 2015-16
7. The University organized 51 valued added programs, 11 capability enhancement modules and 11 workshops related to guidance for competitive exams and career counselling during the 2015-16.
8. The University organized 28 extension and outreach programs such as Blood donation, tree plantation, Awareness programs on AIDS, Education etc., during the year.
9. To enhance awareness about innovative teaching and intellectual property rights, the University organized 20 workshops/seminars during the academic year.
10. DIT University implemented SAP ERP system for integrating different functions at campus on 1st September 2015. All modules such as FICA, FICO, HCM, PM, PS & MM, Examination along with Admission module etc. Dr. Prakash Tiwari, Associate Professor, Faculty of Management Studies, was the project implementation incharge. This has been a landmark technology that has significantly improved the student, faculty and staff related processes resulting in enhancing overall quality at the University.
11. To streamline result preparation and declaration, a Standing Order Procedure (SOP) for result compilation and declaration was created and approved in 4th meeting of academic council held on 15th September 2015. The same was communicated to all via office order dated 25th September 2015 by Registrar Office.
12. As a measure to improve the quality of examination system, formal guidelines were prepared for prevention of unfair means approved in 4th meeting of academic council held on 15th September 2015 and same was communicated to all via office order dated 25th September 2015 by Registrar Office.
13. As a measure to improve the quality of examination system, SOP for conduct of exam was approved in 4th meeting of academic council held on 15th September 2015 and same was communicated to all via office order dated 25th September 2015 by Registrar Office.
14. A process was designed to apply for leaves and outstation leaves for faculty and staff. The same was communicated by the office of Registrar on 26th November 2015.
15. For effective implementation of SAP ERP system in DIT University, a Centre for Information Technology Management was established on 9th December 2015. Dr. Prakash Tiwari was appointed

as the Founding Head of the centre. The centre has, also, been asked to oversee all technology related matters at DITU.

16. Full day sessions were conducted for GATE exam counselling and test preparation on 07th January, 2016 for engineering students. Humanities department coordinated this event and Mr. Ashutosh Sharma was the expert for the sessions.
17. A three day workshop was conducted by Humanities department for engineering students on Mock Group Discussions & interviews from 13th January 2016 to 15th January 2016.
18. NPTEL DITU chapter was established on 22nd January 2016. Approximately 132 students got enrolled in different courses offered at NPTEL. This provided students an opportunity to pursue skill based and exciting courses on a flexible mode.
19. DIT University organized an Awareness program on Alcoholism on 27th January 2016 for all its students at Vedanta Auditorium. Around 320 students participated in this event.
20. To encourage and help students for pursuing higher education various Workshops were conducted on
 - a. IELTS/TOEFL- induction, profile enhancement, college selection and applications from 3rd Feb.2016 to 04th Feb.2016
 - b. GRE- test preparation, building and writing SOP, assistance in LOR, application forms, and college selection on 09th February 2016
 - c. GMAT - test preparation, building and writing SOP, assistance in LOR, application forms, and college selection for 12th February 2016 to 15th February 2016.
21. SOP for Purchase process approved and communicated on 16th February 2016. The process was instrumental in streamlining the faster acquisition of departmental requisite purchases.
22. Measures for improvement of students performances were approved in 3rd meeting of BoG held at 23rd January 2016 and same were communicated to all on 18th March 2016 from the office of Registrar. The key decisions implemented as per these measures were introduction of improvement classes on subjects such as Mathematics, Physics, Introductory Electrical and Mechanical Engineering. Also, Senior faculty members were allocated the subjects in first year.
23. A process to monitor Students progress on Industrial Training of final semester was approved in 3rd meeting of BoG held at 23rd January 2016 and same were communicated to all on 18th March 2016 from the office of Registrar. All heads deputed faculty members to visit the company where a student was pursuing training atleast once during training period. A format for capturing the progress was also designed and implemented.
24. Implementation of Anti-Plagiarism test for M.Tech and PhD Thesis was done as per the order approved in 3rd meeting of BoG held at 23rd January 2016 and communicated to all on 18th March 2016 from the office of Registrar.
25. Ratification of Temporary withdrawal of Students on Medical and Genuine Grounds was approved in 3rd meeting of BoG held at 23rd January 2016 and communicated to all on 18th March 2016 from the office of Registrar. The same was implemented to benefit students of UG/PG and PhD.
26. Ratification of R & D Projects, Thrust Areas of Research and Progress of the Ongoing Projects including Financial Status was done in 3rd meeting of BoG held at 23rd January 2016 and communicated to all on 18th March 2016 from the office of Registrar. The same was implemented to benefit students.
27. Women Welfare Cell was constituted on 4th April 2016 for assurance of Safety of female staff and students.

28. Technology, Incubation and Innovation Cell was constituted on 04th April 2016 for encouraging technological start-ups and entrepreneurships.
29. For improving discipline a corrigendum to strengthen University Discipline Committee was passed on 05th April 2016 by including name of name of Dean Student Welfare, Dr. Rakesh Mohan's name in the committee.
30. A revised policy for availing hostel facility during summer and winter vacation was approved and communicated
31. Revised Policy on availing Hostel Facility during Summer Winter Vacations was approved and communicated on 05th May 2016.
32. To facilitate students, Manual was designed and shared for Accessing of Marks /Grade on SAP on 06th May 2016.

Sd/-

(Prof.(Dr.) N.V. Satheesh Madhav)
Member Secretary

Sd/-

(Dr. K.K. Raina)
Vice Chancellor & Chairman