

**Internal Quality Assurance Cell**  
**(IQAC)**  
**ANNUAL REPORT**  
**2014-15**



**DIT University**  
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As per the DIT University Statutes, Internal Quality Assurance Cell (IQAC) was formally established in DIT University by appointing, Prof. (Dr.) Satheesh Madhav, Director, Faculty of Pharmacy as Coordinator of IQAC on 19<sup>th</sup> November 2014. Subsequently, he prepared and circulated an agenda for holding first meeting of IQAC on 17<sup>th</sup> December 2014, 3.00 PM. The meeting therefore was held on the said date in Board Room of Chanakya Building. Prof. (Dr.) K.K.Raina, Vice Chancellor, DITU and Chairman of IQAC, welcomed all members to the meeting and Coordinator, IQAC (Member Secretary) to brief the members about purpose, role and functions of IQAC in DIT University. The following members attended the 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

Agenda items discussed in the meeting are as below –

**Item No. : IQAC: 1.1: Grant of leave of absence**

**Item No. : IQAC: 1.2: To consider the objectives of IQAC**

**Item No. : IQAC: 1.3: To consider designing quality policies for IQAC**

**Item No. : IQAC: 1.4: To consider and approve functions, roles and responsibilities of IQAC**

**Item No. : IQAC: 1.5: To consider and approve developing web address, e-mail address and web link.**

**Item No. : IQAC: 1.6: To consider creation of department wise quality cells, frequencies of quality audits, teaching process, quality control parameters, process mechanism for quality teaching and learning practices. Monitoring mechanism and steps for student research, industrial projects.**

**Item No. : IQAC: 1.7: To consider promoting faculty for writing proposals for sponsored research grants to various funding agencies (Government and Industry) based on their expertise.**

**Item No. : IQAC: 1.8: To consider giving recognition and awards for the best teachers, best research scholars and best research projects in our HR policy**

**Item No. : IQAC: 1.9: To consider initiating steps for collaborative research work with various institutions/ research labs.**

**Item No. : IQAC: 1.10: To consider and decide frequency of quality audit by IQAC team in various departments and examination section, R&D, drafting of guidelines for cGTRAP (current good teaching, research, administration, placement) practice.**

**Item No. : IQAC: 1.11: To consider obtaining pre feedback, feedback and feedback analysis from stakeholders i.e. students, parents, staff and alumni.**

**Item No. : IQAC: 1.12: To consider obtaining feedback on curriculum from the students and parents.**

**Item No. : IQAC: 1.13: To consider formulating steps for improving the placement of Students.**

**Item No. : IQAC: 1.14: To consider devising:**

- Measures for implementing various community services through community service cell
- Measures for creating environmental awareness and protection program through community service cell

Based on the agenda discussed in the meeting, IQAC planned various activities in the academic year 2014-15. The same were carried out by departments in the University and are summarised as below-

1. To improve the overall quality of life at the University campus and maintaining wellbeing of female staff and students, an Internal Complaints Committee was constituted via office order issued on 14/02/2015.
2. A workshop of GMAT test preparation was organized by Humanities Department from 16/02/2015 to 18/02/2015. Overall 120 students from different engineering branches participated in this workshop.
3. To improve quality of students' experience through smooth flow of information, while maintaining high level of confidentiality, with office Controller of Examination and Registrar, a Confidential Academic and Examination section was created via an office order issued on 03/03/2015.
4. In order to advance, teaching and research skills of faculty members, a total of 117 faculty members have attended professional development programs viz. Orientation Program, Refresher Course, Short Term Course, Faculty Development Programme during the academic session 2014-15.
5. The University organized nine Gender Equity programs during the academic year 2014-15.
6. During the academic year, DIT University conducted 31 professional development / administrative training programs for teaching and non-teaching staff.
7. A total Seed money projects of Rs.32.85 Lakh were provided to faculty and research scholars in the University in the academic year 2014-15
8. The University organized 51 valued added programs, 9 capability enhancement modules and 11 workshops related to guidance for competitive exams and career counselling during the 2014-15.
9. The University organized 17 extension and outreach programs such as Blood donation, tree plantation, Awareness programs etc., during the year.

10. To enhance awareness about innovative teaching and intellectual property rights, the University organized 9 workshops/seminars during the academic year.
11. - Academia Innovative practices
12. Faculty of Management Studies, DIT University organized a One Day Workshop cum conference on Intellectual Property Rights in Knowledge Economy on 30<sup>th</sup> March 2015 in Civil Block Seminar Hall 101. This workshop cum conference was sponsored by Uttarakhand Council of Science and Technology (UCOST).
13. To streamline the process of M.Tech and Ph.D thesis evaluation, a procedure was designed and approved on 09/03/2015.
14. A Policy for Consultancy in the University was approved in 2<sup>nd</sup> Meeting of Board of Governors held on 14<sup>th</sup> February 2015 and same was communicated via office order issued on 30/03/2015.
15. Purchase process for departments was streamlined through finalization of purchase procedure in in 2<sup>nd</sup> Meeting of Board of Governors held on 14<sup>th</sup> February 2015 and same was communicated via office order issued on 30/03/2015.
16. A policy related to payments of TA DA, honorarium for external examiners and visiting professors was finalized on 23/04/2015
17. An ordinance on travel related reimbursements to faculty and staff was finalized on 2<sup>nd</sup> Meeting of Board of Governors held on 14<sup>th</sup> February 2015 and same was communicated via office order issued on 04/05/2015.
18. A Policy for summer vacation for academic staff approved by VC office was communicated through an office of Registrar on 09/05/2015.
19. To standardize the quality of question papers in University examinations, a set of guidelines for setting question papers and format were prepared and communicated from the Office of Director Academic on 14/02/2015.
20. For encouraging quality admissions, a guidelines related to Direct Admission for Meritorious students were made on 03/06/2015
21. Student Policy for Availing hostel facility during summer and winter vacation was formulated on 09/06/2015
22. A proforma for availing financial assistance for attending conferences/workshops/seminars was approved on 13/06/2015.

**Sd/-**

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

**Sd/-**

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