

**MINUTES OF THE MEETING OF THE IQAC HELD ON  
AUGUST 29, 2023**

The Vice-Chancellor extended a warm welcome to the Members of the IQAC and thanked the Members for attending the meeting of the IQAC to decide on various academic issues. The following items were placed before the IQAC.

After detailed deliberations the following recommendations were made:

**1) Minutes of the Meeting of the IQAC held on May 24, 2023 and action taken thereon**

As recommended by the IQAC, DVV clarifications were submitted on 27-05-2023 i.e., within the deadline.

As recommended by the IQAC, the amendments to BBA., MBA Regulations were placed before the Academic Council and the Executive Council for approval. With respect to increasing the minimum required percentage in the Class 12 exam to 65% aggregate in general category and 60% in case of SC/ST categories the Academic Council and the Executive Council were of the opinion that it would result in depriving many students from applying to the programme. Hence, they recommended to retain the clause 1A(i) of the existing BBA MBA Regulations. Further, the Executive Council approved the changes recommended in the Admission Procedure.

The University will take appropriate steps on the action plan recommended for the academic year 2023-2024.

The IQAC approved the action taken on the decisions taken in the meeting held on May 24, 2023.

**2) New programmes introduced**

The Vice-Chancellor informed the Members that NALSAR in association with Indian Institute of Corporate Affairs, New Delhi has introduced a new regular programme i.e., LL.M. (Insolvency and Bankruptcy Laws) and has issued admission notification in June 2023. The students enrolled in this programme would pursue their studies for I year at NALSAR and II year at IICA, New Delhi.

The Vice-Chancellor further informed the Members that the Directorate of Distance Education has introduced the following new programmes in the academic year 2023-2024 and is receiving good response:

- a) M.A (Corporate Law)
- b) Advanced Diploma in Corporate Law
- c) Advanced Diploma in Labour Laws and Employee Management

The Vice-Chancellor further informed the Members that the University intends to start LL.M. and MBA Executive Programmes at NALSAR.



### **3) Quality initiatives/ FDP**

The IQAC recommended –

- To appoint one senior teacher to supervise and continuously review the clinical programmes offered by the University;
- To renew the ARPIT programme offered by the University in the year 2020-2021 and offer in both online and offline mode;
- To regularly conduct Faculty Development Programmes for internal faculty and also for faculty from other institutions;
- To invite minimum 5-6 external experts for the CDC programmes organised during each semester;
- Faculty in charge to be appointed for RCC.
- To appoint Professional Communication Officer / Publication Officer;
- To constitute a Committee to study NALSAR Youtube channel to convert it as teaching tool for DDE programmes and other colleges;
- To frame structured curriculum for internship in villages for both Law and Management programmes;
- To involve first year students in village internships in coordination with Village Paralegal Officers;

### **4) NAAC Peer Team visit scheduled from September 13-15, 2023 and other related matters**

The Vice-Chancellor informed the Members that the NAAC Peer Team visit is scheduled from September 13-15, 2023 and placed before the Members the PPTs to be presented by the University. The Members appreciated the efforts taken by the Faculty, Staff and Students for collecting the information and data for presentation to the NAAC Peer Team members.

The meeting concluded with vote of thanks to the Chair.



## MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTERNAL MEMBERS HELD ON 1<sup>ST</sup> NOVEMBER, 2023

### MEMBERS PRESENT:

1. Prof. Srikrishna Deva Rao (VC)
2. Prof. K. Vidyullatha Reddy (Registrar)
3. Prof. V. Kesava Rao.
4. Prof. N. Vasanthi.
5. Dr. Aruna B Venkat.
6. Dr. K.V.K. Santhy.
7. Dr. Neha Pathakji.
8. Dr. G. Mallikarjun.
9. Dr. Vivek Pani.
10. Ms. Elukiaa.
11. Dr. Chandrima Chatterjee.

### MINUTES

On behalf of all the members of the IQAC, Prof. V. Kesava Rao, Director, IQAC thanked the Hon'ble Vice Chancellor for the confidence reposed in the members. The members of the cell assured the Hon'ble Vice Chancellor their utmost commitment and diligence in undertaking the task entrusted to them.

**Item No.1:** It was decided to move the office of IQAC to the administrative block for the convenience of all the members. Further, it was decided to have a full-time designated office staff to handle the affairs of IQAC.

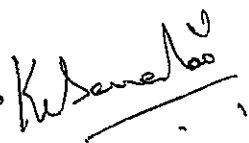
**Item No.2:** The members decided to collect information and other data points from all the departments of the University at regular intervals. The information and data points should include information on research articles published, information on books published, information on projects executed, information on conferences, colloquiums, seminars and workshops organized etc.

**Item No.3:** It was also decided that IQAC office should organize meetings regularly for effective functioning of the cell.

The meeting ended with a vote of thanks.

With Regards,

Prof. V. Kesava Rao,  
IQAC Director.



## MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

HELD ON 1<sup>ST</sup> APRIL, 2024

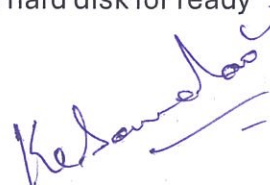
### Members Present:

1. Prof. Srikrishna Deva Rao, Hon'ble Vice Chancellor
2. Prof. K. Vidyullatha Reddy, Hon'ble Registrar
3. Prof. V. Kesava Rao, Director, IQAC
4. Prof. K.V.S.Sarma
5. Prof. N. Vasanthi
6. Prof. Aruna B Venkat
7. Prof. Srinivas Subbarao
8. Dr. Neha Pathakji
9. Dr. G. Mallikarjun
10. Dr. Vivek Pani
11. Dr. Chandrima Chatterjee
12. Ms. Eluckiaa
13. Ms. Madhuri, Assistant Registrar

Prof. V. Kesava Rao welcomed all the members of IQAC for the second meeting. Prof. Kesava Rao in his welcome address mentioned that all the faculty members of the University provided the faculty reports. Further, Prof. Kesava Rao sought the members of the cell for the approval of the minutes of the previous meeting held on 1<sup>st</sup> November, 2023. All the members of the cell approved the minutes of the meeting held on 1<sup>st</sup> November, 2023.

**Item No.1:** It was observed that though all the faculty members were submitting their individual reports, the centres of the University were still not providing the requisite information to IQAC. The members felt that the centre heads should take the initiative and ensure that all the centres submit their reports regularly, so that there is no loss of information.

**Item No.2:** It was also observed that not all the guest faculty sessions, workshops, conferences etc. were being recorded. Further, the members of IQAC observed that there was inconsistency in the flow of information. In view of this, it was decided that every mail communication pertinent to guest faculty sessions, research seminars, workshops, conferences etc. should be sent to everybody in the University and definitely to Accounts Office, IT Team and IQAC. The faculty coordinator whoever is organizing any event should CC Accounts Office, IT Team and IQAC in their mails to ensure consistent flow of information. Further, attendance and photographs of every event should be stored in a hard disk for ready





reference. Further, the members decided that the University should follow a common template for all these communications.

**Item No.3:** While discussing Item No.2, Prof. Srinivasa Subbarao mentioned that the University can consider the option of implementing an ERP system, so that all the information is at one place. The members of the cell concurred with this idea and felt that an ERP could solve the problem of inconsistent flow of data. The Hon'ble Vice Chancellor, mentioned that the University is already in talks with a vendor for the implementation of ERP. Prof. Srikrishna Deva Rao asked all the cell members to attend the demonstration of the ERP system scheduled on 3<sup>rd</sup> April, 2024. To which, all the cell members agreed.

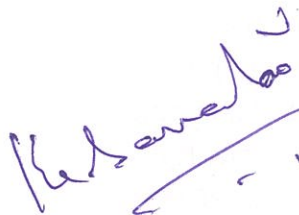
**Item No.4:** In continuation to Item No.2, the members felt that the University should implement an academic calendar and all the faculty members and other office members should have access to this calendar, so that there is no clash in arrangements.

**Item No.5:** During the meeting, the cell members felt that feedback of all the stakeholders is crucial for a good score in NAAC. In view of this, the members of the cell felt that there should be a comprehensive discussion on the present feedback forms being circulated to the students and alumni. Further, it was also observed that the University is facing difficulty in gathering the feedback of the alumni. In view of this, Hon'ble Vice Chancellor asked the cell members to maintain a comprehensive database of alumni and also engage alumni by asking them to float courses across the Departments of the University.

**Item No.6:** Prof. V. Kesava Rao mentioned that the University would be submitting the AQR report by the end of April, 2024. In view of this, the members asked Dr. Vivek Pani, assistant professor, management department and Ms. Eluckiaa, assistant professor, law department to go through the report comprehensively and provide feedback to the IQAC office at the earliest.

**Item No.7:** The internal members of IQAC felt that the University should conduct a meeting with the external members of IQAC by the end of April, 2024. Preferably on 29<sup>th</sup> or 30<sup>th</sup> April, 2024.

The meeting ended with vote of thanks.



## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**HELD ON 24<sup>th</sup> MAY, 2024**

### **Members Present:**

1. Prof. Srikrishna Deva Rao, Vice Chancellor
2. Prof. K. Vidyullatha Reddy, Registrar
3. Prof. V. Kesava Rao, Director, IQAC
4. Prof. K. V. S. Sarma
5. Prof. N. Vasanthi
6. Prof. Srinivasa Subbarao
7. Dr. K.V.K. Santhy
8. Dr. Neha Pathakji
9. Dr. G. Mallikarjun
10. Dr. G. Vivek Pani
11. Dr. Chandrima Chatterjee
12. Ms. Eluckiaa
13. Ms. Madhuri, Assistant Registrar
14. Prof. Anup Surendranath, Professor, NLU Delhi
15. Prof. V. Vijay Kumar
16. Prof. K. Srinivas, Special Invitee
17. Prof. Ravindranath, Special Invitee, Vice Chancellor, Central University of Kashmir


### **Item No.1 : Confirmation of Minutes of the Previous Meeting of the IQAC held and Action Taken Thereon**

Prof. V. Kesava Rao, Director, IQAC, welcomed all the members of IQAC for the meeting. In his welcome address, he also reiterated the agenda for the current meeting. Further, Prof. Kesava Rao sought the members of the cell for the approval of the minutes of the previous meeting held on 1<sup>st</sup> April, 2024. All the members of the cell approved the minutes.

### **Item No 2: Adoption of National Higher Education Qualification Framework (NHQEF)**

The members of the cell discussed various pros and cons of the issue. It was then decided to go for adoption once law stream is included in this framework. However, the University bodies were recommended to keep track of the adoption of this policy at various other HEIs.

### **Item No 3: Registration of NALSAR students in NAD-DigiLocker portal for implementation of Academic Bank of Credits (ABC)**





The members of the cell felt that all the NALSAR students, starting AY 2024-25, should be registered for NAD-Digilocker portal for the implementation of Academic Bank of Credits. Further, it was also discussed to facilitate training for the students for Digilocker Registration. Prof. Anup Surendranath also mentioned that there should be an internal regulation on the methodology to be adopted for acceptance of credits, if a student pursues a course from an external Higher Educational Institution.

In this vein, Hon'ble Vice-chancellor, Prof. Srikrishna Deva Rao also mentioned that a committee would be constituted to adopt some courses from NPTEL, Swayam etc. into the course curriculum.

**Item No.4: Anti-ragging Registration Form of all NALSAR students on UGC portals**

The members of IQAC recommended to get all the incoming students registered on the anti-ragging UGC portal at the time of admissions itself and for the existing batch of students on campus, an e-mail may be circulated asking all the students to register and comply with the UGC mandate. The acting president of SBC, assured the members that all efforts would be put in to get the entire student body registered on to the portals.

**Item No.5: Identifying the Strength Areas for Potential Collaborations**

The members of IQAC suggested that a communication may be circulated among the faculty to come up with the strength areas for collaboration with premier foreign institutions and the members also recommended to look at the BCI regulations with respect to collaborations with foreign universities for dual and joint twinning degree programs. The members also suggested that these inputs may be shared with the Chairperson of International Affairs committee for necessary action.

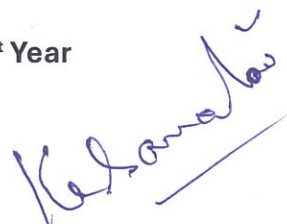
**Item No.5: Revision of Faculty Incentive Scheme**

The Hon'ble Vice Chancellor mentioned to the members of IQAC that he has constituted a committee to revise the faculty incentive scheme. Once the committee submits a report, an action will be initiated.

**Item No.7 NALSAR students opting Swayam courses as part of their curriculum**

The members of IQAC recommended necessary amendments of the academic programs to facilitate inclusion of credits to be awarded for the Swayam courses. In this regard, the members felt that the academic committee should go through the Swayam programs available for each semester and accordingly recommend the suitable courses for student subscription at both the Departments.

**Item No.8 Option of awarding PGDM on withdrawal after MBA 1<sup>st</sup> Year**



The members of IQAC recommended the academic committee of the Department of Management Studies to suggest necessary amendments in the Manual of Policies and the same may be implemented after necessary approvals prospectively.

#### **Item No.9 Integration of Indian Knowledge System**

The members of IQAC recommended the academic committees of both the Departments to look into the UGC regulations and suggest courses that can be considered as seminar or zero credit courses. Courses like Yoga for Managers, Ancient India, Law & Jurisprudence are a few courses that can be considered for inclusion in the list. Hon'ble Vice Chancellor mentioned that Kana Shanti Vanam may be requested to offer some courses on Heartfulness etc. as zero credit courses.

#### **Item No.10 Constituting a Centre for Career Counselling**

The members of IQAC were informed that the Management Department already has an existing cell that looks into the Training and Placements of students (TPAC). The members recommended that TPAC could also guide students in preparing for national level examinations like UPSC, Judiciary, Group 1 and Group 2 Examinations. The members of IQAC also recommended to set up a student welfare committee which can guide the students for preparing for the above-mentioned exams. The members of IQAC also felt that there could be a similar cell in the law department to address the specific needs of law students.

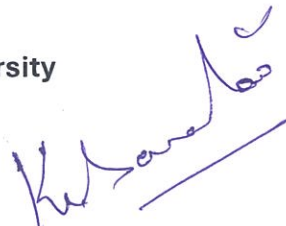
#### **Item No.11 Policy for Remedial Class**

The members of IQAC suggested that Equal Opportunities cell could take up this responsibility and come up with a policy document.

#### **Item No.12 Policy for Faculty & Student Mentors**

The SBC president informed the members of IQAC that the students have academic mentors and general mentors allotted. The academic mentors are allotted by SBC academic committee and general mentors are allotted by social responsibility and student welfare committee. Individual mentors are allocated based on the language preference. The members of IQAC suggested that each faculty member across the Departments should be assigned a few students across the batches for constant guidance and mentorship, in addition to the above. The members also recommended that the faculty should provision some amount of time everyday for faculty-student interactions and this would help in relieving mental stress of students, a critical issue in this day and age.

#### **Item No.13 Developing a Uniform Examination Manual for the University**





The members of IQAC were informed that the Department of Management Studies has also pivoted to the semester system, a Uniform Examination Manual can be designed with the help of inputs received from both the Examination committees.

**Item No.14 Introducing Online Student Survey As Mandated by NAAC**

The members of IQAC recommended to look at the online student survey format prescribed by NAAC and to implement the same from the AY 2024-25.

**Item No.15 Institutional Development Plan for AY 2024-24**

The vice-chancellor informed the members that he would constitute committees based on the criteria given in the guidelines to give their inputs to frame the Institutional Development Plan.

The meeting ended with thanks to the chair.

A handwritten signature in purple ink, likely of the vice-chancellor, is written over a horizontal line. The signature is stylized and cursive.