



IOAC- Minutes of the Meeting

Date: 19-03-2024

Time: 11.30 am

Location: Conference room, Faculty of Architecture and Planning -AKTU Lucknow.

Attendees:

1. Prof. Vandana Sehgal (Offline)
2. Prof. Ritu Gulati (Offline)
3. Prof. Venkatesh Duta (Online)
4. Dr. Anuj Sharma (Online)
5. Dr. Meeta Tandon (Offline)
6. Ar. Rakesh Pajwar (Offline)
7. Dr. Farheen Bano (Offline)
8. Ar. Ranjan Shukla (Offline)
9. Ar. Devesh Mani Tripathi (Online)
10. Ar. Gaurav Singh (Offline)
11. Avantika Upadhyay - B.Arch. Student (Online)

Introduction:

- The meeting was called to order by Dr. Farheen Bano (Director IQAC).
- The purpose of the meeting was to discuss the agenda items in the first meeting after the establishment of the IQAC Committee.

Review of Previous Minutes:


- As this was the first meeting, there were no previous minutes to review.


S.No	Agenda	Decisions Made	Officers to take action
1	Discussion on the vision and mission statements of the IQAC cell.	Introduction of an exclusive window tab on the institutional website dedicated to housing records/files of NAAC, AQAR and approved policies.	Ms. Rachana Pandey
2	Detailed discussion on the specific long-term and short-term goals of IQAC.	Regular updates and reports on activities are mandated.	Ms Poonam Srivastava
a)	Deliberation on conducting green and energy audits as integral initiatives of the IQAC.	Review and approval of the proposal for establishing a Center of Excellence for Clean Air and Energy, post-corrections.	IQAC Committee by Ms. Poonam Srivastava, Ms. Rachana Pandey, Mr. Shashi Madheshiya. All faculty
b)	Exploration of implementing a comprehensive screening process for all promotions, ensuring equitable and transparent career progression.	Mandate for the monthly update of the Annual Progress Report on the LAN. All faculty members are required to personally update their achievements in the said report.	



			members
c)	Examination of the development of Standard Operating Procedures (SOPs) and a ranking framework for the institution, encompassing frameworks such as NIRF (National Institutional Ranking Framework) and RAF (Research Assessment Framework)	Review and approval of the SOP for FOAP Academic Tours, following necessary corrections.	IQAC Committee
d)	Evaluation and potential revision of curricula. Collection and analysis of feedback from all stakeholders on quality-related institutional process	Appointment of Dr. Ritu Gulati as the head of the Syllabus Revision Committee, and Dr. Meeta Tandon as the head of the Training and Placement Cell.	Principal & Dean
e)	Discussion on formulating a student satisfaction survey to systematically collect feedback from students.	Students feedback form collected by online, there is student identity will be confidential.	Ms. Rachana Pandey
f)	Dialogue on research and development schemes and initiatives aimed at fostering quality publications.	<ul style="list-style-type: none"> Mandate for plagiarism checks through Turnitin for UG/PG dissertation/thesis reports or any research paper by research scholars and faculty. Submissions may be made online to (directorIQAC@foaaktu.ac.in) or directly to the IQAC office 	IQAC Committee / Ms. Rachana Pandey
g)	Deliberation on the process for screening and reviewing research proposals.	<ul style="list-style-type: none"> Requirement for all research proposals to undergo quality assurance scrutiny by the IQAC cell prior to submission. Submissions may be made online to (directorIQAC@foaaktu.ac.in) or directly to the IQAC office 	IQAC Committee / Ms. Rachana Pandey

Next Meeting: Next IQAC meeting Scheduled after one Month tentatively on 20th April 2024.


Dr. Farheen Bano
(Director IQAC)


Prof Vandana Sehgal
Principal and Dean
(Chairman IQAC)