



# NETAJI SUBHAS UNIVERSITY JAMSHEDPUR

( A Unit of Sitwanto Devi Mahila Kalyan Sansthan )

Estd. Under Jharkhand State Private University Act, 2018

Approved by UGC under Section 2(f), AICTE, PCI, BCI, NCTE, INC & JNRC

Ref. No. : NSU/425/A1/2024


Date : 04/06/2024

## Circular

It is hereby notified to all the members of **Internal Quality Assessment Cell (IQAC)** that a meeting has been scheduled on dated **07/06/2024** at 03:00 PM in Conference Hall, Netaji Subhas University under the chairmanship of Vice Chancellor.

You are cordially notified to attend the meeting.

By the order or Vice Chancellor

  
Registrar

**Registrar**  
Netaji Subhas University  
Jamshedpur, Jharkhand

### Copy to

1. Office of Vice-Chancellor
2. Office of Pro Vice Chancellor
3. Office of Registrar
4. All Deans and HoDs of faculty for information
5. All members concerned for information and compliance
6. IQAC Cell
7. Office copy

Minutes of the ISAC Meeting

Date - 07/06/2024

Venue:- Conference Room, Netaji Subhas University.

Agenda:

1. Preparation of Peer Team Visit
2. Management Related Work Related to NAAC Visit.

Minutes:

1. Welcome Address:

The meeting commenced with a welcome address by the Vice Chancellor, Prof. (Dr.) Gangadhar Panda. He congratulated the team on the successful submission of the Clarifications to NAAC and emphasized the importance of preparing for the upcoming peer team visit.

2. Preparation of Peer Team Visit:

Overview by ISAC Head: Dr. Ranjan Kumar Mishra provided an overview of the expected schedule and activities of the NAAC peer team visit.

Action points:

Documentation: Ensure all required documents are readily available.

and organized. Each department must prepare a dossier, containing relevant information.

- **Presentations:** Departments are to prepare presentations highlighting their strengths, achievements and improvements and since the last assessment.

- **Campus Readiness:** Ensure the campus is well-maintained and ready for the visit. This includes cleanliness, signage, and hospitality arrangements for the peer team.

- **Mock Visits:** Conduct mock visits and presentations to familiarize staff and faculty with the process and expectations.

### 3. Management Related Work Related to NAAC Visit.

- **Roles and Responsibilities:** Define clear roles and responsibilities for faculty, staff, and students during the visit. A coordination committee will be formed to oversee the arrangements.

- **Communication Plan:** Develop a communication plan to ensure timely updates and information sharing among all stakeholders. This includes email updates, meeting and notice board announcements.

- **Hospitality Arrangements:** Arrange accommodation, transportation, and meals for the NAAC peer team. A dedicated hospitality team will be assigned to ensure all needs are met.
- **Feedback Mechanism:** Establish a feedback mechanism to address any issues or concerns that arise during the preparation phase. This will help in making necessary adjustments promptly.

#### 4. Other Discussions:

- **Quality Assurance:** Continue to uphold high standards of quality in all aspects of the university's operations. This will reflect positively during the NAAC assessment.
- **Future Preparations:** Plan for any potential follow-up actions required after the peer team visit. This includes addressing any suggestions or recommendations made by the team.

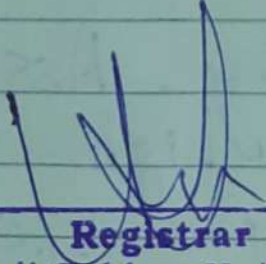
#### 5. Closing Remarks.

- The Vice Chancellor, Prof. (Dr.) Gangadhar Panda, thanked all members for their hard work and dedication. He stressed the importance of teamwork and meticulous preparation to ensure a successful NAAC visit.

- The meeting concluded with a vote of thanks to the Chair

The following members were present in the meeting

1. Prof. (Dr.) Gangadhar Panda - VC
2. Prof. (Dr.) Acharya Rishi Ranjan - Pro VC
3. Dr. Ranjan Kumar Mishra - IOAC Head
4. Mr. D. Shome - Dean Academic
5. Mr. Nazim Khan - Dean Administration
6. Dr. Pramod Kumar Singh - Dean Research
7. Dr. Puja Prasad - HOD Management
8. Dr. Ishika Ghosh - HOD Physics
9. Dr. Shradha Verma - Commerce
10. Dr. Vijaykant Pandey - HOD Agriculture

  
**Registrar**  
Netaji Subhas University  
Jamshedpur, Jharkhand