

**Minutes of 5th Meeting of Internal Quality Assurance Cell (IQAC) of
Harcourt Butler Technical University, Kanpur scheduled on 17.05.2024 at
12:45 PM in the Committee Room of the University**

A meeting of Internal Quality Assurance Cell (IQAC) of Harcourt Butler Technical University, Kanpur was held on 17.05.2024 at 12:45 PM in the Committee Room of the University. In the meeting the following members were present:-

Prof. Samsher Vice Chancellor, HBTU., Kanpur	Chairman
Mr. Vivek Mishra 1987, Electrical Engineering Batch (Alumni)	Member
Mr. Harendra Moorjani Director, U.P. Pumps Private Limited, 1-B, Dada Nagar, Kanpur-208022 (Entrepreneur)	Member
Mr. Prasoon Saxena Chief Manager, Petrochemicals Marketing, Indian Oil Corporation Ltd., New Delhi (Industrialist)	Member (online mode)
Prof. Vandana Dixit Kaushik Dean, Continuing Education & Internal Quality Assurance, HBTU., Kanpur	Member (IQAC Coordinator)
Prof. G.L. Devnani Dean, School of Chemical Technology, HBTU., Kanpur	Member (IQAC Coordinator)
Prof. D. Parmar Dean, Planning and Resource Generation, HBTU., Kanpur	Member
Mr. Dinesh Kumar Finance Controller, HBTU., Kanpur	Member
Prof. S.K. Sharma Registrar, HBTU., Kanpur	Member
Prof. Prabhat Verma Deputy Controller of Examinations, HBTU., Kanpur	Member
Dr. Rashi Agarwal Associate Dean, Academic Affairs,	Member



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HBTU., Kanpur	
Dr. Yashvir Singh Associate Dean, Continuing Education & Internal Quality Assurance, HBTU., Kanpur	Member
Dr. Santosh Kumar Associate Professor, Department of Chemistry, HBTU., Kanpur	Member
Dr. Anurag Singh Associate Professor, Department of Food Technology, HBTU., Kanpur	Member
Dr. Pranava Chaudhari Assistant Professor, Department of Chemical Engineering, HBTU., Kanpur	Member
Dr. Abhishek Lal Assistant Professor, Department of Leather Technology, HBTU., Kanpur	Member
Dr. Kaumudi Singh Assistant Professor, Department of Humanities & Social Sciences HBTU., Kanpur	Member
Dr. Suchita Shukla Assistant Professor, Department of Management Studies HBTU., Kanpur	Member
Ms. Gungun Sarawat, II Year (B.Tech.), Department of Computer Science & Engineering, HBTU., Kanpur (Student)	Member
Prof. Alak Kumar Singh Dean, Student Welfare HBTU., Kanpur	Special Invitee
Prof. Ashish Kapoor Dean, International Students' Affairs HBTU., Kanpur	Special Invitee

The meeting started with welcome address by Hon'ble Vice Chancellor Prof. Samsher, the Chairman of IQAC. He welcomed all the external members along with the internal members of IQAC. He further emphasized the need of frequent IQAC meetings as it is the most important body for ensuring the quality standards of University. He suggested to conduct three to four meetings of IQAC annually.

Hon'ble Vice Chancellor appreciated IQAC and the entire NAAC team for their relentless efforts in achieving A+ Grade (CGPA 3.29) awarded by NAAC in the very first cycle of NAAC accreditation. The A+ Grade awarded to the University is valid upto June 09, 2028. He further provided directions to committee members for achievement of A++ grade by NAAC in the next cycle. Detailing about the progressive steps taken by the IQAC, the Chairman apprised the



committee members that 07 departments of the University have undergone compliance by National Board of Accreditation (NBA) in the month of August, 2023 and all the 07 departments are NBA accredited which is valid upto June 30, 2025. Further, in order to ensure quality Academics, the Chairman of IQAC informed the committee members, that Dean, CE&IQA has conducted the Academic Audits of all the departments of the University in the month of November, 2023. He also apprised the committee members that, 03 departments of the University have applied for accreditation by NBA and the NBA team had visited the University during 19-21 April, 2024 and the result of accreditation is awaited. The Chairman showed his satisfaction regarding successful implementation of NEP 2020 both at Undergraduate and Postgraduate level in the University.

After the opening remarks given by Hon'ble Vice Chancellor, the formal agenda of the 5th Meeting of IQAC was presented by Prof. Vandana Dixit Kaushik, Dean, Continuing Education & Internal Quality Assurance (Dean, CE&IQA) which is as follows:

Item No. 5.01: Approval of minutes of 4th Meeting of IQAC of Harcourt Butler Technical University (HBTU), Kanpur held on 01.05.2023 at 12:00 PM

Dean, CE&IQA informed the committee members that no comments have been received by the members on the minutes of the 4th Meeting of IQAC which were circulated to all the members on 13.05.2023. Therefore, the minutes of the 4th Meeting of IQAC were approved by the committee.

Item No. 5.02: Action Taken Report of 4th Meeting of IQAC of Harcourt Butler Technical University (HBTU), Kanpur held on 01.05.2023 at 12:00 PM

The item-wise action taken report on the decisions taken in the 4th Meeting of IQAC of the University held on 01.05.2023 at 12:00 PM were presented in detail by Dean, CE&IQA and the committee members after being informed had shown their satisfaction on the actions taken by the IQAC and the same are taken on record.

Item No 5.03: Industry-Institute Interaction & MoU's with foreign Universities. Also Faculty exchange and student exchange activities with Foreign Universities.

Dean, CE&IQA proposed to strengthen Industry-Institute Interaction so that we can make the students of the University more employable and industry ready. The committee members deliberated upon enhancing the Industry-Institute interactions. The Chairman of IQAC proposed that all the departments must keep more high end and technology driven lectures from the industry experts so that the students and faculty members get adequate exposure about the latest trends in the Industry.

Further, it was proposed by Dean, CE&IQA to have more MoUs with foreign Universities in order to carry out research and other collaborative activities with



foreign Universities which is vital in order to have a global presence of the University which is apparently required in mostly all ranking frameworks and is a must if the university plans to go for QS ranking in future.

A thorough discussion on foreign collaborations was done amongst the committee members. Hon'ble Vice Chancellor suggested that University should focus on more MoUs with foreign Universities and Industries.

Dean, CE&IQA requested Dean, International Student Affairs (Dean, ISA) to elaborate upon the steps taken by the University to increase MoUs with foreign Universities and about the methodology related to Faculty and Student exchange with Foreign Universities. Dean, ISA apprised the committee members that already two MoUs with South Korean Universities are done, further possibility of signing more MoUs with the foreign Universities is in process. Within these MoUs, provision for student and faculty exchange will be made. Dean, ISA also apprised that GIAN and SPARC schemes are to be explored to invite international experts. Along with this, visiting Professors from foreign Universities could be invited by various departments.

The committee members expressed their satisfaction on the proposal given by Dean, ISA and expected to review the progress in this regard in the next meeting of IQAC.

Item No 5.04: Mechanism for identification of slow and fast learners among students and further action for their motivation and upgradation

Dean CE&IQA apprised the committee members that effective mechanism for the identification of slow and fast learners among students was discussed in the 4th Meeting of the IQAC held on 01.05.2023 wherein, the IQAC advised to conduct a diagnostic test for the new entrants' i.e the First Year students. It was informed by Dean, CE&IQA that, the diagnostic test for first year students for the session, 2023-24 could not be conducted. However, the respective departments devised a mechanism to identify slow/ fast learners based on marks obtained in the first mid semester exams and based on internal assessment.

Dean, CE&IQA proposed that identification of slow and fast learners in the First Year through a diagnostic test is a better approach. It was proposed by her that test could be an objective type test on the subjects of Basic Sciences and English. Further, a threshold may be decided and all the students scoring below the decided threshold may be in the category of "Slow Learners" and the ones above the threshold may be categorized as "Fast Learners".



It was further proposed that, the entire methodology of diagnostic test will be devised by Dean, Academic Affairs (DAA) along with Dean, Student Welfare (DSW). DSW apprised the committee members that for the Academic Session, 2024-25, the diagnostic test for first year students will be conducted during the Induction Programme.

Dean CE&IQA further suggested that, after the identification of slow and fast learners, the course of action for slow learners like remedial classes etc and for fast learners in terms of incentives/ motivation/ recognition may be planned by both the Deans (DAA and DSW).

The respected members of IQAC approved the above proposal. Hon'ble member Mr. Vivek Mishra suggested that fast learners may be motivated to work on more social activities which is very important in current scenario. He suggested that Mr. Radha Kant Jaiswal is working in social activities and may be contacted for organizing events in this direction.

The proposal was approved by the committee.

Item No 5.05: Effective implementation of mechanism related to Mentor-Mentee system. Well defined policy related to Mentor-Mentee and the benefits after effective implementation of this system to students

Dean, CE&IQA apprised the committee members that Mentor-Mentee system is in place in the University. The log books of Mentor-Mentee interactions are maintained in all the departments with the respective faculty members. However, the mechanism still needs to be more effective.

Dean, Student Welfare assigns the Mentors to first year students centrally. Hon'ble Vice Chancellor proposed that for effective interactions of Mentors with Mentee, the Mentors should be made from the same department so that the students can freely come up with their problems to their departmental faculty members in all the years of their study.

It was deliberated that in few departments the Mentor-Mentee ratio which should ideally be 1:20 may not be maintained. Hon'ble Vice Chancellor along with DSW were of the view, that even if the Mentor-Mentee ratio is not higher but the mentors should be made from the same department for effective interactions with the mentee students.

Further, Dean CE&IQA requested all the HoDs to direct the faculty members of their respective departments to follow strictly the format which is already designed for mentor-mentee interaction.



Hon'ble member Mr. Vivek Mishra suggested that proper counselling sessions are required, especially of first year students. Also, there is requirement of quarterly progress report in this direction for which faculty should maintain log book for the visit of students and note down the problems associated with students.

Finally, the outcomes of the interactions of mentee with their mentors whether they are actually beneficial to the students or not should be assessed. It was deliberated among the members that, regular interactions should be done and the problems identified by the mentor should be communicated to the respective sections/ departments and further follow up.

After discussion the proposal was approved by the committee.

Item No 5.06: Department wise activities like Action Plan of the departments related to research activities, organizing international conference, workshop, FDP, seminars, expert lectures etc., Road Map for upcoming academic session, 2024-25 clearly showing a progressive trend.

Dean, CE&IQA apprised the members of the IQAC committee that the departments have already been directed by Hon'ble Vice Chancellor that a comprehensive Activity Calendar for the upcoming Academic Session, 2024-25 must be prepared by all the departments. This Activity Calendar must include month wise plan of all the events like expert lectures, seminars, workshops, FDPs, seminars, conferences etc. which the department wishes to organize during the entire Academic Session, 2024-25.

Dean, CE&IQA proposed that all the departments may include a tentative date of Academic Audit preferably in the month of October-November, 2024 in their Activity Calendars. Also, the HoDs are requested to propose a panel of at least 05 members from premium institutions who may conduct the Academic Audit as an External Member.

Dean, CE&IQA also proposed that all the departments may prepare a Road Map of their respective departments for the Academic Session, 2024-25 which is in line with the Strategic Plan of the University and which clearly depicts a progressive trend in terms of departmental growth as compared to previous years.

Further, Dean, CE&IQA suggested that the Activity Calendar prepared by respective HoDs after consultation with the faculty members of their respective departments should be submitted to respective Deans of Schools who will resolve all conflicts like overlapping dates, ensure availability of venues in case central venues are to be used etc. Once at the Dean level the Activity Calendar is prepared the same may be submitted to Dean, Continuing Education and Internal



Quality Assurance (Dean, CE&IQA) for the overall preparation of University Activity Calendar in consultation with all other Deans of the University.

IQAC approved the above proposal after discussion.

Item No 5.07: Efforts for promoting gender sensitivity, value added courses, IPR, Human values, Extension activities and other quality related activities.

Dean, CE&IQA proposed that, all the departments may plan at least one activity like expert lecture/ seminar/ workshop etc. related to Gender Sensitization/ Intellectual Property Rights etc. These may be included in the Activity Calendar of their respective departments.

Further, as per the proposal given by Dean, CE&IQA, Hon'ble Vice Chancellor suggested that all the departments may float at least one value-added course of minimum 30 hours which also may be included in the Activity Calendar.

It was decided that, the DSW/ University Student Activity Council (USAC) may plan for events on Human Values during the Induction Program and Women Study Center/ NSS Council may plan for extension activities in the adopted villages.

Dean, CE&IQA proposed that, the plan of all such activities for the next Academic Session, 2024-25 may be prepared and submitted to Dean, CE&IQA,

All the respected member of the IQAC approved the above. Hon'ble Vice Chancellor suggested that, the HRD Cell must plan for more staff development trainings. Hon'ble member Mr. Vivek Mishra suggested to have some value-added courses on Human Values and also provided contact details of some organizations who conduct such type of courses.

Item No 5.08: Participation in AISHE, NIRF, India Today, IIRF Ranking Activities. Timely

submission of AQAR of NAAC, NBA, Information pertaining to 120 Prapatras. Preparation related to participation in QS Asia and QS World Ranking

Dean, CE&IQA apprised the respected members of the IQAC that about the successful participation of University in all the surveys and ranking frameworks. The committee members appreciated the efforts of the IQAC for the participation within the stipulated deadline successfully.



Dean, CE&IQA apprised the members that, the AQAR of NAAC for the Academic Session, 2022-23 whose deadline was 15.05.2024 has been submitted on 10.05.2024.

However, Hon'ble members suggested that, the AQAR of NAAC for the Session 2023-24 should be submitted before 31.12.2024 since this information which is very comprehensive can be used in the other ranking frameworks in order to avoid duplication of data collection.

The committee members showed their satisfaction on filing of information related to 120 Prapatras which is submitted to Raj Bhavan, Uttar Pradesh. However, it was suggested by Dean, CE&IQA that periodic review especially in case of 61 Prapatras should be done for timely updation of information.

Regarding the participation in QS Asia and QS World Ranking frameworks Hon'ble Vice Chancellor suggested Dean, ISA to nominate a Coordinator who will look after the participation of University in QS rankings.

IQAC approved the proposal after discussion.

Item No 5.09: Organizing International Conference on ADVANCEMENTS IN MATERIALS MANUFACTURING AND ARTIFICIAL INTELLIGENCE APPLICATIONS (ICAMMAIA 2024) during 21-22 February, 2025 under the umbrella of Continuing Education and Internal Quality Assurance Cell

Dr. Yashvir Singh, Associate Dean, CE&IQA presented proposal to IQAC member for organizing International Conference on ADVANCEMENTS IN MATERIALS MANUFACTURING AND ARTIFICIAL INTELLIGENCE APPLICATIONS (ICAMMAIA 2024) during 21-22 February, 2025 under the umbrella of Continuing Education and Internal Quality Assurance Cell.

However, it was apprised by IQAC Coordinator, Prof. G.L.Devnani to re-schedule the dates of the conference as there is clash

Hon'ble Vice Chancellor suggested that such type of quality International Conferences are a need of the hour in order to enhance the quality standards to the University. He further emphasized that, the International Conference must be of high quality with visible presence of foreign Universities.

The members reviewed the proposal and provided their approval

Item No 5.10: Any other matter with the permission of the Chair

IQAC member, Dr. Rashi Agarwal suggested for an open gymnasium with the support of Kanpur Nagar Nigam. The idea of open gymnasium was appreciated



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by all the IQAC members. Hon'ble Vice Chancellor proposed that the open gymnasium should be developed in both the campuses and he directed the Registrar of the University to send a formal request letter from the University to Kanpur Nagar Nigam regarding the above.

The meeting ended with thanks to the Chair.

o/c

V Dixit
24.05/2024

(Prof. Vandana Dixit Kaushik)
Dean, CE&IQA & IQAC Coordinator

**Office-Dean, Continuing Education & Internal Quality Assurance
Harcourt Butler Technical University
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Ref. No. 91/CE&IQA/2024

Date: 24.05.2024

Photcopy: OSD, Hon'ble Vice Chancellor, HBTU., Kanpur for information to Hon'ble Vice Chancellor/ Chairman IQAC.

o/c

V Dixit
24.05/2024

(Prof. Vandana Dixit Kaushik)
Dean, CE&IQA & IQAC Coordinator