



## Minutes of I-QAC Committee

Venue: Conference Room

16<sup>th</sup> February, 2016

Members discussed the findings of I-QAC Report 2014 and 2015 and identified certain areas that requires further revision for recommendations, guidelines, proposals and rules. These are as follows:

S.No.	Suggestions
1	Policy on Admission Marketing
2	Revision of Policy & Guidelines for the Prevention, Prohibition and Punishment Sexual Harassment of Women
3	Delegation of Powers
4	Faculty : Academic Rights, Responsibilities and Discipline Procedure
5	Deputation
6	Classification, Conditions of Service
7	Awards/Rewards/Honoraria
8	Staff : Discipline Rules

The members discussed about the incorporation of the revised framework of working for above identified areas and suggested conditions to deliberate and frame draft guidelines for each of the above areas.

After detailed discussions various committees are constituted.

S.No.	Areas for further guidelines	Proposed Committee Members
1	Policy on Admission Marketing: 1. Outreach activity have to be incorporated 2. Open house for the students counselling	Capt.Pradeep Kr.Padhy (Convenor) Dr.Atul Kumar Dr.Kaushik R Bandhopadhyay Mr. Kamal Sharma
2.	Revised Policy & Guidelines for the Prevention, Prohibition and Punishment Sexual Harassment of Women : 1. Procedure for written complaint to be defined 2. Gender neutral affair to be incorporated	Capt.Pradeep Kr.Padhy Dr.Arun Kansal Dr.Suresh Jain Dr.Sapna A Narula Dr.Smriti Das (Convenor)

3.	Delegation of Powers : 1. Powers of the different positions has to be defined	Capt.Pradeep Kr.Padhy Dr.Suresh Jain Dr.Prateek Sharma (Convenor) Dr.Sapna A Narula
4.	Faculty : Academic Rights, Responsibilities and Discipline Procedure : 1. Professional rights have to be clarified 2. Disciplinary action	Capt.Pradeep Kr.Padhy Dr.Arun Kansal Dr.Suresh Jain Dr.Sapna A Narula (Convenor)
5.	Deputation : 1. Tenure to be specified	Capt.Pradeep Kr.Padhy Dr.Suresh Jain (Convenor) Dr.Priyanka Kaushal Dr.Sapna A Narula
6.	Classification, Conditions of Service : 1. Criteria for re-designation	Capt.Pradeep Kr.Padhy Dr.Suresh Jain Dr.Sapna A Narula Dr.Kamna Sachdeva (Convenor)
7.	Awards/Rewards/Honoraria	Capt.Pradeep Kr.Padhy (Convenor) Dr.Suresh Jain Dr.Sapna A Narula Dr.Ritika Mahajan
8.	Staff : Discipline Rules : 1. Defining of punishment according to minor/gross misconduct	Capt.Pradeep Kr.Padhy Dr.Arun Kansal Dr.Suresh Jain Dr.Sapna A Narula Dr.Sudipta Chatterjee (Convenor)

It was decided that the committee may be asked to present their reports in the I-QAC meeting proposed to be held on 14<sup>th</sup> of June, 2016.

The meeting ended with vote of thanks to the members.