# Policy for
# INTERNAL QUALITY ASSURANCE CELL (IQAC)



# RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA
### RAJA PANCHAM SINGH MARG, GWALIOR-474002 (M.P.)

राजमाता विजयाराजे सिंधिया कृषि विश्वविद्यालय
राजा पंचम सिंह मार्ग, ग्वालियर (म.प्र.) – 474002
**Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya,**
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प्रो. अरविन्द कुमार शुक्ला
कुलगुरु
**Prof. Arvind Kumar Shukla**
**Vice-Chancellor**

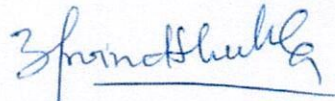क्र. / कुल. / 2024 /
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## FOREWORD

In the pursuit of academic excellence and holistic development, Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior, endeavors to establish and maintain robust systems for quality assurance and enhancement across all its academic and administrative domains. As we navigate the dynamic landscape of higher education, characterized by evolving challenges and opportunities, it becomes imperative to institutionalize mechanisms that ensure the continual improvement of our educational programs, research endeavors, and outreach initiatives.

The Internal Quality Assurance Cell (IQAC) at RVSKVV serves as a beacon of our commitment to fostering a culture of excellence, accountability, and innovation. It is a testament to our unwavering dedication to providing our students with a transformative learning experience, grounded in academic rigor, ethical values, and societal relevance.

This Preface sets the stage for the IQAC Policy of RVSKVV, which articulates our guiding principles, objectives, and strategies for promoting quality assurance and enhancement across the university. It delineates our collective aspirations and responsibilities in nurturing a conducive environment for learning, research, and engagement.

The IQAC Policy encapsulates our vision of becoming a globally recognized center of excellence in agriculture and allied sciences, driven by a relentless pursuit of quality and relevance. It embodies our ethos of continual improvement, where every stakeholder – faculty, staff, students, alumni, and partners – plays a vital role in shaping the future of our institution.

As we embark on this journey towards excellence, I invite all members of the RVSKVV community to embrace the principles enshrined in this policy and actively contribute to its realization. Together, let us uphold the highest standards of quality, integrity, and innovation, thereby reaffirming RVSKVV's position as a trailblazer in agricultural education, research, and outreach.

(Arvind Kumar Shukla)

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior, recognizes the pivotal role of Internal Quality Assurance Cell (IQAC) in fostering a culture of quality enhancement and sustenance across all its academic and administrative endeavors. The IQAC serves as a catalyst for institutionalizing a system of benchmarking, continuous improvement, and excellence in all aspects of the university's functioning.

The IQAC Policy of RVSKVV, Gwalior, reflects our unwavering commitment to excellence, innovation, and continuous improvement in all aspects of our academic and administrative operations. By adhering to the principles outlined in this policy, we aim to strengthen our position as a premier institution of higher learning and research in the field of agriculture and allied sciences.

## The IQAC of RVSKVV, Gwalior, is committed to

1. Upholding and promoting the core values of academic integrity, transparency, accountability, and inclusivity in all its activities.

2. Facilitating the development and implementation of policies, procedures, and practices that enhance the quality of teaching, research, and extension services.

3. Monitoring and evaluating the effectiveness of existing systems and processes to identify areas for improvement and innovation.

4. Promoting a culture of self-assessment, feedback, and reflection among all stakeholders to drive continuous improvement.

5. Ensuring compliance with regulatory requirements and accreditation standards set by statutory bodies such as UGC, ICAR, and NAAC.

6. Providing support and guidance to departments, faculties, and administrative units in the development and implementation of quality enhancement initiatives.

7. Fostering collaboration and partnerships with external stakeholders, including industries, government agencies, and community organizations, to enhance the relevance and impact of academic programs and research activities.

8. Promoting the use of technology and data analytics to enhance decision-making, performance monitoring, and quality assurance processes.

9. Encouraging a culture of innovation, research, and knowledge exchange to address emerging challenges and opportunities in the field of agriculture and allied sciences.

10. Ensuring the effective dissemination of information, best practices, and lessons learned to all stakeholders to promote transparency and accountability.

Considering the aforementioned objectives, the Internal Quality Assurance Cell was instituted on 27.06.2022, as per Order No. Reg/Estt./2022-23/2211. Serving as the university's pivotal entity, it spearheads the transition towards comprehensive quality management. Its primary mandate is to devise intervention strategies aimed at bolstering the overall quality standards within the institution.

**Roles and Responsibilities:**

The IQAC shall be responsible for:

1. Developing an annual action plan based on the strategic priorities and objectives of the university.

2. Establishing appropriate mechanisms for the collection, analysis, and interpretation of data related to key performance indicators and quality parameters.

3. Conducting periodic reviews and audits to assess the effectiveness of quality assurance measures and recommend corrective actions as necessary.

4. Organizing capacity-building programs, workshops, and seminars to enhance the awareness and competencies of faculty, staff, and students in quality assurance and enhancement.

5. Coordinating the preparation of self-assessment reports and other documentation required for accreditation and quality assurance processes.

6. Liaising with external agencies, experts, and peer institutions to benchmark performance, share best practices, and seek feedback on quality assurance initiatives.

7. Providing regular updates and reports to the university management, academic council, and other governing bodies on the progress and outcomes of quality assurance activities.

8. Promoting a culture of participation, ownership, and continuous improvement among all members of the university community.

**Quality Assurance Mechanisms:**

a) **Internal Quality Assurance Mechanism:** The University will establish an internal quality assurance mechanism in alignment with the guidelines provided. This

mechanism will be developed to align seamlessly with the quality assurance framework outlined in this policy and will be endorsed by the Internal Quality Assurance Cell (IQAC). Its scope will encompass the evaluation of teaching programs, the teaching and learning experience, student assessments, internal moderation processes, support services, resources and facilities, as well as research and program review processes.

b) **External Quality Assurance Mechanism**: To uphold high standards of quality within the university, periodic assessments will be conducted by ICAR-NAEAB, New Delhi, or any other agency recommended by the State Government as necessary. These external assessments will ensure ongoing validation and enhancement of the university's quality standards.

## Outcomes of IQAC Activities:

- **Accreditation:** Attainment of accreditation from NAAC (National Assessment and Accreditation Council) and ICAR-NAEAB.

- **National Ranking**: Recognition in national rankings through NIRF (National Institutional Ranking Framework).

- **International Ranking/Rating:** Achieving international recognition and ratings from esteemed entities such as QS, THE (Times Higher Education), QS BRICS, and QS STAR.

- **MHRD All India Survey for Higher Education**: Participation and acknowledgment in the Ministry of Human Resource Development's All India Survey for Higher Education.

- **Swachh Bharat Summer Internship Program**: Active involvement in the Swachh Bharat Summer Internship Program, contributing to national cleanliness initiatives.

- **Swachhta Ranking**: Recognition and ranking based on cleanliness standards and efforts.

- **Feedback from Stakeholders**: Gathering and incorporating valuable feedback from various stakeholders to improve institutional quality.

- **Fully Flexible Credit System**: Implementation and adoption of a fully flexible credit system to enhance learning flexibility for students.

- **Curriculum for Applied Learning**: Development and implementation of a curriculum focused on applied learning to bridge theory and practical application.

- **Promoting Technology Enhanced Learning**: Facilitation and promotion of Technology Enhanced Learning through Massive Open Online Courses (MOOCs) and other digital platforms.

- **Annual Quality Assurance Report**: Compilation and submission of an annual report detailing the institution's quality assurance activities and outcomes.

## Role of IQAC in navigating Implementation of NEP 2020:

The National Education Policy (NEP) aims to revolutionize the education system in India to meet the evolving needs of the 21st century. As part of this transformative vision, it is imperative for Agriculture Universities to align their practices with the guidelines provided by the Indian Council of Agricultural Research (ICAR). The IQAC Cell will spearhead the implementation of the National Education Policy (NEP) at RVSKVV, aligning with ICAR's directives.

## 1. Curriculum Rejuvenation:

- Revise and modernize the curriculum to incorporate interdisciplinary approaches, practical learning experiences, and industry-relevant skills.

- Emphasize the integration of emerging technologies, sustainable agriculture practices, and entrepreneurship development.

- Offer flexibility in course structures to accommodate diverse learning pathways and interests of students.

## 2. Multidisciplinary Learning:

- Encourage multidisciplinary learning by facilitating collaboration across departments and integrating agricultural sciences with other disciplines such as technology, economics, and environmental studies.

- Establish interdisciplinary research centers and promote joint projects to address complex agricultural challenges through holistic approaches.

## 3. Research and Innovation:

- Foster a culture of research and innovation by providing ample opportunities for students and faculty to engage in cutting-edge research projects.

- Support interdisciplinary research initiatives that contribute to the development of sustainable agricultural practices, food security, and rural livelihood improvement.

## 4. Technology Integration:

- Integrate technology into teaching, learning, and research processes to enhance efficiency, accessibility, and scalability.
- Implement digital learning platforms, remote sensing technologies, precision agriculture tools, and data analytics for informed decision-making and resource optimization.

## 5. Skill Development and Entrepreneurship:

- Offer skill development programs and entrepreneurship courses to equip students with practical skills, leadership qualities, and business acumen.
- Facilitate industry-academia collaborations, startup incubation centers, and access to funding opportunities to nurture entrepreneurial ventures in agriculture and allied sectors.

## 6. Inclusivity and Access:

- Promote inclusivity by ensuring equal opportunities for students from diverse backgrounds, including rural communities, women, and marginalized groups.
- Develop outreach programs, scholarships, and mentorship initiatives to encourage participation and retention of underrepresented students in agricultural education and research.

## 7. Continuous Evaluation and Quality Assurance:

- Implement a robust system of continuous evaluation and quality assurance to monitor the effectiveness of educational programs, research activities, and administrative processes.
- Conduct regular assessments, stakeholder feedback surveys, and outcome-based evaluations to drive continuous improvement and excellence in all aspects of university functioning.

## Composition of the IQAC:

The IQAC shall be constituted under the chairmanship of the Head of the Institution, and its membership shall reflect a diverse representation from various academic and administrative units, as well as stakeholders. The composition of the IQAC may typically include:

1. Hon'ble Vice Chancellor- **Chairman**
2. Hon,ble Board members (Two)- **Special Invitee**
3. Dean Faculty of Agriculture- **Member**
4. Director Research Services- **Member**
5. Director Instructions- **Member**
6. Director Extension Services- **Member**
7. Registrar- **Member**
8. Dean of all Colleges- **Member**
9. All Heads of Departments- **Member**
10. T.O. to DFA- **Member Secretary**

This IQAC committee is a vital platform for planning and monitoring quality enhancement activities within the institution. By including stakeholders from various sectors, IQAC Committee ensures cross-sectional participation in quality enhancement endeavors.

While the guidelines provided here are indicative, they serve as a roadmap for institutions engaged in quality sustenance activities. It is imperative for IQAC members to actively engage in generating awareness and promoting quality enhancement initiatives within the institution. Additionally, members are expected to dedicate time and effort towards developing procedural frameworks and fostering a culture of continuous improvement.

The IQAC Policy of RVSKVV, Gwalior, reflects our unwavering commitment to excellence, innovation, and continuous improvement in all aspects of our academic and administrative operations. By adhering to the principles outlined in this policy, we aim to strengthen our position as a premier institution of higher learning and research in the field of agriculture and allied sciences.

# RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA
## RAJA PANCHAM SINGH MARG, GWALIOR-474002 (M.P.)

# IQAC Cell Order, Meetings, Proceedings and Action Taken Reports



**RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA, GWALIOR (M.P.)**

# REGISTRAR

## RAJMATA VIJAYARAJE SCINDIA KRISHI VISHWA VIDYALAYA
### RAJA PANCHAM SINGH MARG, GWALIOR-474002 (M.P.)

**Shri Anil Saxena**

**Registrar**

**Phone:** 0751–2970519

**E-mail:** *registrar@rvskvv.net*

No./Reg./Estt./2022-23/2211

Dated: 27/06/2022

### //ORDER//

On the approval of the competent authority, a committee under the Chairmanship of Hon'ble Vice-Chancellor, RVSKVV, Gwalior is hereby Constituted Internal Quality Assurance Cell (IQAC) as post-accreditation quality sustenance measure and develops a system for conscious, consistent and catalytic improvement in the overall performance of institution.

The following officers of the Vishwa Vidyalaya are nominated for the proper implementation Internal Quality Assurance Cell (IQAC).

### Constituted committee

1. Hon Vice Chancellor– Chairman
2. Hon. Board members (Two) – Special Invitee
3. DFA – member
4. DRS – member
5. DI- member
6. DES – member
7. Registrar – member
8. Deans of all colleges – members
9. All Heads of Departments-members
10. T.O. to DFA – Coordinator

**(By the Approval of Hon'ble Vice-Chancellor)**

*Registrar*

Dated: 27/06/ 2022

Endt. No./Reg./Estt./2022-23/2212
Copy forwarded for information & necessary action to:-
1. DFA/DRS/DES/DI&SW, RVSKVV, Gwalior.
2. All Dean's, RVSKVV, Gwalior.
3. All HoD's, RVSKVV, Gwalior.
4. Persons concerned.....................................
5. P.S. to Hon'ble Vice-Chancellor, R.V.S.K.V.V., Gwalior.

*Registrar*

# Meeting Notice

A meeting of the Internal Quality Assurance Cell (IQAC) is to scheduled on **July 18, 2022, at 3:00 PM** in the Board Room of the Hon'ble Vice Chancellor, RVSKVV, Gwalior. The meeting was chaired by **Dr. S.K. Rao**, Hon'ble Vice Chancellor, RVSKVV.

**Attendees:**

1. **Dr. S.K. Rao**, Hon'ble VC — Chairman
2. **Dr. D.H. Ranade**, DFA — Member
3. **Dr. S.K. Sharma**, DRS — Member
4. **Dr. Y.P. Singh**, DES — Member
5. **Shri A.K. Saxena**, Registrar — Member
6. **Dr. MridulaBillore**, Dean, Mandsaur — Member (Online)
7. **Dr. S.K. Chowdhary**, Dean, Indore — Member (Online)
8. **Dr. R.I. Sisodia**, Dean, Khandwa — Member (Online)
9. **Dr. H.D. Verma**, Dean, Sehore — Member (Online)
10. **Dr. S.S. Tomar**, Dean, Gwalior — Member
11. **Dr. S.K. Trivedi**, HoD, Soil — Member
12. **Dr. U.C. Singh**, HoD, Entomology — Member
13. **Dr. V.B. Singh**, HoD, Statistics — Member
14. **Dr. Reeti Singh**, Plant Pathology — Member
15. **Dr. R. Lekhi**, HoD, Horticulture — Member
16. **Dr. M.K. Tripathi**, HoD, Plant Breeding — Member
17. **Dr. Akhilesh Singh**, TO to DEA — Coordinator

**Agenda:**

- Briefing on the role and responsibilities of the IQAC by the Hon'ble Vice Chancellor.
- Discussion on the university's application for NAAC accreditation and collection of necessary information from all constituent colleges.
- Regular conduct of skill-oriented training and webinars under the NAHEP program.
- Planning for the convocation function scheduled for October.
- Preparation of the university academic calendar for the session 2022-23.
- Encouragement for students to utilize language labs across all constituent colleges.
- Continuation of remedial classes for underperforming students.
- Plans to enhance ICT facilities for students and teachers.

**(Coordinator)**

# Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC)

**Date** July 18, 2022, at 3:00 PM

**Location:** Board Room of the Honorable Vice Chancellor

**Chaired by :** Honourable Vice Chancellor

## Attendees:

1. **Dr. S.K. Rao,** Hon'ble VC — Chairman
2. **Dr. D.H. Ranade,** DFA — Member
3. **Dr. S.K. Sharma,** DRS — Member
4. **Dr. Y.P. Singh,** DES — Member
5. **Shri A.K. Saxena,** Registrar — Member
6. **Dr. Mridula Billore,** Dean, Mandsaur — Member (Online)
7. **Dr. S.K. Chaudhary,** Dean, Indore — Member (Online)
8. **Dr. R.I. Sisodia,** Dean, Khandwa — Member (Online)
9. **Dr. H.D. Verma,** Dean, Sehore — Member (Online)
10. **Dr. S.S. Tomar,** Dean, Gwalior — Member
11. **Dr. S.K. Trivedi,** HoD, Soil — Member
12. **Dr. U.C. Singh,** HoD, Entomology — Member
13. **Dr. V.B. Singh,** HoD, Statistics — Member
14. **Dr. Reeti Singh,** Plant Pathology — Member
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16. **Dr. M.K. Tripathi,** HoD, Plant Breeding — Member
17. **Dr. Akhilesh Singh,** TO to DEA — Coordinator
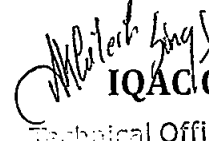
## Summary of Discussions and Decisions:

The meeting commenced with the Chairperson welcoming all the members present.

The meeting focused on the reconstitution and operational enhancement of the IQAC. Key points discussed and decisions made are enclosed as proceedings of the meeting.

Overall, the meeting appears to have been productive in addressing key aspects related to quality assurance within the institution.

The meeting concluded with a vote of thanks extended to all participants, acknowledging their contributions and participation in the discussions and decisions made.

IQAC Coordinator

Technical Officer

DFA, R.V.S.K.V.V. Gwalior

**Copy to,**

1. All the members of the IQAC, RVSKVV, Gwalior
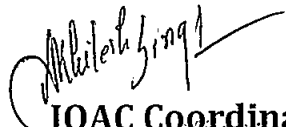2. Person Concerned entrusted with the action _____

# Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC)

| SN | AGENDA | PROCEEDINGS |
|---|---|---|
| 1 | Briefing on the role and responsibilities of the IQAC by the Hon'ble Vice Chancellor. | In the recent meeting, the Hon'ble Vice Chancellor provided a comprehensive briefing on the role and responsibilities of the Internal Quality Assurance Cell (IQAC). The Vice Chancellor emphasized the IQAC's key function in enhancing educational quality through strategic planning, monitoring, and evaluation. The Vice Chancellor also highlighted the importance of feedback mechanisms and professional development in driving continuous improvement. This briefing served as a vital reminder of the IQAC's central role in maintaining and advancing institutional excellence.<br><br>He proposed the preparation of a detailed document outlining the roles and responsibilities of the IQAC, to be distributed to all faculty members across the constituent colleges. **(Action: Secretary IQAC)** |
| 2 | Discussion on the university's application for NAAC accreditation and collection | During the meeting, there was a thorough discussion on the university's application for NAAC accreditation. It was decided that a systematic collection of essential information from all constituent colleges would be necessary to support the application process. This includes gathering data on academic performance, infrastructure, faculty qualifications, and other relevant metrics. The goal is to ensure that the accreditation application is comprehensive and accurately reflects the university's commitment to quality and excellence.<br><br>The Hon'ble Vice Chancellor directed all Deans to collaborate closely and ensure the timely preparation and submission of data in accordance with established |

| | | norms and guidelines. **(Action: DFA, DI, all Deans)** |
|---|---|---|
| 3 | Regular conduct of skill-oriented training and webinars under the NAHEP program. | The meeting highlighted the importance of the regular conduct of skill-oriented training sessions and webinars under the NAHEP program. It was noted that these initiatives are crucial for enhancing the competencies of students, faculty and staff, and for aligning with the program's objectives of professional development and capacity building.<br><br>Hon'ble Vice Chancellor emphasized the need for consistent scheduling and effective delivery of these training opportunities to ensure maximum participation and impact. **(Action PI, Co PI and Nodal and Coordinators of NAHEP)** |
| 4 | Planning for the convocation function scheduled for October. | The meeting addressed the planning for the upcoming convocation function scheduled for October. Key points discussed included finalizing the event itinerary, coordinating with speakers and guests, and ensuring all logistical arrangements are in place. Emphasis was placed on creating a memorable and seamless experience for graduates and attendees. The team agreed to set deadlines for each preparatory task and to schedule follow-up meetings to monitor progress and resolve any emerging issues. **(Action DFA & DI)** |
| 5 | Preparation of the university academic calendar for the session 2022-23. | The meeting focused on the preparation of the university academic calendar for the Session 2022-23. It was agreed that the calendar should be meticulously crafted to include key academic dates, examination schedules, ensuring alignment with JNKVV as well.<br><br>The Hon'ble Vice Chancellor emphasised the necessity of finalizing the academic calendar with clear timelines as a top priority to secure approval from the Hon'ble Governor **(Action DFA, DI & DR Academics)** |

| 6 | Encouragement for students to utilize language labs across all constituent colleges. | The meeting discussed strategies to encourage students to actively utilize the language labs across all constituent colleges. It was agreed that increasing awareness about the resources and benefits of the language labs is essential for enhancing students' language skills and overall academic performance.<br><br>The Hon'ble Vice Chancellor suggested to organize orientation sessions, workshops, and promotional activities to highlight the labs' offerings and facilitate greater student engagement. He stressed that the goal is to ensure that all students have access to and make full use of these valuable resources for their linguistic and academic development. **(Action PI, Co PI and Nodal and Coordinators of NAHEP)** |
|---|---|---|
| 7 | Continuation of remedial classes for week students. | The meeting reaffirmed the continuation of remedial classes for underperforming students as a critical measure to support their academic progress. It was agreed that these classes should be tailored to address specific learning gaps and provide targeted assistance. Strategies for effective implementation were discussed, including regular assessments to monitor student improvement and adjustments to the remedial programs as needed.<br><br>Hon'ble Vice Chancellor reiterated the objective of such effort is to enhance student performance and ensure equitable learning opportunities for all, thereby reinforcing the institution's commitment to academic excellence and student success. **(Action All Deans and PI, NAHEP)** |
| 8 | Plan to enhance ICT facilities for students and teachers. | The meeting outlined a plan to enhance ICT facilities for both students and teachers, recognizing the vital role of technology in modern education. It was agreed to upgrade existing infrastructure, including the provision of advanced hardware, software, and |

| | | reliable internet access. Additionally, there will be a focus on integrating innovative tools and platforms to support interactive learning and teaching. |
| --- | --- | --- |
| | | Hon'ble Vice Chancellor highlighted to formulate such plans that also include professional development programs to ensure effective use of these technologies to create a more dynamic and efficient educational environment. **(Action All Deans and PI, NAHEP)** |

IQAC Coordinator
Technical Officer
DFA, R.V.S.K.V.V. Gwalior

No./DFA/2022-23/ 679                                  Dated: 06/09/2022

To,

   Dean

   College of Agricultiure/ Horticultre

   Gwalior/Indore/Sehore/Khandwa/Mandsaur (M.P.)


Sub.: Action Taken Report of IQAC meeting dated 18 July, 2022.


   Please find enclosed herewith the Action Taken Report of IQAC
meeting dated 18 July, 2022 for your information & necessary action.

Encl.: As above

                                                      TO to DFA
                                                      06/09/2022

Copy for information: 680
   1. DRS/DES/DI, RVSKVV, Gwalior.
   2. Registrar/Comptroller, RVSKVV, Gwalior.
   3. All Dean, CoA/CoH, RVSKVV, Gwalior.
   4. P.S. to Hon'ble Vice-Chancellor, RVSKVV, Gwalior.



                                                      TO to DFA

# Action Taken Report of Proceeding of meeting held on 18.07.2022

| S. No. | Suggestions as per proceeding | ATR |
|--------|-------------------------------|-----|
| 1. | Briefing on the role and responsibilities of the IQAC by the Hon'ble Vice Chancellor. | In response to the recent meeting briefing by the Hon'ble Vice Chancellor, the IQAC Coordinator has undertaken several actions to strengthen the Internal Quality Assurance Cell's (IQAC) role in enhancing educational quality. The Coordinator has begun preparing a detailed document outlining the IQAC's roles and responsibilities, as emphasized by the Vice Chancellor. This document will clearly define the IQAC's functions in strategic planning, monitoring, and evaluation, and will highlight the importance of feedback mechanisms and professional development for driving continuous improvement. Additionally, the Coordinator is organizing the distribution of this document to all faculty members across the constituent colleges to ensure widespread understanding and alignment with IQAC's objectives. These actions aim to reinforce the IQAC's central role in maintaining and advancing institutional excellence and to support a unified approach to quality assurance throughout the university. |
| 2. | Discussion on the university's application for NAAC accreditation and collection | In response to the meeting discussing the university's NAAC accreditation application, the Dean Faculty of Agriculture, Director of Instructions, and Deans of Constituent Colleges have initiated several critical actions. They are systematically collecting essential information from all colleges, focusing on academic performance, infrastructure, faculty qualifications, and other key metrics. This comprehensive data collection aims to ensure that the accreditation application reflects the university's commitment to quality and excellence accurately. The Dean of the Faculty of Agriculture is coordinating the aggregation of academic data, while the Director of Instructions is overseeing the compilation of faculty and instructional metrics. The Deans of Constituent Colleges are managing the collection of infrastructure and other relevant information. Following the Hon'ble Vice Chancellor's directive, all Deans are working collaboratively to ensure timely preparation and submission of the required data, adhering to established norms and guidelines for a robust accreditation application. |

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|---|---|---|
| 3. | Regular conduct of skill-oriented training and webinars under the NAHEP program. | Following the meeting on the NAHEP program, the Coordinator and his team have taken significant actions to enhance skill-oriented training sessions and webinars. Recognizing the importance of these initiatives for professional development and capacity building, they have developed a detailed schedule for regular training sessions and webinars. The team is focusing on aligning these events with the program's objectives to maximize their effectiveness. The Coordinator has tasked the Principal Investigator (PI) and Co-Principal Investigators (Co-PI) with overseeing the scheduling and logistics, ensuring that sessions are consistently delivered. Additionally, the Nodal and Coordinators of NAHEP are responsible for promoting these opportunities to students, faculty, and staff to ensure high participation rates. The team is implementing feedback mechanisms to continuously improve the content and delivery of the training sessions, thereby enhancing their impact as emphasized by the Hon'ble Vice Chancellor. |
| 4. | Planning for the convocation function scheduled for October. | In preparation for the upcoming convocation function scheduled for October, the Dean of the Faculty of Agriculture and the Director of Instructions have undertaken several critical actions. They have finalized the event itinerary, ensuring a detailed schedule for the ceremony and associated activities. Coordination efforts are underway with speakers and special guests to confirm their participation and address any requirements they may have. Both the Dean and Director are overseeing logistical arrangements, including venue setup, seating, and technical support, to ensure a seamless experience for graduates and attendees. To keep the planning on track, they have established deadlines for each preparatory task and scheduled regular follow-up meetings to monitor progress and address any emerging issues promptly. This structured approach aims to deliver a memorable and well-organized convocation, reflecting the university's commitment to excellence in all its events. |
| 5. | Preparation of the university academic calendar for the session 2022-23. | Following the meeting on preparing the academic calendar for the Session 2022-23, the Dean Faculty of Agriculture, Director of Instructions, and Deputy |

| | | Registrar Academics have taken several key actions. They have meticulously crafted the calendar to include all essential academic dates, examination schedules, and ensure alignment with JNKVV's timelines and requirements. The Dean and Director are coordinating to integrate department-specific schedules and academic events, while the Deputy Registrar Academics is focusing on ensuring compliance with institutional and regulatory standards. The team is working diligently to finalize the calendar, prioritizing clear timelines and comprehensive details to meet the Hon'ble Vice Chancellor's directives. Regular updates and drafts are being prepared to secure prompt approval from the Hon'ble Governor. This structured approach aims to ensure the academic calendar is well-organized and aligned with the university's goals for the upcoming session. |
|---|---|---|
| 6. | Encouragement for students to utilize language labs across all constituent colleges. | Following the meeting on enhancing student utilization of language labs, the NAHEP Coordinator and his team have undertaken several key actions. They have devised a strategy to increase awareness of the language labs' resources and benefits across all constituent colleges. The team, including the Principal Investigator (PI), Co-Principal Investigators (Co-PI), and Nodal Coordinators, is organizing orientation sessions and workshops to educate students about the labs' offerings and their potential impact on academic performance. Additionally, promotional activities are being planned to further highlight the language labs and encourage active engagement. The team is focused on ensuring that these resources are accessible and effectively utilized by all students, aligning with the Hon'ble Vice Chancellor's goal of enhancing linguistic and academic development. Regular evaluations and feedback mechanisms are being set up to monitor the impact and improve the strategies for better student participation. |
| 7. | Continuation of remedial classes for week students. | Following the meeting on remedial classes for underperforming students, the NAHEP Coordinator and his team have undertaken several essential actions. They are committed to continuing and refining these classes to support academic progress effectively. The team, including the Principal |

| | | Investigator (PI) and all Deans, is developing tailored remedial programs to address specific learning gaps and provide targeted support. They have outlined strategies for implementing these programs, including regular assessments to monitor student improvement and make necessary adjustments. Emphasis is placed on ensuring that remedial classes are responsive to individual needs and contribute to overall student success. The Hon'ble Vice Chancellor's objective to enhance student performance and ensure equitable learning opportunities is being prioritized. The team is working diligently to align their efforts with this goal, thereby reinforcing the institution's commitment to academic excellence and fostering a supportive learning environment for all students. |
|---|---|---|
| 8. | Plan to enhance ICT facilities for students and teachers. | Following the meeting on enhancing ICT facilities, the NAHEP Coordinator and his team have initiated several critical actions. They are upgrading existing infrastructure to provide advanced hardware, software, and reliable internet access, recognizing the essential role of technology in education. The team is also focusing on integrating innovative tools and platforms to support interactive learning and teaching, aiming to modernize the educational experience for both students and faculty. Additionally, professional development programs are being developed to ensure that all users can effectively utilize these new technologies. The Principal Investigator (PI) and all Deans are collaborating to design and implement these upgrades, with the goal of creating a dynamic and efficient educational environment. This approach aligns with the Hon'ble Vice Chancellor's emphasis on leveraging technology to enhance teaching and learning, ensuring that the institution remains at the forefront of educational excellence. |

Technical Officer
DFA, R.V.S.K.V.V. Gwalior

# Elevating Educational Excellence through IQAC

To grasp the key role of the Internal Quality Assurance Cell (IQAC) in nurturing educational excellence and promoting continuous improvement, it is essential to delve into its roles, responsibilities, functions, and the myriad benefits it offers. Understanding these aspects will shed light on how the IQAC drives quality assurance processes, enhances institutional performance, and ensures that the educational standards remain robust and progressive. By exploring these dimensions, one can appreciate the integral contribution of the IQAC to maintaining and elevating the overall quality of education.

## Roles and Responsibilities of the IQAC

Since its inception, RVSKVV has consistently prioritized quality in all aspects of its operations and engagements. This commitment to excellence is encapsulated in our core values, which are drawn from our vision and drive to achieve it:

o **Accountability and Service:**

Commitment to all stakeholders through transparent and responsive practices.

o **Integrity and Fairness:**

Adherence to ethical standards and equitable practices in all dealings.

o **Innovation and Creativity:**

Fostering an environment that encourages new ideas and inventive solutions.

o **Inclusiveness and Care:**

Supporting and addressing the needs of marginalized and underrepresented groups.

o **Resilience and Sustainability:**

Emphasizing long-term sustainability and adaptability in our practices.

o **Striving for Excellence:**

Stressing a relentless pursuit of high standards and superior quality in every endeavor.

The primary role of the Internal Quality Assurance Cell (IQAC) is to spearhead, plan, and oversee activities essential for enhancing the quality of education at RVSKVV. This involves:

- **Developing Quality Strategies:**

  Formulating and implementing strategies to improve educational standards and institutional effectiveness.

- **Monitoring and Evaluation:**

  Regularly assessing the quality of educational programs and administrative processes.

- **Promoting Best Practices:**

  Encouraging and facilitating the adoption of effective practices and innovative approaches.

- **Facilitating Feedback Mechanisms:**

  Establishing systems to gather and analyze feedback from students, faculty, and other stakeholders.

- **Ensuring Compliance:**

  Ensuring that the institution adheres to relevant accreditation standards and regulatory requirements.

- **Organizing Training and Development:**

  Coordinating professional development programs to enhance the skills and competencies of staff and faculty.

- **Fostering a Culture of Excellence:**

  Creating an environment that supports continuous improvement and quality enhancement across all facets of the institution.

## IQAC Objectives:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## IQAC errands:

o Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
o The relevance and quality of academic and research programmes.
o Equitable access to and affordability of academic programmes for various sections of society.
o Optimization and integration of modern methods of teaching and learning.
o The credibility of evaluation procedures.
o Ensuring the adequacy, maintenance and proper allocation of support structure and services.
o Sharing of research findings and networking with other institutions in India and abroad.
o To keep track of the departments that are accredited by the NBA and ensure that those departments maintain the standards of the NBA.
o To complete the NBA-pre qualifier every year for the departments not accredited by the NBA and notify the principal and CDC when any department becomes eligible for accreditation.
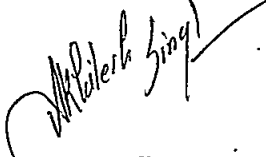
## IQAC Functions:

o Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
o Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
o Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
o Dissemination of information on various quality parameters of higher education.
o Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
o Documentation of the various programmes/activities leading to quality improvement.
o Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## IQAC Benefits

IQAC will facilitate / contribute to

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in HEIs.
- Build an organized methodology of documentation and internal communication.

Technical Officer
DFA, R.V.S.K.V.V. Gwalior

# Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior

No. DFA/IQAC/Meeting/2022-23/ 1 2 0 1         Date: 0 3 / 0 1 / 2023
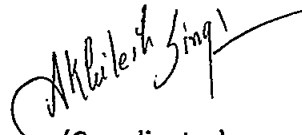
## Notice

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled to be held on **January 11, 2023, at 3:00 PM** in the board room of the Hon'ble Vice Chancellor, RVSKVV. The Following Members of IQAC are requested to attend the meeting.

1. Dr. S.K. Rao, Hon'ble VC               Chairman
2. Dr. D.H. Ranade, DFA                   Member
3. Dr. S.K. Sharma, DRS                   Member
4. Dr. Y.P. Singh, DES                    Member
5. Shri A.K. Saxena, Registrar           Member
6. Dr. Mridula Billore, Dean, Mandsaur    Member (online)
7. Dr. S.K. Chowdhary, Dean Indore        Member (online)
8. Dr. R.I. Sisodia, Dean, Khandwa        Member (Online)
9. Dr. H.D. Verma, Dean, Sehore           Member (online)
10. Dr. S.S. Tomar, Dean Gwalior          Member
11. Dr. S.K. Trivedi, HoD Soil            Member
12. Dr. U.C. Singh, HoD, Ent              Member
13. Dr. V.B. Singh, HoD, Statistics       Member
14. Dr. Reeti Singh, Plant Pathology      Member
15. Dr. R. Lekhi, HoD, Horticulture       Member
16. Dr. M.K. Tripathi, HoD, Plant breeding Member
17. Dr. Akhilesh Singh, TO to DEA         Coordinator

## Agenda

• Review and approval of the previous meeting's minutes

- Implications for the University's quality assurance practices
- Proposal for creating an exclusive section for IQAC
- Timeline and responsibilities for UGC NAAC
- Progress report on ongoing projects
- Evaluation of recent initiatives and outcomes in education
- Upcoming quality assurance activities
- Strategic goals for the next academic year
- Members' suggestions for improving the teaching learning atmosphere

(Coordinator)

# Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC)

**Date:** January 11, 2023, at 3:00 PM

**Location:** Board Room of the Honorable Vice Chancellor

**Chaired by :** Honourable Vice Chancellor

**Attendees:**

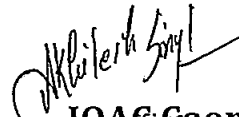| | | |
|---|---|---|
| 1. | Dr. S.K. Rao, Hon'ble VC | Chairman |
| 2. | Dr. D.H. Ranade, DFA | Member |
| 3. | Dr. S.K. Sharma, DRS | Member |
| 4. | Dr. Y.P. Singh, DES | Member |
| 5. | Shri A.K. Saxena, Registrar | Member |
| 6. | Dr. Mridula Billore, Dean, Mandsaur | Member (online) |
| 7. | Dr. S.K. Chaudhary, Dean Indore | Member (online) |
| 8. | Dr. R.I. Sisodia, Dean, Khandwa | Member (Online) |
| 9. | Dr. H.D. Verma, Dean, Sehore | Member (online) |
| 10. | Dr. S.S. Tomar, Dean Gwalior | Member |
| 11. | Dr. S.K. Trivedi, HoD Soil | Member |
| 12. | Dr. U.C. Singh, HoD, Ent | Member |
| 13. | Dr. V.B. Singh, HoD, Statistics | Member |
| 14. | Dr. Reeti Singh, Plant Pathology | Member |
| 15. | Dr. R. Lekhi, HoD, Horticulture | Member |
| 16. | Dr. M.K. Tripathi, HoD, Plant breeding | Member |
| 17. | Dr. Akhilesh Singh, TO to DFA | Coordinator |

## Summary of Discussions and Decisions:

The meeting began with a warm welcome by the chairman extended to all members present, setting a positive tone for the discussion.

The meeting focused on the reconstitution and operational enhancement of the IQAC. Key points discussed and decisions made are enclosed as proceedings of the meeting.

The meeting concluded with a vote of thanks extended to all participants, acknowledging their contributions and participation in the discussions and decisions made.

IQAC Coordinator
Technical Officer
DFA, R.V.S.K.V.V. Gwalior

**Copy to,**

1. All the members of the IQAC, RVSKVV, Gwalior
2. Person Concerned entrusted with the action _____

# Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC)

| SN | AGENDA | PROCEEDINGS |
|----|--------|-------------|
| 1 | Review and approval of the previous meeting's minutes | The meeting commenced with a review of the minutes from the previous meeting. The attendees thoroughly examined the recorded discussions and decisions, confirming their accuracy and completeness. Any necessary amendments were addressed and incorporated. Following this, the revised minutes were approved unanimously. |
| 2 | Implications for the University's quality assurance practices | The meeting explored the implications for the university's quality assurance practices, focusing on how recent developments and decisions might impact current procedures. Key areas of discussion included the integration of new quality standards, the refinement of evaluation mechanisms, and the alignment of practices with accreditation requirements. The implications were thoroughly reviewed to enhance the university's commitment to maintaining high educational standards and achieving excellence in all institutional activities.<br><br>Hon'ble Vice Chancellor emphasized the need for continuous monitoring and adaptation to ensure that quality assurance measures remain effective and relevant. **(Action DFA, DI and all Deans)** |
| 3 | Proposal for creating an exclusive section for IQAC | The meeting deliberated on the proposal to create an exclusive section for the Internal Quality Assurance Cell (IQAC). It was agreed that establishing a dedicated section would streamline the management of quality assurance activities and enhance visibility and focus on IQAC's initiatives. This section will serve as a central hub for all quality-related documentation, updates, and communications, thereby improving |

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| | | efficiency and coordination. The proposal was endorsed, with plans to implement the new section promptly to support the IQAC's ongoing efforts in promoting and maintaining high standards across the university. **(Action Team IQAC)** |
| 4 | Timeline and responsibilities for UGC NAAC | The meeting established the timeline and delineated responsibilities for the UGC NAAC accreditation process. It was agreed that key milestones, including data collection, documentation preparation, and submission deadlines, must be met to ensure a smooth accreditation process. Responsibilities were assigned to specific teams and individuals to oversee various aspects such as gathering evidence, drafting reports, and coordinating with the NAAC team. A detailed schedule was set to track progress and ensure timely completion of all tasks. This structured approach aims to facilitate a thorough and successful accreditation process, reflecting the institution's commitment to quality and excellence. **(Action: Team NAAC)** |
| 5 | Progress report on ongoing projects | The meeting reviewed the progress report on ongoing projects, noting significant advancements and current status updates. Each project was assessed against its timeline and objectives, highlighting achievements and identifying any challenges encountered. Positive strides were reported in several key areas, with most projects progressing on schedule. Areas requiring additional attention or resources were discussed, and action plans were formulated to address any delays or issues.<br><br>Hon'ble Vice Chancellor stressed the need for continued monitoring and coordination to ensure that all projects meet their targets and contribute effectively to the institution's goals. **(Action DRS, All Deans and I/C Projects)** |

| 6 | Evaluation of recent initiatives and outcomes in education | The meeting focused on the evaluation of recent initiatives and their outcomes in the realm of education. A comprehensive review was conducted to assess the effectiveness of newly implemented programs, teaching methodologies, and student engagement strategies. The evaluation highlighted several positive outcomes, including improved academic performance and enhanced student satisfaction.<br><br>The Hon'ble Vice Chancellor highlighted key areas for improvement, providing recommendations for refining approaches and addressing identified challenges. **(Action DFA, DI and all Deans)** |
|---|---|---|
| 7 | Upcoming quality assurance activities | The meeting outlined the upcoming quality assurance activities scheduled for the coming months. These activities include internal audits, stakeholder feedback sessions, and review of current quality assurance processes. Plans were discussed to implement new assessment tools and refine existing procedures to enhance overall effectiveness.<br><br>Hon'ble Vice Chancellor emphasized the importance of these activities in maintaining high educational standards and ensuring continuous improvement. Timelines were set for each activity, and responsibilities were assigned to ensure successful execution and timely completion. **(Action: DFA, DI and All Deans)** |
| 8 | Strategic goals for the next academic year | The meeting established the strategic goals for the next academic year, focusing on enhancing institutional performance and advancing educational excellence. Key objectives include expanding academic programs, improving student support services, and advancing research initiatives. Specific targets and milestones were outlined to guide progress and |

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|---|---|---|
| | | ensure alignment with the institution's long-term vision. The goals were set with an emphasis on fostering innovation, inclusivity, and continuous improvement across all areas of the university.<br><br>Hon'ble Vice Chancellor focussed on concerted effort to enhance faculty development and integrate new technologies into the curriculum. **(Action: DFA, DI and All Deans)** |
| 9 | Members' suggestions for improving the teaching learning atmosphere | The meeting included a discussion on members' suggestions for improving the teaching and learning atmosphere. Recommendations focused on enhancing classroom engagement through interactive teaching methods, increasing access to digital resources, and providing additional support for both students and faculty. The collective input emphasized creating a more dynamic and supportive educational environment that promotes greater academic success and enriches the overall learning experience.<br><br>Hon'ble Vice Chancellor highlighted the need for more professional development opportunities for instructors and the integration of feedback mechanisms to continuously refine teaching practices. **(Action: DFA, DI and All Deans)** |

IQAC Coordinator
DFA, R.V.S.K.V.V. Gwalior

No./DFA/2022-23/ । ५ ५ ।                                    Dated: 07/03/2023

To,

    Dean
    College of Agricultiure/ Horticultre
    Gwalior/Indore/Sehore/Khandwa/Mandsaur (M.P.)

Sub.: Action Taken Report of IQAC meeting dated 11 January, 2023.

    Please find enclosed herewith the Action Taken Report of IQAC meeting dated 11 January, 2023 for your information & necessary action.

Encl.: As above

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TO to DFA
07/03/2023
</div>

**Copy for information:** ) ५ ५ 2
    1. DRS/DES/DI, RVSKVV, Gwalior.
    2. Registrar/Comptroller, RVSKVV, Gwalior.
    3. All Dean, CoA/CoH, RVSKVV, Gwalior.
    4. P.S. to Hon'ble Vice-Chancellor, RVSKVV, Gwalior.
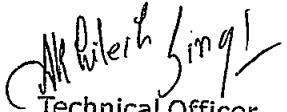
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**TO to DFA**
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# Action Taken Report of Proceeding of meeting held on 11.01.2023

| S.no. | Suggestions as per proceeding | ATR |
|---|---|---|
| 1 | Implications for the University's quality assurance practices | Following the meeting on enhancing the university's quality assurance practices, the Dean Faculty of Agriculture, Director of Instructions, and Deans of Constituent Colleges have implemented several key actions. The Dean Faculty of Agriculture updated curricula and resource allocations to integrate new quality standards and revised assessment methods to better measure learning outcomes. The Director of Instructions revamped instructional policies and developed a new evaluation framework, alongside organizing faculty training on updated quality standards. The Deans of Constituent Colleges led curriculum adjustments and faculty development programs to ensure alignment with accreditation requirements. They also introduced new assessment tools and established compliance checks to maintain standards. All actions focus on continuous monitoring and adaptation to keep quality assurance measures effective and aligned with the university's commitment to high educational standards and excellence in institutional activities. |
| 2 | Proposal for creating an exclusive section for IQAC | In response to the meeting's proposal to create an exclusive section for the Internal Quality Assurance Cell (IQAC), the IQAC Coordinator and his team have undertaken several key actions. They developed a comprehensive blueprint for the new section, outlining its structure, functions, and resource needs. The team has set up both physical and digital infrastructure, including office space and a centralized document management system, to streamline the management of quality assurance activities. They also established new communication channels to enhance visibility and coordination, and launched an internal awareness campaign to inform stakeholders about the new section's role. Additionally, the team created a feedback mechanism to gather input on the section's effectiveness and implemented a monitoring system to track progress and ensure the section supports the university's commitment to high standards. |

| 3 | Timeline and responsibilities for UGC NAAC | Following the meeting to advance the UGC NAAC accreditation process, the NAAC Coordinator and her team have implemented a structured plan to ensure a smooth and successful accreditation. A detailed timeline was established, outlining key milestones such as data collection, documentation preparation, and submission deadlines. Responsibilities were clearly assigned to specific teams and individuals to manage evidence gathering, report drafting, and coordination with the NAAC team. The team created a comprehensive schedule to track progress and maintain adherence to deadlines, facilitating effective monitoring and adjustment as needed. This organized approach is designed to enhance the accreditation process, reflecting the institution's dedication to maintaining high standards of quality and excellence throughout the evaluation. |
|---|---|---|
| 4 | Progress report on ongoing projects | Following the meeting reviewing ongoing projects, the Director of Research and his team took decisive actions to ensure project success and alignment with institutional goals. They assessed each project's progress against its timeline and objectives, recognizing achievements and pinpointing challenges. Significant advancements were noted in several key areas, with most projects advancing as planned. For projects facing delays or issues, the team formulated targeted action plans to address resource needs and resolve obstacles. The Director emphasized the importance of continued monitoring and coordination to keep projects on track. This includes regular progress reviews and adjustments to strategies as necessary. The Hon'ble Vice Chancellor's directive for ongoing oversight was reinforced, ensuring that all projects are effectively managed to meet their targets and contribute to the institution's overarching objectives. |
| 5 | Evaluation of recent initiatives and outcomes in education | Following the meeting to evaluate recent educational initiatives, the Dean Faculty of Agriculture Director of Instructions, and Deans of Constituent Colleges undertook several key actions to enhance program effectiveness. They conducted a thorough review of newly implemented programs, teaching methodologies, and student engagement strategies, |

| | | | which revealed positive outcomes such as improved academic performance and increased student satisfaction. In response to the Hon'ble Vice Chancellor's recommendations, the team focused on refining these approaches by addressing identified challenges and areas for improvement. The Dean of the Faculty of Agriculture adjusted curricula and teaching methods, while the Director of Instructions enhanced instructional policies and practices. Deans of Constituent Colleges facilitated targeted workshops and feedback sessions to align departmental strategies with the Vice Chancellor's guidelines. These actions aim to build on successes and ensure continued progress in delivering high-quality education. |
|---|---|---|---|
| 6 | Upcoming quality assurance activities | | In response to the meeting outlining upcoming quality assurance activities, the Dean Faculty of Agriculture Director of Instructions, and Deans of Constituent Colleges have undertaken several actions to ensure successful implementation. They established a detailed plan for internal audits, stakeholder feedback sessions, and reviews of current quality assurance processes. New assessment tools are being introduced, and existing procedures are being refined to boost overall effectiveness. The Dean of the Faculty of Agriculture is overseeing curriculum adjustments, while the Director of Instructions is implementing updated instructional policies. The Deans of Constituent Colleges are organizing departmental reviews and feedback sessions. The Hon'ble Vice Chancellor emphasized the critical role of these activities in upholding high educational standards and fostering continuous improvement. Clear timelines were set, and specific responsibilities assigned to ensure that all activities are executed efficiently and completed on schedule. |
| 7 | Strategic goals for the next academic year | | Following the meeting to set strategic goals for the next academic year, the Dean Faculty of Agriculture, Director of Instructions, and Deans of Constituent Colleges have taken decisive actions to advance institutional performance and educational excellence. They outlined key objectives including the expansion of academic programs, enhancement of student |

| | | | support services, and advancement of research initiatives. Specific targets and milestones were established to ensure progress aligns with the institution's long-term vision. The Dean of the Faculty of Agriculture is spearheading program expansion and integrating new technologies into the curriculum. The Director of Instructions is focusing on improving student support services and fostering faculty development. Deans of Constituent Colleges are enhancing research initiatives and promoting inclusivity within their departments. Emphasizing innovation and continuous improvement, the Hon'ble Vice Chancellor stressed the need for a concerted effort in these areas to achieve the set goals effectively. |
|---|---|---|
| 8 | Members' suggestions for improving the teaching learning atmosphere | Following the meeting discussing improvements to the teaching and learning atmosphere, the Dean Faculty of Agriculture, Director of Instructions, and Deans of Constituent Colleges have implemented several key actions. They focused on enhancing classroom engagement by adopting interactive teaching methods and increasing access to digital resources. The Dean of the Faculty of Agriculture is leading efforts to enrich the curriculum with new digital tools and interactive components. The Director of Instructions is working on providing additional support for both students and faculty, including workshops on effective teaching strategies. Deans of Constituent Colleges are facilitating initiatives to create a more dynamic and supportive educational environment. In response to the Hon'ble Vice Chancellor's emphasis, they are also developing professional development programs for instructors and establishing feedback mechanisms to continuously refine and improve teaching practices. These actions aim to foster academic success and enrich the overall learning experience. |

Technical Officer
DFA, R.V.S.K.V.V. Gwalior

## Meeting Notice

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on **August 14, 2023, at 3 pm** in the Board Room of the Honorable Vice Chancellor, RVSKVV, Gwalior, under the Chairmanship of **Dr. A.K. Shukla**, Hon'ble Vice-Chancellor, RVSKVV, Gwalior. The following members are expected to attend the meeting:

1. Dr. A.K. Shukla, Hon'ble VC - Chairman
2. Dr. D.H. Ranade, DFA - Member
3. Dr. S.K. Sharma, DRS - Member
4. Dr. Y.P. Singh, DES - Member
5. Shri A.K. Saxena, Registrar - Member
6. Dr. MridulaBillore, Dean, Indore - Member (online)
7. Dr. R.I. Sisodia, Dean, Khandwa - Member (online)
8. Dr. I.S. Tomar, Dean CoH, Mandsaur - Member (online)
9. Dr. M. Yasin, Dean, Sehore - Member (online)
10. Dr. S.S. Tomar, Dean, Gwalior - Member
11. Dr. S.K. Trivedi, HoD, Soil - Member
12. Dr. Shobhana Gupta, HoD, Extension - Member
13. Dr. U.C. Singh, HoD, Entomology - Member
14. Dr. I.S. Naruka, HoD, Horticulture - Member
15. Dr. Shashi S.Yadav, TO to DFA - Coordinator

## Agenda:

- The committee will propose a review of the IQAC composition in accordance with UGC guidelines.

- The meeting will conclude with the decision to develop a Guide Lines for academic quality improvement

- **Coordinator**
  Dr. Shashi S.Yadav

-Coordinator
DFA, R.V.S.....V. Gwalior

# Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC)

**Date** August 14, 2023, at 3 pm,

**Location:** Board Room of the Honorable Vice Chancellor

**Chaired by :** Honourable Vice Chancellor

## Attendees:

1. Dr. A.K. Shukla, Hon'ble VC - Chairman
2. Dr. Mridula Billore, DFA - Member
3. Dr. S.K. Sharma, DRS - Member
4. Dr. Y.P. Singh, DES - Member
5. Shri A.K. Saxena, Registrar - Member
6. Dr. I.S. Tomar, Dean CoH, Mandsaur - Member (Online)
7. Dr. M. Yasin, Dean, Sehore - Member (Online)
8. Dr. S.S. Tomar, Dean, Gwalior - Member
9. Dr. S.K. Trivedi, HoD, Soil - Member
10. Dr. I.S. Naruka, HoD, Horticulture - Member
11. Dr. Shashi S.Yadav, TO to DFA - Coordinator

## Summary of Discussions and Decisions:

The meeting commenced with the Chairperson welcoming all the members present.

The meeting focused on the reconstitution and operational enhancement of the IQAC. Key points discussed and decisions made are enclosed as proceedings of the meeting.

Overall, the meeting appears to have been productive in addressing key aspects related to quality assurance within the institution.

The meeting concluded with a vote of thanks extended to all participants, acknowledging their contributions and participation in the discussions and decisions made.
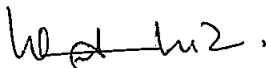
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**IQAC Coordinator**
Technical Officer
DFA, R.V.S.K.V.V. Gwalior

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**Copy to,**

1. All the members of the IQAC, RVSKVV, Gwalior
2. Person Concerned entrusted with the action _____

# Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC)

| SN | AGENDA | PROCEEDINGS |
|---|---|---|
| 1 | Review of the IQAC composition in accordance with UGC guidelines. | The meeting conducted a review of the IQAC composition to ensure alignment with UGC guidelines. The current composition was evaluated against the prescribed standards, focusing on the inclusion of diverse stakeholders such as faculty members, administrative staff, and external experts. Necessary adjustments were identified to meet the guidelines more effectively, including the appointment of additional members or reorganization of existing roles. The revised composition plan was approved, with a commitment to finalize and implement the changes promptly, thereby strengthening the IQAC's capacity to drive quality assurance and institutional development. **(Action: Secretary IQAC)** |
| 2 | To develop a Guide Lines for academic quality improvement | The meeting focused on the development of comprehensive guidelines for academic quality improvement. It was agreed that these guidelines should address key areas such as curriculum design, teaching methodologies, assessment practices, and student support services. The objective is to establish clear standards and best practices to enhance educational outcomes and ensure consistency across the institution. Hon'ble Vice Chancellor advised to form a task force to draft a blue print for academic Excellence incorporating input from faculty, administrators, and industry experts. The draft will be reviewed and refined before final approval, with the aim of implementing robust quality improvement measures to elevate academic standards. **(Action: Secretary IQAC)** |

IQAC Coordinator

DFA, R.V.C.K.V.V. Gwalior

No./DFA/2023-24/ 838                                    Dated: 10/10/2023

To,

Dean
College of Agricultiure/ Horticultre
Gwalior/Indore/Sehore/Khandwa/Mandsaur (M.P.)

Sub.: Action Taken Report of IQAC meeting dated 14 August, 2023.

Please find enclosed herewith the Action Taken Report of IQAC meeting dated 14
August, 2023 for your information & necessary action.

Encl.: As above

TO to DFA
Dated: 10/10/2023
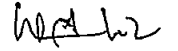
Endt.No./DFA/2023-24/ 839
**Copy for information:**

1. DRS/DES/DI, RVSKVV, Gwalior.
2. Registrar/Comptroller, RVSKVV, Gwalior.
3. All Dean, CoA/CoH, RVSKVV, Gwalior.
4. P.S. to Hon'ble Vice-Chancellor, RVSKVV, Gwalior.

TO to DFA

# Action Taken Report of Proceeding of meeting held on 14.08.2023

| S.no. | Suggestions as per proceeding | ATR |
|---|---|---|
| 1. | Review of IQAC Composition: The committee proposed a review of the composition of the IQAC in accordance with the UGC guidelines. The suggested composition includes:<br><br>a) Hon'ble Vice Chancellor as the Chairperson<br><br>b) Five senior teachers and one senior administrative official as Members<br><br>c) Two external experts on quality management/industry/local community as Members<br><br>d) Director/Coordinator as the Member Secretary | The Hon'ble Vice Chancellor has been officially appointed as the Chairperson of the IQAC.<br><br>In addition, five senior faculty members from various departments have been selected for their exceptional academic achievements, extensive experience, and significant contributions to the institution.<br><br>A senior administrative official has also been chosen for their expertise in institutional management and administration.<br><br>Two external experts have been invited to join the IQAC: one specializing in quality management and the other with considerable experience in industry and community development. Their role will be to provide valuable insights and recommendations based on industry standards and local community needs.<br><br>The Director/Coordinator has been formally designated as the Member Secretary, responsible for coordinating meetings, managing records, and ensuring the effective implementation of IQAC decisions. |
| 2. | Nomination Process: It was decided that the members mentioned above will be nominated by the Chairman of the committee i.e. by the Honorable Vice Chancellor. A letter will be sent to the Registrar of the University regarding this process. | The Honorable Vice Chancellor, serving as the Chairman of the committee, will oversee the nomination of members.<br><br>A formal letter will be issued to the Registrar of the University to inform them of the nomination process and request any necessary approvals or endorsements.<br><br>Additionally, the IQAC committee has drafted a formal letter detailing the proposed composition of the IQAC and outlining the nomination process. This letter includes information about the roles and responsibilities of each member, as well as the rationale for their selection. |

| 3. | Development of Proforma: The meeting concluded with the decision to develop a proforma covering various aspects of quality assurance to collect necessary information. | Design a comprehensive proforma addressing key quality assurance elements such as:<br><br>• Quality metrics<br>• Compliance standards<br>• Risk management<br>• Performance evaluation<br>• Feedback mechanisms<br><br>Identify and compile necessary data that needs to be collected through the proforma. Ensure alignment with quality assurance objectives and regulatory requirements. |
|---|---|---|

Technical Officer
DFA, R.V.S.K.V.V. Gwalior

## Notice of IQAC Meeting

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on **February 12, 2024**, in the Board Room of the Honorable Vice Chancellor, RVSKVV, Gwalior, under the Chairmanship of **Dr. A.K. Shukla**, Hon'ble Vice-Chancellor, RVSKVV, Gwalior. The following members are expected to attend:

1. Dr. A.K. Shukla, Hon'ble VC - Chairman
2. Dr. Mridula Billore, DFA - Member
3. Dr. S.K. Sharma, DRS - Member
4. Dr. Y.P. Singh, DES - Member
5. Shri A.K. Saxena, Registrar - Member
6. Dr. D.H. Ranade, Dean, Khandwa - Member (Online)
7. Dr. I.S. Tomar, Dean CoH, Mandsaur - Member (Online)
8. Dr. M. Yasin, Dean, Sehore - Member (Online)
9. Dr. S.S. Tomar, Dean, Gwalior - Member
10. Dr. S.K. Trivedi, HoD, Soil - Member
11. Dr. Shobhana Gupta, HoD, Extension - Member
12. Dr. U.C. Singh, HoD, Entomology - Member
13. Dr. I.S. Naruka, HoD, Horticulture - Member
14. Dr. Shashi S.Yadav, TO to DFA - Coordinator
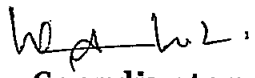
## Agenda:

1. **Reconstitution of IQAC:**
   The committee will discuss and approve the reconstitution of the IQAC in accordance with updated guidelines, including composition changes as previously discussed.
2. **Opening of Exclusive Window on Institutional Website:**
   The proposal to create an exclusive section or window on the institutional website dedicated to the IQAC will be reviewed. This section will serve as a platform for disseminating information, updates, and reports related to IQAC activities.
3. **Strengthening Network Infrastructure:**
   The meeting will address network issues affecting the IQAC's operations. Steps will be planned to enhance the network infrastructure to ensure smooth and effective functioning of the IQAC.
4. **Any Other Business:**
   Additional points or issues raised by the members will be discussed.

## Conclusion:
The meeting will conclude with a vote of thanks, acknowledging the contributions and participation of all attendees.

**Coordinator**
Dr. Shashi S.Yadav

Technical Officer **Coordinator**
DFA, R.V.S.K.V.V. Gwalior

# Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC)

**Date** February 12, 2024, at 3 pm,

**Location:** Board Room of the Honorable Vice Chancellor

**Chaired by:** Honourable Vice Chancellor
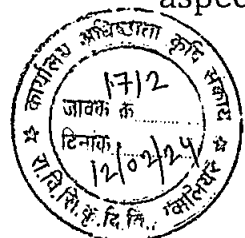
## Attendees:

1. Dr. A.K. Shukla, Hon'ble VC - Chairman
2. Dr. Mridula Billore, DFA - Member
3. Dr. S.K. Sharma, DRS - Member
4. Dr. Y.P. Singh, DES - Member
5. Shri A.K. Saxena, Registrar - Member
6. Dr. D.H. Ranade, Dean, Khandwa - Member (Online)
7. Dr. I.S. Tomar, Dean CoH, Mandsaur - Member (Online)
8. Dr. M. Yasin, Dean, Sehore - Member (Online)
9. Dr. S.S. Tomar, Dean, Gwalior - Member
10. Dr. S.K. Trivedi, HoD, Soil - Member
11. Dr. Shobhana Gupta, HoD, Extension - Member
12. Dr. U.C. Singh, HoD, Entomology - Member
13. Dr. I.S. Naruka, HoD, Horticulture - Member
14. Dr. Shashi S.Yadav, TO to DFA - Coordinator
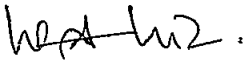
## Summary of Discussions and Decisions:

The meeting commenced with the Chairperson welcoming all the members present.

The meeting focused on the reconstitution and operational enhancement of the IQAC. Key points discussed and decisions made are enclosed as proceedings of the meeting.

Overall, the meeting appears to have been productive in addressing key aspects related to quality assurance within the institution.

The meeting concluded with a vote of thanks extended to all participants, acknowledging their contributions and participation in the discussions and decisions made.

IQAC Coordinator
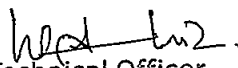Technical Officer
DFA, R.V.S.K.V.V. Gwalior

**Copy to,**

1. All the members of the IQAC, RVSKVV, Gwalior
2. Person Concerned entrusted with the action _____

# Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC)

| SN | AGENDA | PROCEEDINGS |
|---|---|---|
| 1 | Reconstitution of IQAC: The committee will discuss and approve the reconstitution of the IQAC in accordance with updated guidelines, including composition changes as previously discussed. | The meeting addressed the reconstitution of the IQAC, focusing on aligning its structure with updated guidelines. The committee reviewed proposed changes to the composition, incorporating feedback and ensuring the inclusion of essential stakeholders. After a thorough discussion, the reconstitution plan was approved, with the new composition designed to enhance the effectiveness and oversight of the IQAC. This restructured IQAC will be better equipped to drive quality assurance and support the institution's continuous improvement efforts. The updated composition will be implemented promptly to align with the revised guidelines. **(Action: Secretary IQAC)** |
| 2 | Opening of an Exclusive Window on Institutional Website | The meeting discussed the opening of an exclusive window on the institutional website dedicated to the Internal Quality Assurance Cell (IQAC). The purpose of this new feature is to centralize information related to quality assurance activities, including reports, updates, and relevant resources. The committee agreed on the importance of this initiative for enhancing transparency, accessibility, and communication regarding IQAC's work.

Hon'ble Vice Chancellor suggested to fix a timeline for the development and launch of the window, and to assign the responsibilities to ensure the feature is implemented effectively and maintained regularly. **(Action: Coordinator IUMS)** |
| 3 | Strengthening Network Infrastructure: | The meeting addressed network issues impacting the IQAC's operations, emphasizing the need to strengthen the network infrastructure. It was agreed that immediate steps should be planned to resolve existing connectivity problems and enhance overall |

| | | network performance. The focus will be on upgrading hardware, improving bandwidth, and ensuring reliable access to digital resources critical for the IQAC's functions.<br><br>Hon'ble Vice Chancellor set a timeline for implementing these improvements and assigned responsibilities to ensure that the network infrastructure supports the efficient and effective operation of the IQAC. **(Action: Coordinator IUMS & Secretary IQAC)** |
|---|---|---|

Technical Officer
DFA, IQAC Coordinator

No./DFA/2023-24/ ₁₃₃₅

Dated: 30/03/2024

To,

Dean
College of Agricultiure/ Horticultre
Gwalior/Indore/Sehore/Khandwa/Mandsaur (M.P.)

Sub.: Action Taken Report of IQAC meeting dated 12 Feb., 2024.

Please find enclosed herewith the Action Taken Report of IQAC meeting dated 12 Feb., 2024 for your information & necessary action.

Encl.: As above

TO to DFA
Dated: 30/03/2024

Endt.No./DFA/2023-24/₁₃₃₆
Copy for information:

1. DRS/DES/DI, RVSKVV, Gwalior.

2. Registrar/Comptroller, RVSKVV, Gwalior.

3. All Dean, CoA/CoH, RVSKVV, Gwalior.

4. P.S. to Hon'ble Vice-Chancellor, RVSKVV, Gwalior.

TO to DFA

# Action Taken Report of Proceeding of meeting held on 12.02.2024

| S.no. | Suggestions as per proceeding | ATR |
|-------|-------------------------------|-----|
| 1. | Reconstitution of IQAC: The IQAC will be reconstituted in accordance with the guidelines provided, likely referring to the composition changes discussed earlier. | Thoroughly review the latest guidelines for IQAC reconstitution to ensure full compliance. These guidelines will outline specific requirements for the composition, roles, and responsibilities of the committee members. Based on the new guidelines, develop a revised structure for the IQAC that includes: <br>• Identifying and appointing new members <br>• Assigning specific roles and responsibilities to each member <br>• Ensuring a diverse range of expertise within the committee <br> Notify all stakeholders of the changes in the IQAC composition. Provide updated contact information and details regarding the roles of the new members. |
| 2. | Opening of Exclusive Window on Institutional Website: An exclusive section or window dedicated to the IQAC will be created on the institutional website. This could serve as a platform to disseminate information, updates, and reports related to the IQAC's activities and initiatives. | A formal letter to the In-Charge of the Data Centre, requesting the creation of an IQAC section on the website. The letter detailed the benefits and purpose of this new section. Initiated communication with the Data Centre to support the development of the new website section. Prepared and submitted content for the IQAC window, including information on the IQAC's objectives, activities, and resources. |

| 3. | Strengthening Network Infrastructure: Network issues impacting the proper functioning of the IQAC were identified, and steps will be taken to address and strengthen the network infrastructure to ensure seamless operations. | Conduct a thorough assessment to identify specific network issues affecting the IQAC, including:<br>• Analyzing network performance and connectivity<br>• Identifying deficiencies in hardware and software<br>• Evaluating current network security protocols<br>Develop a comprehensive plan to address the identified network issues, which should include:<br>• Upgrading network hardware (e.g., routers, switches)<br>• Enhancing network security measures<br>• Improving bandwidth and connectivity<br>• Implementing redundancy and backup solutions<br>Execute the infrastructure improvement plan with minimal disruption to IQAC operations. This process should involve:<br>• Procuring and installing new hardware<br>• Configuring network settings and security<br>• Testing and validating the network improvements |
|---|---|---|

Technical Officer
DFA, R.V.S.K.V.V. Gwalior

## Blueprint for Academic Success: A Guide to Quality Education

### "Education is the key to unlocking the world, a passport to freedom." - Oprah Winfrey

The "Blueprint for Academic Success - A Guide to Quality Education," is a manual designed to navigate the principles and practices of quality education at Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV). As an institution committed to excellence in agricultural education and research, RVSKVV places utmost importance on providing students with a comprehensive learning experience that prepares them for leadership in the agricultural sector.

This manual serves as a roadmap for educators, administrators, and stakeholders invested in enhancing the educational journey at RVSKVV. It outlines strategies to foster critical thinking, innovation, and ethical values among our students, equipping them to address the challenges of a dynamic agricultural landscape.

Through this guide, we aim to uphold RVSKVV's mission of promoting sustainable agricultural practices, rural development, and agricultural entrepreneurship. It emphasizes the integration of modern technologies, interdisciplinary approaches, and industry partnerships to enrich the academic environment and empower our students for lifelong success.

We invite you to explore this manual as a collaborative effort to elevate the standards of education and ensure that every student at RVSKVV receives a transformative educational experience. Together, let us uphold the tradition of academic excellence and contribute meaningfully to the advancement of agriculture and society at large.

Since June 2022, RVSKVV, Gwalior has established an Internal Quality Assurance Cell (IQAC). Before its establishment, quality assurance across all university activities was meticulously managed through an organized mechanism involving administrators and senior officials. Monthly Faculty Review Meetings, led by College Deans, systematically identify areas for quality improvement and devise strategies for enhancement. Additionally, the quarterly Senior Officers Meet (SOM), chaired by the Vice Chancellor and attended by Deans and senior administrators, reviews proposed quality enhancement measures. These discussions form the foundation for a structured roadmap that guides future actions.

In navigating the journey to educational excellence, RVSKVV has crafted the following path to achieve academic distinction:

1) **Addressing Faculty Shortages:** Ensuring Academic Excellence Through Staffing Solutions
2) **Optimizing Operational Support:** Addressing Staffing Shortages for Enhanced Efficiency"
3) **Broadening Horizons:** State and National Level Institute Exposure Visits
4) **Enhancing Accountability:** Implementing QR Coding for Transparency and Confidentiality in Examination Section
5) **Nurturing Green Ambassadors:** Instilling Responsibility and Stewardship for Environmental Preservation Among Students
6) **Cultivating Inclusivity:** Building Awareness for Gender Equity, Diversity, and Constitutional Values
7) **Enriching Academic Experience:** Harnessing Adjunct Guest Faculty and Alumni Contributions for Advanced Learners"
8) **Elevating Scientific Exploration:** Accessing Advanced Lab Equipment for Cutting-Edge Research"
9) **Revolutionizing Agriculture:** Advancing Farm Implements for Increased Efficiency
10) **Expanding Horizons:** Extra-Curricular Lectures Tackling Cross-Cutting Issues

11) **Strengthening Campus Security:** Expanding CCTV Surveillance for Classes, Hostels and Campus
12) **Nurturing Tomorrow's Innovators:** Enhancing Opportunities for Skill and Entrepreneurial Development Among Students
13) **Transparency in Assessment:** Implementing an RTI System for Answer Book Revaluation
14) **Supporting Students:** Psychological Resilience in the Post-COVID Transition
15) **Empowering Success:** Fulfilling the Need for Online Preparation for Competitive Examinations
16) **Expanding Digital Libraries:** Amplifying Access to E-Books and E-Journals
17) **Mastering English:** Enhancing Language Proficiency for Success
18) **Empowering Tomorrow's Leaders:** Harnessing Emerging Issues and Technologies Through Training Workshops
19) **Empowering Educators:** National and International Faculty Development and Capacity-Building Initiatives
20) **Forging Global Partnerships:** Signing MoUs for Education, Research, and Capacity Building with Esteemed National and International Institutes
21) **Navigating Global Opportunities:** Building Awareness for Education and Research Abroad
22) **Cultivating Consciousness:** Raising Awareness for Bio Waste Management
23) **Streamlining Recruitment:** Implementing an Online Management System for Transparency, Efficiency, and Confidentiality
24) **Unlocking Career Pathways:** Expanding Opportunities for Job Placement and Campus Selection
25) **Setting Academic Standards:** Establishing Time Limits with an Academic Charter
26) **Empowering Innovation:** Raising Awareness on IPR Issues such as Patents, Copyrights, and Trademarks
27) **Fostering Research Excellence:** Encouraging Faculty to Publish in Prestigious National and International Journals

28) **Equipping Faculty for Success:** Training in Crafting Winning and Economically Viable Projects
29) **Enhancing Extramural Offerings:** Improving Facilities for Sports, gym, Yoga and Cultural Activities
30) **Empowering Research:** Establishing a Central Instrumentation Lab with State-of-the-Art Equipment and Facilities

## Creating a Culture of Excellence in Education

In order to deliver quality education and effectively meet the academic needs of our students, it is imperative to establish guidelines for inviting expert guest faculty with extensive teaching experience. These individuals bring invaluable expertise, ensuring continuity in our teaching commitments. Their involvement enriches our academic environment by offering diverse perspectives and specialized knowledge. By adhering to these guidelines, we aim to enhance the learning experience and foster a dynamic educational atmosphere that prepares our students for future challenges and opportunities.

## Guideline for Inviting Expert Guest Faculty

The guideline for inviting expert guest faculty with extensive teaching experience is provided below:

As per need the Guest faculties may be invited:

1. For Expert lecture
2. As Guest Faculty
3. As Adjunct Guest Faculty

### 1. For Expert lecture:

For expert lectures, a qualified individual in the relevant subject must be invited after notifying the Dean Faculty of Agriculture and Director Instructions. This notification should include the lecture schedule and the expert's profile. The expert is expected to deliver 2-3 lectures per day over

1-2 days per semester, with an honorarium of Rs 1000 per lecture. Each lecture should last at least one hour. Additionally, the invited expert will receive Travel Allowance (TA) as per entitlement (excluding airfare) and a daily food allowance of Rs 600. All expenses related to the expert lecture, including honorarium and allowances, will be covered by the college contingency grant. After the sessions are completed, a comprehensive report, which includes attendance records, GPS-based photographs, and feedback from both faculty and students, must be submitted. Lectures may be conducted online or in hybrid modes to extend the benefits of expert lecturers to students from other colleges as well.

## 2. As Guest Faculty:

A guest faculty member with extensive teaching experience and profound subject knowledge may be invited based on the institution's requirements. The invited faculty will receive Travel Allowance (TA) as per entitlement (excluding airfare) up to three times per semester and can deliver a maximum of 15 lectures per semester. Each lecture should be a minimum of one hour in duration. An honorarium of Rs 1000 per lecture will be granted.

The guest faculty is expected to serve for a minimum of 3 days and a maximum of 5 days per visit, delivering a minimum of 2 lectures per day per course, up to a maximum of three lectures per day.

In addition to the honorarium, the invited expert will receive a daily food allowance of Rs 600. The total remuneration for lecture payments will not exceed Rs 30,000 per month. All expenses associated with the expert lecture, including honorarium and allowances, will be covered by the college contingency grant.

These terms are designed to facilitate a productive collaboration while ensuring fair compensation for our esteemed guest faculty.

Prior approval from the Dean Faculty of Agriculture is mandatory to invite a Guest Faculty. This includes submitting a detailed proposal of the lecture

schedule outlining the dates, topics, and the profile sketch of the Guest Faculty. Upon completion of the sessions, a comprehensive report must be submitted, which includes attendance records, GPS-based photographs, and feedback from both faculty and students. The lectures may be conducted online or in hybrid modes to extend the benefits of guest lecturers to students from other colleges as well.

## 3. As Adjunct Guest Faculty

The Adjunct Guest Faculty will deliver 10 lectures per semester, each lasting one hour. They are eligible to receive an honorarium of Rs 2000 per lecture, up to a maximum of Rs 30,000 per year. Additionally, the Adjunct Guest Faculty will receive Travel Allowance (TA) as per entitlement (excluding airfare) up to two times per semester, along with a daily food allowance of Rs 800.

## Strategies for Ensuring Educational Excellence

At RVSKVV, the need and importance of holding regular classes are paramount for achieving academic excellence in agricultural education. Regular classes serve as the cornerstone for imparting foundational knowledge, practical skills, and innovative techniques essential for students pursuing careers in agriculture. These classes provide structured learning opportunities that facilitate in-depth understanding of agricultural and allied sciences, ranging from crop improvement, production, protection, and post harvest management to agricultural economics, sustainable practices and dissemination of evolved technologies and new knowledge to various stakeholders.

Moreover, consistent attendance and active participation in classes cultivate a disciplined approach among students, promoting a strong work ethic and commitment to learning. Interactive sessions, including discussions, practical demonstrations, and hands-on experiments, enrich the educational experience by nurturing critical thinking and problem-solving abilities.

By adhering to a rigorous class schedule, RVSKVV ensures that students are well-prepared to meet the challenges of the agricultural sector. It also encourages faculty-student interactions, mentoring relationships, and collaborative learning initiatives that contribute to a vibrant academic community.

In essence, holding regular classes at RVSKVV is not just a routine practice but a foundational pillar that nurtures academic rigor, innovation, and professional excellence among future agricultural leaders.

## Guideline for Implementing Regular Classes

This guideline emphasizes structured approaches to optimize learning outcomes and ensures consistency in academic delivery. Faculty members are encouraged to adhere to prescribed syllabi, maintaining a balance between theoretical instruction and practical application in agricultural sciences. Regular assessment and feedback mechanisms are integral, fostering continuous improvement and personalized student support. Class schedules are meticulously planned to accommodate laboratory sessions, fieldwork, and guest lectures, enhancing experiential learning. Emphasis is placed on maintaining attendance records and promoting interactive teaching methods that engage students actively in their learning journey. These guidelines underline RVSKVV's commitment to providing a nurturing educational environment that prepares students effectively for professional challenges in agriculture and allied fields.

- Embrace a mission-driven approach to teaching.
- All Deans need to maintain a detailed schedule of all classes of all programs on your desk and oversee their conduct.
- Ask faculty members with upcoming classes to wait outside their classrooms five minutes before the scheduled start time. This ensures students remain in class until their teacher arrives.
- Instruct each faculty member to clearly write the date, time, course and absentees number on the board before commencing each class.

- Enforce a policy where latecomers are not admitted once the class has begun.
- Instruct all Head of Departments/Sections (HoDs/HS) to create WhatsApp groups named with the format: (Location/Department Short Form) e.g., "Indore GPB," "Indore Agron," "Khandwa Patho," "Indore Ento," "Indore Soil," "Sehore Vegs," "Indore Econ," "Indore Extn," "Gwalior Biotech," "Gwalior Fruits," "Gwalior Vegs," "Mand PSMA," "Mand Flori," etc.
- Ensure that HoDs/HS add the Honourable Vice-Chancellor (VC), Dean Faculty, Director of Instructions and the concerned Dean to these WhatsApp groups.
- Prioritize the initial upload of the department's teaching schedule before sharing any photos or other content in the format given below:

> **Class Schedule: Indore, GPB**
> **23.5.2024, Monday**
> **UG: I year (Course Code)**
> **(Class Time)**
> **II year**
> **III year**
> **PG:**

- Ensure all Heads of Departments/Sections (HoDs/HS) upload daily photographs of all classes within their departments. These photos must clearly show student attendance and faculty presence.
- Each HoD should upload three photos per class, ensuring the faculty and all attending students are clearly visible and countable. Additionally, one photo must capture the right corner of the board displaying class information. This means each HoD will upload a total of four photos per class daily.
- For the courses where no designated Department exists (*viz.,* Agricultural Statistics, LPM, English, Library Science etc.) the faculty himself or herself will be responsible to upload the photos.
- Emphasize that this is an official group, and only the specified information should be uploaded.

- The Dean is tasked with monitoring classes as per the schedule, utilizing CCTV surveillance and occasionally attending classes to observe content delivery and quality.
- Students are advised that irregular attendance may lead to eviction from the hostel premises.
- The Shake hands Club based on Mentor-Mentee system should be effectively utilized to address academic and other student grievances. During each mentorship meeting, mentors are required to check and report the attendance records of their mentees.
- Ensure unbiased and sincere recording of attendance. Action need to be taken as per rules for any discrepancies.
- Non-compliance with this guideline may result in strict disciplinary action.
- Heads of Departments/Sections (HoDs/HS) must ensure that students submit their class attendance records for all courses and programs to be eligible for scholarships. The format provided below must be strictly adhered to. The Dean, through the I/C Student Support Cell, will verify that applications for scholarships are not processed for students with less than 75% attendance.

| NAME of the Department | | | | | | | |
|---|---|---|---|---|---|---|---|
| Name of Programme: UG I year/ II year /III year / IV year or PG or Ph.D Session Semester | | | | | | | |
| Course Code | Course Name | Credit Hours | Attendance % | | Instructor/S Name | Signature | |
| | | | Theory | Practical | | Faculty 1 | Faculty 2 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Signature of HS/HoD | | | | Signature of Dean | | | |

- Classes of all programs will commence at 8:00 AM, starting with practical sessions held in two or three batches depending on the number of students per batch. It is expected that all Deans will visit and

supervise the practical sessions, ensuring both class participation and attendance.

- Maintain a minimum attendance of 75% for both theory and practical sessions. Students failing to meet this requirement will be ineligible to sit for examinations. Compliance with academic rules regarding course completion and attendance is mandatory. It is the responsibility of the Deans to enforce these academic regulations.

- Ensure unbiased and comprehensive attendance records, with weekly updates provided to students and Vishwa Vidyalaya. Communicate absentee reports promptly to parents.

- All Heads of Departments (HoDs) and Heads of Sections (HoS) must complete the Teaching Activity Proforma Sheet (TAPS) daily. This form will be signed by the Dean on a weekly basis. The enclosed TAPS proforma serves as a guideline for ensuring consistent documentation of teaching activities, thereby promoting accountability and quality assurance in educational delivery.

- Deans are tasked with instructing all the faculties to submit Monthly Undertaking for Teachers Evaluation (MUTE) to their HoDs/HoS who will verify the contents of MUTE prior to their submission to the Dean. A proforma of MUTE is enclosed with the guidelines to facilitate this evaluation process effectively.

- Each faculty will submit the MUTE for all the programmes separately.

- On the basis of MUTE all the Deans are required to submit **DMART: Dean's Monthly Academic Report of Teachers.**

- **The MUTE is not to be submitted to the University.** Dean shall keep a record of the MUTE faculty wise and shall consider it while assigning grades in Annual Self Appraisal Report.

- Implement CCTV surveillance and biometric attendance systems.

- Implement an IP-based CCTV system in each classroom across all programs in the college.

- Instruct HoDs /HoS to install Biometrical attendance device in each Department and ask them to monitor the attendance on monthly basis prior to forwarding the MUTE to Dean for PG and Ph.D. Courses.

- Ensure stringent monitoring of the CCTV system to maintain security and observe teaching practices.
- Mandate that all classes are conducted only in rooms equipped with IP-based cameras. Prohibit teachers from conducting classes in their chambers or faculty rooms.
- In UG, PG and Ph.D. the class attendance shall be recorded in attendance registers and not in slips or papers. The PG and Ph.D. students shall also record their college attendance through biometrics.
- HoDs/HoS are tasked with monitoring both the biometric attendance and attendance registers on a monthly basis. This monitoring is crucial before they submit the Monthly Undertaking for Teachers Evaluation (MUTE) to the Dean.
- Final year PG and Ph.D. students who are engaged in thesis research and do not have any registered courses must record their attendance using the biometric system. Heads of Departments/Heads of Sections are responsible for ensuring the biometric attendance of these students and shall communicate their attendance details to the Dean through the Monthly Undertaking for Teachers Evaluation (MUTE).
- This process ensures that attendance for thesis research students is accurately recorded and reported to the Dean for necessary evaluation and administrative purposes.
- Attendance of all Programmes be displayed weekly on Digital kiosk/Notice board and ensure sharing on all students groups.
- Weekly attendance need to be shared to parents. An urgent attention is required to have regular communication with the parents particularly for the absentee students and a comprehensive record of the communication need to be maintained.
- All Deans must monitor class conduct through designated WhatsApp groups where teachers upload photos and information, ensuring adherence to guidelines and proper conduct of classes.
- The wardens, In-Charge Student Support Cell, NCC, NSS, and Sports representatives shall serve as Teaching Ambassadors. They need to be instructed to visit hostels daily. They should ensure that students attend

classes regularly. Non-compliance will result in disciplinary action as per rules.

- They are required to submit weekly reports of their hostel visits to ensure class attendance. These reports will be used as criteria for considering student eviction from the hostel.

- The guidelines for improving education quality must be circulated to all staff and students through effective communication channels. It is mandatory for Deans and HoDs/HoS to discuss these guidelines regularly with students and staff in frequent meetings, ensuring comprehension and adherence across the institution.

- All HoDs/HoS must collaborate closely with their respective faculties to ensure full and effective implementation of the guidelines in both policy and practice.

- All faculty members are instructed to cover 50% of the course content before the midterm examinations and ensure completion of 100% of the course before the final Practical and Theory examinations. Faculty should schedule extra classes as necessary to meet these guidelines and ensure comprehensive coverage of the curriculum.

- The Teaching Ambassadors' Report, along with the MUTE and DMART (Proforma enclosed), will be shared with both students and parents. This practice is essential to uphold an impartial and transparent approach towards enhancing teaching quality and ensuring accountability within the educational framework.

- Dean shall conduct a pre-semester meeting with each department to review course allotment, faculty workload, and examine the timetable thoroughly. The objective is to ensure that there are no free periods, avoid continuous series of periods assigned to a single faculty member, and guarantee daily classes for major disciplines in PG and Ph.D. programs.

- The senior most faculties should preferably be given First year and UG courses and Ph.D. classes.

In conclusion, "Blueprint for Academic Success: A Guide to Quality Education" serves as a comprehensive resource for promoting excellence at RVSKVV. This guide accentuates our commitment to delivering high-quality education in agricultural sciences by providing clear frameworks and strategies for educators, administrators, and stakeholders. By implementing the principles outlined in this blueprint—such as structured curriculum delivery, rigorous assessment practices, and continuous improvement—we aim to elevate learning standards and prepare our students to excel in the dynamic field of agriculture. Through collaborative efforts and a dedication to innovation, RVSKVV endeavors to uphold its mission of nurturing skilled professionals who will contribute meaningfully to the agricultural sector and society at large.

**Proforma for TAPS**

**Teaching Activity Performance Sheet**
**(Prepare in *MS Excel* only)**

All HoDs/HoS are tasked to fill out **TAPS daily** mandatorily with following information:

Name of Faculty
Name of Department
Name of Degree Programme
Date
Course Code
Theory/Practical
Daily Teaching Assignment Completed (Y/N)
MUTE submitted in last month ( Y/N)
Topic covered
Remarks

Signature of Head of Department/Section with Date

## PROFORMA for MUTE (Faculty)

### Name of College

Name of the Department

### MUTE: Monthly Undertaking for Teachers Evaluation

- Faculty Name Dr._____, Designation _____

- Academic Session: _____ Semester: _____

### <u>Status of Class Conduct for the Month of</u> _____

| Programme UG/PG/Ph.D | Course code with Credits | Shared with Whom | Classes scheduled (No) | Classes Held (No) | Av Weekly attendance of students | % Course covered | No of shared classes |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |

- Measures adopted to improve class attendance :

- Efforts made to improve quality education :

**Signature of the Faculty**                    **Verified by HoD/HoS**

## PROFORMA for MUTE (HoD/HoS)

## MUTE: Monthly Undertaking for Teachers Evaluation

## UNDERTAKING

I, Dr._____, as Head of Department/Section of Department of _____, hereby confirm that the information provided by the faculty has been verified by me through TAPS records and daily supervision and monitoring. Additionally, I affirm the following:

- I have thoroughly reviewed all communications and disseminated them to both the staff and students of my Department/Section.

- Weekly attendance records have been prominently displayed on the notice boards of the Department/Section and the Student Support Cell.

- Attendance updates have been communicated to all relevant student groups and shared with their respective parents.

- The MUTE along with this undertaking has been shared with all concerned student groups and communicated to their parents.

- I submitted the Monthly Undertaking for Teachers Evaluation (MUTE) to the Dean last month on _____.

I certify that the above information is true and accurate to the best of my knowledge and belief.

**[Signature of Head with Date]**

## PROFORMA for DMART (DEAN)

## DMART: Dean's Monthly Academic Report of Teachers

## Name of College

I hereby declare that all the guidelines of the Vishwa Vidyalaya communicated from time to time for quality improvement in teaching have been circulated to all students and faculty groups, displayed on key notice boards, discussed in meetings with the staff and students and implemented in letter and spirit.

I hereby declare that –

- I will submit the DEMART regularly as per the guidelines
- I am submitting the DMART regularly and it was submitted on _____in last month.(Not applicable at first time submission of DMART)
- Regular classes are conducted in all degree programs, and class attendance is monitored and assessed as Satisfactory/Not Satisfactory.
- Weekly attendance records are displayed through notice boards, digital kiosks, and WhatsApp groups.
- Attendance updates are consistently communicated to all relevant faculties, students, and parents.
- The biometric attendance machines and CCTV surveillance system with IP-based cameras have been installed in compliance with Vishwa Vidyalaya directives.
- The Teaching Ambassadors are fulfilling their responsibilities and submitting their reports regularly as required by Vishwa Vidyalaya.
- I am rigorously monitoring the photos uploaded by faculty members to ensure proper conduct of classes and adherence to the course curriculum as per Vishwa Vidyalaya regulations.

- I have reviewed and adjusted the Time Table in accordance with Vishwa Vidyalaya guidelines; ensuring senior faculty members are assigned classes for First-year/UG and Ph.D. programs.

- Records of Teaching Activity Proforma Sheets (TAPS) and Monthly Undertaking for Teachers Evaluation (MUTE) are maintained for use in the grading process during Annual Self-Appraisal reports.

- I have implemented the following measures to address non-attendance issues among students:

_____

_____

_____

_____

- These measures are implemented to uphold the standards set by Vishwa Vidyalaya and ensure continuous improvement in teaching quality.

    I certify that the above information is true and accurate to the best of my knowledge and belief.

**[Signature of DEAN with Date]**

## Guideline for Conduction of Examination

To ensure the smooth conduction of examinations, adherence to the following guidelines is mandatory:

1. For examinations with more than 50 students, there shall be one Principal Hall In-charge (PHI) and one Assistant Hall In-charge (AHI). If number of students is less than 50 then there will only be one PHI.

2. The PHI and AHI are jointly responsible for collecting question papers, answer books, supplementary answer books, attendance registers, and other necessary documents from the Examination Cell and transporting them to the Examination Hall.

3. Both the Principal Hall In-charge (PHI) and Assistant Hall In-charge (AHI) are tasked with distributing answer books to students during examinations. Additionally, they are required to verify the contents filled by each student and sign on the first page of their answer books.

4. Upon students' request, both the Principal Hall In-charge (PHI) and Assistant Hall In-charge (AHI) are responsible for providing supplementary answer books. They must meticulously maintain a comprehensive record of these transactions in the prescribed format.

5. The Principal Hall In-charge (PHI) and Assistant Hall In-charge (AHI) are entrusted with the responsibility of submitting the attendance register and other pertinent documents received from the examination cell. They must ensure all necessary entries are made and obtain signatures from authorized personnel where required, maintaining meticulous documentation to uphold the integrity of the examination process.

6. Depending on the number of students appearing in the examination, blocks will be prepared, each accommodating 20 students. One invigilator will be assigned per block to ensure proper vigilance and examination supervision. This organizational approach aims to maintain exam integrity and create a conducive environment for all students during the examination period.

7. Each Block In-charge (I/C) will not only supervise the invigilation process but also distribute question papers to students within their designated block. At the conclusion of the examination, they are responsible for collecting answer books from their block and delivering them to the Principal Hall In-charge (PHI) and Assistant Hall In-charge (AHI). This systematic approach ensures efficient management and seamless coordination throughout the examination session, maintaining the integrity and security of all examination materials.

8. Each Block In-Charge (I/C) will be responsible for overseeing 20 students within their designated block. Their duties include supervising the invigilation process to ensure that no instances of unfair means occur. They must remain vigilant throughout to maintain the integrity of the examination.

9. If the Block In-charge (I/C) temporarily leaves the examination hall for any reason, the Principal Hall In-charge (PHI) or Assistant Hall In-charge (AHI) will step in to oversee invigilation duties for that block until the I/C returns. This contingency plan ensures continuous supervision and adherence to examination protocols to uphold the integrity of the examination process.

10. The role of the flying squad is crucial for rigorous monitoring and ensuring the fair conduct of examinations. The number of members in the flying squad will correspond to the number of blocks in the examination hall.

11. Each member of the flying squad is required to arrive at the hall at least 15 minutes before the examination begins. During this time, each squad member will occupy one block and thoroughly inspect their designated block. They will check benches, desks, and any other surfaces to ensure that no unauthorized material or writing is present before the start of the examination.

12. Additionally, to maintain the integrity of the examination environment they will also conduct searches in places like restrooms, where students often keep the study materials etc. This proactive approach by the flying squad aims to prevent any irregularities and uphold the principles of fairness and transparency in the examination process.

15. Upon students' entry into the examination hall, members of the flying squad will conduct thorough checks to ensure compliance with examination regulations. They will inspect each student, including checking pockets and personal belongings, to prevent any unfair means being brought into the examination. Students will be required to leave their mobile phones and any other unauthorized materials outside the examination hall to maintain the integrity and fairness of the examination environment.

16. It is mandatory for the flying squad to include at least one female faculty member who will exclusively oversee the checking and inspection of female students. Under no circumstances will male faculty members be permitted to conduct checks of materials, belongings, or searches in female restrooms. This protocol ensures a respectful and secure examination environment, upholding the privacy and dignity of all students during the examination process.

17. All invigilators and personnel involved in examination duties are required to maintain a courteous and respectful demeanor towards students at all times. It is essential to refrain from shouting or scolding students under any circumstances.

18. The flying squad is required to arrive at the examination hall at least 15 minutes before the scheduled start time and remain present for up to half an hour after the examination begins. It is mandatory for them to be in the hall before the examination concludes by 15 minutes. Additionally, the flying squad must conduct random checks periodically during the examination to ensure ongoing monitoring and adherence to examination guidelines. They should document the timings of their visits and sign the designated register accordingly.

19. If the Block In-charge (I/C) observes any instance of unfair means within their assigned block, they must promptly collect and hand over the materials to the Principal Hall In-charge (PHI) or Assistant Hall In-charge (AHI). The PHI/AHI will then handle the reporting and necessary formalities while ensuring minimal disruption to the Block I/C and other students. If deemed necessary, the flying squad may be summoned by the PHI/AHI to assist in the situation.

20. All Block In-charges (I/C) are required to strictly adhere to the instructions and directives provided by the Principal Hall In-charge (PHI) or Assistant Hall In-charge (AHI).

21. The Examination In-charge (I/C) holds overall responsibility for ensuring the smooth and flawless conduct of the examination. In the absence of the Principal Hall In-charge (PHI) or Assistant Hall In-charge (AHI), the Examination I/C assumes full authority to oversee and manage all aspects of the examination process effectively.

22. The staff of the Examination Cell is required to arrive at the office by 10 o'clock, whereas all invigilators, members of the flying squad, and the Principal Hall In-charge (PHI) / Assistant Hall In-charge (AHI) must arrive promptly by 10:30 a.m. This punctuality ensures adequate preparation and timely commencement of examination-related activities, contributing to the smooth and efficient conduct of examinations at all times.

23. Leave requests from individuals involved in examination duties will only be considered if they mention an alternate arrangement in their application. Without such a mention, leave will not be approved.

24. Disciplinary action will be taken against individuals who exhibit careless conduct in the execution of examination duties or fail to adhere to examination guidelines.

# Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior

## ACADEMIC CHARTER

1. **New Admission (I Semester for all programmes)**

   - Submission of students' data in soft copies for generating enrolment number with scanned photo of students in jpg format– **within 30 days after last admission.**
     - ➤ Enrolment number shall be generated by University – **15 days after receiving of data**.
   - Submission of students' data for ICAR unique ID generation to the Nodal Officer to ICAR– **within 30 days after last admission.**
     - ➤ Unique ID will be issued by ICAR Nodal Officer – **15 days after receiving of data**.
   - Submission of all required documents for enrolment in hard copy – **Before start of midterm examination.**
   - Completion of receiving Registration cards from students– **within 07 days after registration.**
   - Submission of Registration cards to the University– **within 30 days after registration.**

2. **Already registered students (UG, PG & Ph.D.)**

   - Submission of List of students registered in each semester with scanned photo of students in jpg format – **15 days after last date of registration.**
   - Submission of time table and list of course teachers with contact details by college teacher – **within 5 days after registration.**
   - Supplementary list of students registered after promotion in any semester (after revaluation) – **within 07 days after result declaration/registration.**
   - Completion of receiving Registration cards from students– **within 07 days after registration.**
   - Submission of Registration cards to the University– **within 20 days after registration.**

## 3. Result declaration & Correction

- Submission of IRS of Midterm Examination, Practical Examination and Theory & Practical Assignments) in hard copies– **Before start of Final Theory Examination.**
  - ➢ Result Declaration by University – **As per academic calendar.**

- Application for correction in results, if required by any students – **Application will be given by the students within 5 days after result declaration to the Dean of concerned College.**
  Such requests will be verified and sent to the Deputy registrar Academics by the College – **within 10 days of result declaration.**
  - ➢ Result shall be updated – **within 15 days after receiving the application at University.**

## 4. Conversion of students into online mode from offline mode (for registration/ results etc.)

- In case of offline registration of the students, letter/ data would be sent along with required documents to make the student online – **within 5 days after registration**

## Student transfer within RVSKVV:

- Transfer applications will be received from the students during final theory examination only in the Academic Cell. **This information must be conveyed to all the students.**
- The In-charge Academic of the college will verify the results of such students prior to forwarding them to the DFA through the Dean within **07 days after declaration of results.**
- DFA will ask for the consent of concerned Dean for acceptance of the student transfer request – **07 days**
- Acceptance or denial of the student transfer request – **07 days**
- Issuance of transfer order to the student by DFA office– **07 days**
- Relieving of students after completing formalities to join to the college where transferred for reporting – **05 days after issue of the order**

## Student transfer to JNKVV

- Transfer applications will be received from the students during final theory examination only in the Academic Cell of the College and should be forwarded to the University after declaration of results.

## Student transfer from JNKVV

- The documents and data of results of students transferred from JNKVV shall be sent to the Deputy Registrar (Academics) for enrolment and online registration – **within 10 days from the admission of the student in the Concerned College.**

## 5. Issue of the documents (for UG, PG and Ph.D.):

## PDC and Transcripts (By Deputy Registrar (Academic)

(A)   Submission of degree form by the UG students – after declaration of final results.
- Forms will be verified and submitted by the college to the University – within 10 days after receiving of the forms.
  - Preparation of PDC and Transcripts and sending to the College – 20 days after receiving the degree forms along with proper documents
(B)   Declaration of result/issue of PDC and Transcript by the University (DR)
- Submission of PG/Ph.D. Thesis to the Director Instruction – 10 days after receiving the thesis after Viva-Voce examination to the Academic Section of the concerned College.
- Declaration of result / issue of PDC and Transcript – 10 days after receiving the complete documents from the Colleges.

## Transfer Certificate (TC) and Character Certificate (CC) by Concerned College

- Issuance of TC and CC by the Colleges– **05 days after receiving the application.**

## Caution Money refund by Concerned College

- Refund of caution money by the College – **30 days after receiving the application.**

## Migration

### Migration Certificate [By Deputy Registrar (Academics)]

- Application in prescribed format will be submitted after verification by the college to the University – **within 07 days after receiving from the students.**
  - University will issue the migration certificate - **within 10 days after receiving the documents.**

## Degree

- Degree dispatch through registered posts to the students on demand– **30 days after convocation**

## Documents (Degree/ PDC/ Transcript) Verification

- Verification of documents - **within 10 days after receiving of request from the employer or authorities by Registrar office.**
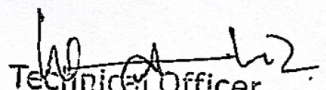
## Issue of duplicate documents

- Duplicate PDC/ transcripts issued will be after completing all the formalities – **10 days after receiving complete application along with all the required documents.**
- Duplicate Degree will be issued after completing all the formalities – **30 days after receiving complete application along with all the required documents.**
- **For PG and Ph.D. programmes**
- **Pink form Submission:** In the First Semester of the degree programme

## Synopsis
- Colleges should submit the synopsis to the DI **within 7 days of submission by the students.**
- Synopsis will be sent for evaluation – **within 3 days of thesis receipt**
- Evaluation time for synopsis – **7 days for PG and 30 days for Ph.D.**
- Return of Synopsis to college by registered post– **within 7 days**

**Thesis**

- Yellow form submission – 30 days before submission of thesis.

- Colleges should submit the thesis along with required documents to DI within 7 days of its submission by the students.

- Sending Thesis for evaluation –within 7 days of receipt of the thesis.

- Thesis evaluation period – 30 Days for PG and 60 days for Ph.D.

- Reminder to evaluator – 20 days after sending for PG and 40 days after sending for Ph.D.

- Sending Thesis after evaluation – 2 days after receiving

Technical Officer
DFA, R.V.S.K.V.V. Gwalior