

**Proceedings of the meeting of Internal Quality Assurance Cell (IQAC), Criteria Heads held on 01.01.2025 at 11.00 AM in the Office Chamber of Director, IQAC, Abhilashi University, Chailchowk (Mandi)**

**Agenda:** To interact and familiarise with all IQAC criteria Heads of the University regarding various initiatives that will be undertaken by IQAC to ensure the quality assurance in the University.

The following members were present in the meeting:

1. Dr. Devender Sharma, Dean, Faculty of Engg. And Management
2. Dr. Vivek Chauhan, Director Research
3. Dr. Sampy Duggal, Director, Admissions & Placement
4. Dr. Abhivav Rathore, Faculty of Ayurveda
5. Dr. Rahul, Faculty of Ayurveda
6. Dr. Sunita, Faculty of Pharmacy
7. Dr. Ashwani Kumar, Faculty of Education

**Key Discussions in the meeting**

The meeting commenced with a welcome address by Director IQAC, Prof. P.C. Sharma, who thanked the learned members for their presence. He stressed that IQAC would play a pivotal role in institutional development through continuous improvement in academic, research, and administrative activities. It was desired that a faculty development programme already decided in previous meeting of IQAC held on 18.11.2024 may be organized for the teachers of the university.

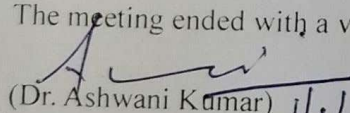
A brief discussion was held on the introduction of innovative teaching-learning methods, improved student feedback mechanisms, and collaborative research opportunities. This will result into improvement in teaching standards, research output, and community outreach. While addressing the university staff, Hon'ble Chancellor, Dr R.K. Abhilashi emphasized on quality publications and suggested that a training on official procedures be organized by the Private Secretary to the Vice-Chancellor in January 2025 to improve the skills and working efficiency of the ministerial staff. Hon'ble Vice-Chancellor, Prof. H.K. Chaudhary asked the university fraternity to work in a collaborative mode to achieve the targets in a time-bound manner.

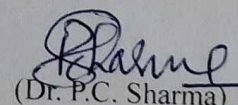
It was emphasized to submit all the pending AQARs information for the academic session 2023-24, on a top priority basis within 2 days of this meeting.

The Director, IQAC, expressed gratitude to the members for their active participation. He reiterated the importance of teamwork and collaboration in achieving the university's quality benchmarks. Dr. Ashwani Kumar, Deputy Director, IQAC requested all the members to share innovative ideas in upcoming meetings.

The next IQAC meeting was proposed to be held in 2<sup>nd</sup> week of February 2025 with the agenda to review progress on the discussed initiatives and AQAR for the year 2024-25.

The meeting ended with a vote of thanks to and from the Chair.

  
(Dr. Ashwani Kumar) 1/1/2025  
Deputy Director

  
(Dr. P.C. Sharma) 01.01.25  
Director



# ABHILASHI UNIVERSITY

(A University estd. under State Act & 'B+' ACCREDITED by NAAC)  
Chailchowk, Tehsil Chachyot, Distt. Mandi (H.P.)

## Training programme on "Streamlining University Operations: Enhancing Office Efficiency and Excellence".

**Theme:** Familiarizing Administrative staff with Best Practices in Filing, Noting, Drafting and rules application for improved Governance.

**Period:** 07.01.2025 to 09.01.2025 (3 days)

**Venue:** Conference Hall of Admn. Block, Abhilashi University, Chailchowk

**Coordinator:** Sh. Ram Saran Sharma, PS-cum-OSD to Vice-Chancellor, Abhilashi University

**Co-Coordinator:** Sh. Kunal Sood, Sr. Technical Officer (IT & GIS), Abhilashi University.

Sr.No.	Topic	Time	
<b>Day-1 = 07.01.2025 (Tuesday)</b>			
1.	Inaugural session	10.15 a.m.-10.45 a.m.	Hon'ble Vice-Chancellor, AU
2.	Introduction regarding Organizational set up of Abhilashi University		Registrar, AU
3.	Act, Statutes, Academic Regulations, Ordinances of Abhilashi University	10.45 a.m.-1.00 p.m.	Ram Saran Sharma, PS-cum-OSD to VC
<i>Lunch Break</i>		<b>Resource Person</b>	
4.	Filing System	2.00 p.m.-4.00 p.m.	Ram Saran Sharma, PS-cum-OSD to VC
<b>Day-2 = 08.01.2025 (Wednesday)</b>			
5.	Noting	10.15 a.m.- 1.00 p.m.	Ram Saran Sharma, PS-cum-OSD to VC
<i>Lunch Break</i>			
6.	Drafting	2.00 p.m.-4.00 p.m.	Ram Saran Sharma, PS-cum-OSD to VC
<b>Day-3 = 09.01.2025 (Thursday)</b>			
7.	Disciplinary and Conduct Rules	10.15 a.m.-1.00 p.m.	Ram Saran Sharma, PS-cum-OSD to VC
<i>Lunch Break</i>			
8.	Use of ICT in office work	2.00 p.m.-3.00 p.m.	Sh. Kunal Sood, Sr.Tech. Officer (IT & GIS)
9.	Feedback and Valedictory	2.00 p.m.-3.00 p.m.	