

Minutes of the 18thIQAC Meeting

AUH/IQAC/MOM-18/2023



Held on

3rd January, 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

AMITY UNIVERSITY, HARYANA

A handwritten signature in blue ink, appearing to be 'M. S. Singh'.

Registrar
Amity University Haryana
Manesar Gurgaon-122413



AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No. 10 of 2010

Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 18th Meeting of Internal Quality Assurance Cell of Amity University, Haryana held on 9th January 2023, at 3:30 PM in Conference Room, A- Block.

This is for your kind information please.

Dated:9th January 2023

Welcome by the Hon'ble Pro VC AUH:

The Pro Vice Chancellor AUH welcomed all the participants in the meeting.

1	Confirmation of minutes of Seventeenth Internal Quality Assurance Cell Meeting held on 3rd January 2023.
	Dr. Sunita Sharma read the minutes of seventeenth IQAC meeting and presented the action taken report to Hon'ble Pro VC, for his approval. It was unanimously approved by all the members.
2	The list of members present in the meeting is attached as Annexure I.
The following resolutions have been passed: (RED is final for this minutes)	
Agenda 1:	Submission of NAAC - Second Annual Quality Assurance Report of Cycle 1.
Resolution:	Chairperson informed the house that the date for submission of NAAC- Second AQAR of Cycle-1 has been revised to 30, May 2023. IQAC will place the AQAR in the 26 th Academic Council scheduled on 4 th May 2023 for approval. The university will submit the AQAR within the stipulated time.
Agenda 2:	Academic Excellence
Resolution:	Sir apprised the house that the Pro VC office has prepared the first draft for the implementation of NEP 2020 at AUH from the academic session 2023-2024. NEP 2020 implementation plan will be finalised in the respective curriculum revision meetings and then shared with Hon'ble Chancellor for approval.
	The HoIs/ HoDs to review the curriculum for revision if required as per industry needs.
	He further emphasised on introducing new programmes or new courses to strengthen the sustainability elements in the curricula framework for promoting Sustainable Development Goals in education.
Agenda 3:	Quality Initiatives in Teaching- Learning and Evaluation.
Resolution:	Pro VC constituted a team for preparing new programme structure with a focus on Outcome Based Education as per NEP 2020, in which the andragogy adopted will lay more emphasis on experiential learning.
	IQAC to monitor that formative assessment is conducted on LMS for fair and transparent evaluation
	Academic Staff College has initiated a number of FDPs for faculty members to focus on experiential learning andragogy in an outcome-based education system at AUH.

Agenda 4:	Research & Publications
Resolution:	Detailed review of research performance of schools / institutes for the academic year 2022-23 (Odd Semester 22) was conducted including parameters like papers, citations, papers with zero citations, number of internationally collaborated papers and then key ranking ratios like Papers/Faculty, Citations/Faculty, h5-index etc
	HoIs / HoDs of all 17 institutes were requested to review their research performance data, consultancy projects and collaborative activities and come up with ways to further bring quantum improvement in the same.
	Scopus publications & Citations per faculty to be further strengthened as it plays a significant role in various accreditations and international & national rankings.
	The number of publications in research papers, books, book chapters have increased considerably.
	The institutes/ schools should focus on increasing the number of funded projects, collaborative projects and explore avenues in consultancy in all fields.
Agenda 5:	Quality Monitoring & Internal Academic Audits.
Resolution:	IQAC will be conducting physical checks on classes being managed as per timetable. Report on classes held/ not held/ tracked / not tracked will be generated by IQAC and shared with the head of the institutions for review and necessary action.
	The Even semester internal academic audit encompassing all academic and administrative parameters will be conducted as per the IQAC calendar.
Agenda 6:	Stakeholders Feed Back:
Resolution:	Microsoft form will be circulated to all students passing out in the year 2023 for obtaining feedback on all academic & administrative parameters as well as facilities available in the campus.
Agenda 7:	Signing of Memorandum of Understanding (MoU).
Resolution	He announced that a number of new MoUs have been signed in the institutes/ schools and invited the heads of the institutes to share the details of MoUs and plan its functionality for optimum outcome.
	The institutes/ schools should organize activities as per the agreement and clauses mentioned in the signed document which will be monitored by the IQAC team during audits.
Agenda 8:	Quality Initiative in Teaching
Resolution:	IQAC will prepare for NBA accreditation with a target to finish the process at the earliest for Management and Engineering programs.
	Office of International Affairs will prepare for ACBSP and Association to Advance Collegiate Schools of Business (AACSB) accreditation for Management Courses.

The meeting was adjourned after Vote of thanks to the Chair.

S. Sharma

(Signature)
 Registrar
 Ankit University Haryana
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Sr. No	Name	Designation	Signature
1.	Pro. Vice Chancellor 1. Prof. (Dr) Vikas Madhukar	Chairperson	
2.	Senior Administrative Officers 2. Dr. Ravi Manuja Registrar 3. Prof. (Dr) Rajendra Prasad Dean, Faculty of Science, Engineering & Technology, Director AIB & AIISH 4. Maj. Gen. (Retd.) Gurpal Singh Bal Senior Advisor to Founder President Dean Student Welfare, Director - Security and Hostel 5. Prof. P.K. Sharma, Dean, Faculty of Law, Director ALS 6. Prof (Dr) Anil Kumar Dy. Dean Academics 7. Sqn. Ldr. SK Singh Director- Administration 8. Mr. Arun Biswas Deputy Controller of Examination	IQAC Member	
3.	Senior Teachers 9. Prof. (Dr) Sanjay Kumar Jha Director ASLA&FL 10. Prof. (Dr) Satish Sardana Director AIP 11. Prof. (Dr) Rajesh Nair Director AIBAS 12. Prof. (Dr) Seema R. Pathak Director – Directorate of Outcome, Head of the Department –	IQAC Member	

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	Chemistry, Bio- Chemistry & Forensic Science. 13. Prof. (Dr) Ila Gupta Director & HOD ASAP 14. Prof. (Dr) Shalini Bhaskar Bajaj Off. Director ASET & AIIT 15. Dr. Machiavelli Singh Associate Professor-AIB		
4.	Management Representative (RBEF) Prof (Dr.) Kamal Kant Dwivedi Senior Vice President (REBF)		
5.	External Members 16. Prof. (Dr) Rakesh Bhatnagar National Science Chair Former Vice Chancellor, Banaras Hindu University, Varanasi 17. Mr. Amit Kataria Chief-Human Resource Officer Minfy Technologies		
6.	Student/Alumni 18. Mr. Sandeep Chaudhary Sr. Manager Talent Management Hashed In. by Deloitte 19. Ms. Rajni Gaud Bhatt Sr. Specialist - IT Cross-Functions Smart Europe GmbH	Nominee- Student Nominee – Alumni	
7.	IQAC Coordinator 20. Dr. Sunita Sharma Associate Professor	Dy. Director IQAC	

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(Accredited with Grade 'A' by NAAC)

INTERNAL QUALITY ASSURANCE CELL
Annual Calendar (2022 - 2023)

S.No	Plan of Action / Activity	Month	Collaborating Institutes / Departments
1	FDP in Odd semester- Quality Initiative Seminar/FDP/Traning/Workshop	July - December 2022	IQAC & All Institutes
2	Participation in preparation of academic framework based on NEP 2020	June	Dean Academics & IQAC
3	Hostel & Administrative departments Audit	June	IQAC & Admin office, Hostel, HR, Registrar etc.
4	Tree plantation drive on World Environment day	June	IQAC & ASEES
5	World Accreditation Day	June	IQAC
6	Documentation audit w.r.t. - BOS, DRC, Institute meeting, Student progression, Research and Publication, NTCC record	June	IQAC & All Institutes
7	IQAC 'Semester Plan' meeting -I (First week of July)	July	IQAC
8	Orientation Program	July & August	IQAC - Orientation core team member
9	Institutional Audits (Checking of Session Plan	August	IQAC & All Institutes
10	Academic monitoring of each institute - Physical check of classes being conducted, students attendance etc.	August- December	IQAC & All Institutes
11	Interaction with students-CR Meeting,Mentor Mentee Meetings, Syllabus coverage - Odd semester	September	IQAC & All Institutes
12	Preparation for AIIRA ranking	September	IQAC & All Institutes
13	Preparation for THE Impact Ranking	October	IQAC & All Institutes
14	Data Collection for NIRF	November	IQAC & All Institutes
15	Preparation for NAAC -AQAR	November-December	IQAC & All Institutes
16	Examination Check – I	December	IQAC & All Institutes
17	FDP in Even semester - Quality Initiative Seminar/FDP/Traning/Workshop	January- June 2023	IQAC & All Institutes
18	IQAC 'Semester Plan' meeting -II (1st Week of January)	January	IQAC
19	NEP inciting sessions / workshops	January- June	IQAC & All Institutes
20	Academic monitoring of each institute - Physical check of classes being conducted, students attendance etc.	January- June	IQAC & All Institutes
21	Institutional Audits (Checking of Session Plan uploaded ,Time Table,Annual Calendar,Result Analysis-Odd semester, Tutorial sheets, Allotment of Mentors etc.)	February	IQAC & All Institutes
22	Preparation for Convocation	February	IQAC & Exam department
23	AUH- Visiting Faculty Feedback by students	February	IQAC
24	Preparation for Times India, Hansa Week Ranking etc.	February - April	IQAC & All Institutes
25	Feedback from Stakeholders , Students Feedback - Passing out batch- Odd Semester	March	IQAC & All Institutes

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26	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - Even Semester	March	IQAC & All Institutes
27	Audit of Central Library	April	IQAC & Library
28	Annual laboratory audit, media lab, studio etc.	May	IQAC
29	Examination Check – II	June	IQAC
30	Green Audit & Campus Rounds	June	IQAC & All Institutes

** Note : The IQAC plans to organize the programs as above. Depending upon the situation and priorities of 17 Institutes & 6 Departments. It may be amended in terms of dates and programs. Resource persons for certain programs will be discussed & confirmed later.*

*** This is the duty of Departmental heads to check & keep trained substitute staff ready for audit incase concerned main staff is on leave.*

Doc:AUH/IQAC/Cal-9-/2022