AMITY UNIVERSITY

——— Haryana ———

Dated- 15/07/2015

Dear Dr Sunita Sharma
Dy. Director, IQAC

In reference to the audit conducted by IQAC on 15 June 2015 regarding "Implementation of Library Rules and Regulations at AUH". The following measures have been implemented as per the library rules.

1. Student's Suggestion Box.
2. Visitor's book.
3. Separate rack for new arrivals.
4. Personalized space for quite reading.
5. Segregation of books based on wear and tear(Weeding of books).

In addition we are also maintaining all the library records as per the library regulations.

With Regards

Dr. Rajesh Sharma
Deputy Librarian

1

QUALITY INITIATIVE
By
Internal Quality Assurance Cell

ONE DAY WORKSHOP ON "MENTOR MENTEE PRACTICES"

This one day workshop is one of the quality initiative brought by Internal Quality Assurance Cell at AUH. This workshop will focus on

- Defining what mentoring means
- Outlining the roles and responsibilities of a mentor
- Discussing the roles and responsibilities of a mentee
- Recognizing the benefits of the mentoring program
- Describing guidelines for meeting with your mentee

OBJECTIVE OF THE WORKSHOP

The key objective of the workshop is to create awareness. Further to also train IQAC team representatives and other staff members.

WHO SHALL ATTEND THE WORKSHOP

The IQAC representatives from Institutes/Departments - Academic and Administrative at AUH.

OUTCOME OF THE WORKSHOP

The participants will be able to gain insight on the importance of mentors and be able to apply the mentor mentee practices.

ORGANISING MEMBERS

Maj Gen. B.S.Suhag , Dy.Vice Chancellor & ChairpersonAUH
Dr.Sunita Sharma , Deputy Director – IQAC, AUH
Brig. G.K. Dua, Administrative Member AUH
Mr Pranshul Pathak, Assistant Professor, ALS
Dr.Pooja Rana, Professor, ASCO

AMITY UNIVERSITY GURGAON
IQAC DEPARTMENT

CHECK LIST FOR INTERNAL AUDIT LIBRARY- JUNE 2015

S No	Details	Remarks
1	Is the library fully automated?	Library is automated Using "KOHA-" integrated library management software. Also, OPAC-Online public access catalogue is implemented.
2	Does the library have an Advisory Committee?	Yes
3	How many members are there in the Advisory Committee?	17
4	What significant initiatives have been taken by the committee to render the library student/user friendly?	Digitization of library.
5	Is the floor plan displayed prominently?	Yes
6	Is there a fire alarm system installed in the library?	Yes
7	Does the library have access to differently abled users?	Yes
8	Provide the number of books/journals/periodicals that have been added to the library during the last two years.	**Books Added:** 2014-15 : 4573 2015-16 : 10078 **Journals Added:** 2014-15 : 148 2015-16 :56
9	Is there a minimum of 8 to 10 books per student?	Yes
10	Is 1 new book per student added each year?	Yes
11	Do the materials reflect the range of reading levels, so that all students can find books that are appropriate to their independent reading level?	Yes

12	Do the books reflect cultural and linguistic diversity?	Yes
13	Do the books represent a wide variety of genres and types: picture books, chapter books, poetry, folktales, joke books, historical fiction, mystery, science fiction, fantasy, biography, classical, series, multicultural, nonfiction, etc.?	Yes
14	Are the books selected for their quality and reader appeal, both in interest and reading level?	Yes , books are purchased as per recommendation from faculty
15	Are the books attractive and in good condition?	Yes
16	Are there multiple copies of popular titles, so that students can read books together?	Yes.
17	Do the students have voice in recommending books for the collection?	Students give their choices to HoI/Ho . The department recommends it to Librarian.
18	Does the library contain a variety of materials: books, magazines, catalogs, listening center with books-on-tape, computer and computer software, art supplies and writing paper to respond to reading, etc.?	Yes, sufficiently contain variety of materials.
19	Are the materials accessible to the students?	Yes
20	Are the books categorized and arranged in a logical and clear manner: authors, genres, themes, series, topic, new books, read-aloud, award winners, etc.?	Books are categorized as per department & discipline wise. Award winning books (Wings of fire) in fiction section are found present.
21	Does the organization promote the reading of different genres, authors and types of materials?	Yes, new arrival lists are displayed on OPAC.
22	Is there easy-to-read and highly visible signage to aid the students in finding materials?	Yes
23	Does the organization and signage invite browsing and use?	Yes
24	Are many of the books arranged with their covers facing outward?	Yes
25	Is there a display area to highlight books and is the display changed frequently?	Yes
26	Is the library weeded of old, tattered, and worn books on a regular basis?	Yes
27	Is there a management system for checking out materials and monitoring their return?	Yes
28	Is the library located in one area of the room or are the reading	Yes

	materials and reading areas dispersed throughout the room?	
29	Are the reading areas defined with rugs or furniture arrangements?	Yes
30	Is there an area set aside for quite reading?	Yes

31	The total no. of journals subscribed in the University:
	   a) International—
	   b) National—
	   c) Peer Reviewed—
	   d) Back Volume of journals—
	   e) E-information resources—
	       ▪ Cds/ Dvds—
	       ▪ Databases—
		a) International: 6
		b) National: 50
		c) Peer reviewed : 10
		d) Back volume of journal: 60
		e) E-Information resource:
		     ▪ Cds/ Dvds– 1139
		     ▪ Databases—2

32	The total no. of magazines subscribed:
	   a) National—
	   b) International—
		a) National– 18
		b) International– 1

33	The total no. of Newspaper:
	   a) Hindi—
	   b) English—
	   c) Any other—
		Newspaper :
		Hindi: 02 (Dainik Jagran, Amar Ujala)
		English: 04 (TOI HT, ET, The Hindu)

34	Is there a feedback register in the library to collect feedback from its users?	Yes (AMIZONE)

35	Working hours of the library
	   ▪ On working days—
	   ▪ On holidays—
	   ▪ During examination—
		On working Days: 9AM to 9 PM
		On Holidays : 10 AM to 4 PM
		During examination : 9 AM to 9 PM

36	Is there an issue & return registers maintained in the library? If Yes,
	Average number of books issued/returned per day—
	Maximum number of days books are permitted to be retained
	   ▪ By students—
	   ▪ By faculty—
	   ▪ By staff—
		Yes
		Average no of books issued/returned per day: 80-90
		Maximum no of books permitted to be retained by :
		   ▪ Students-14 days
		   ▪ Faculty-1 month
		   ▪ Staff-1 month

37	Is a visitor register maintained? If Yes, Average number of users who visited/consulted per month—	NO
38	Are students allowed to retain books for examination?	Yes
39	Which of the following services/facilities are provided in the library? • Circulation • Clipping • Bibliography Compilation • Reference • Information Display & Notification • Book Bank • Photo Copying • Computer and Printer • Internet • Online Access Facility • Inter Library Borrowing • Any other	Services that are provided in the library are: • Circulation • Clipping • Reference • Information Display & Notification • Internet • Online Access Facility • Inter Library Borrowing

Verification of books:-

➢ Every year, physical verification of books is done by library staff.

IQAC - Remarks:

1. Student's Suggestion Box should be maintained in the library.
2. Visitor's book should be maintained in the library.
3. Separate rack for new arrivals is required in the library.
4. Personalized space is required for students in the library.

Date: 15 June 2015

Name of Checker: Dr Sunita Sharma and Mr. Saurabh Jaglan

Amity University Haryana

Internal Quality Assurance Cell

<u>Notice</u>

AUH/IQAC/2015-16/Notice – 03

Dated: 15th July 2015

This is for information to all faculty members that Mentor-Mentee forms an integral part of teaching learning process and guidance and counseling given to the students at AUH.

To strengthen this concept of mentor-mentee, a slot/period should be included in the Time table.

Dr.Sunita Sharma

Dy. Director, IQAC

Copy to:

1. Vice Chancellor, Dy. Vice Chancellor, Pro Vice Chancellor
2. Heads of Department

AMITY UNIVERSITY HARYANA
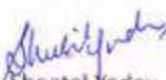## Amity Medical School
Time Table for Odd Sem (2015)

w.e.f.- 28/07/2015

MHA-I

	1 9:10-10:05	2 10:05-11:00	3 11:00-11:55	4 11:55-12:50	12:50-13:45	5 13:45-14:40	6 14:40-15:35	7 15:35-16:30
MONDAY	MHA 4106 ITfM B-407 AD	FL - 1	CSS4151 BoC B-407 AG	MHA 4104 MM B-407 PB		MHA 4102 DEM A-106 MB	MHA 4103 EPI A-106 MB	MHA 4102 DEM A-106 MB
TUESDAY	MHA 4106 ITfM B-407 AD	FL - 1	MHA 4107 EoHS A-106 SY	MHA 4101 HOMP B-407 DBA	LUNCH	JOURNAL CLUB A-201A		MHA 4103 EPI A-106 MB
WEDNESDAY	MHA 4106 ITfM B-407 AD	FL - 1	MHA 4107 EoHS A-106 SY	MHA 4105 B A-106 PA		MHA 4107 EoHS A-106 SY	MHA 4101 HOMP B-407 DBA	MHA 4103 EPI A-106 MB
THURSDAY	MHA 4104 MM B-407 PB	MHA 4101 HOMP B-407 DBA	LIB	MHA 4101 HOMP A-106 HKS		MHA 4105 B A-106 PA	BEH 4151 SDIS B-407 DAJ	Mentor Mentee SY
FRIDAY	MHA 4101 HOMP B-407 DBA	MHA 4105 B A-106 PA	MHA 4106 ITfM B-407 AD	MHA 4105 B A-106 PA		MHA 4104 MM B-407 PB	MHA 4107 EoHS A-106 SY	MHA 4102 DEM A-106 MB

B	Biostatistics	PA	Puneeta Ajmera
BoC	Basics of Communication	AG	Col Anil Gulati
DEM	Demography	MB	Mahima Bhardwaj
EoHS	Essentials of Healthcare System	SY	Sheetal Yadav
EPI	Basic Epidemiology	MB	Mahima Bhardwaj
FL	Foreign Language		
HOMP	Hospital Organization & Management Processes	DBA/HKS	Prof Bhavna Adhikari/Prof (Dr) H.K. Satia
ITfM	IT for Managers	AD	Ankit Dhamija
MM	Marketing Management	PB	P Banerjee
SDIS	Self-Development – Interpersonal skills	DAJ	Dr. Aprajita Jayaswal

Sheetal Yadav
Program Co-ordinator

Prof (Dr) H.K. Satia
HOD Department of Hospital Administration

Maj Gen (Dr) Mahavir Singh
HOI AMS

AMITY UNIVERSITY HARYANA
Amity Medical School
Time Table for Even Sem (2016)

w.e.f.- 05/01/2016

MHA-II

	1 9:30-10:25	2 10:25-11:20	3 11:20-12:15	4 12:15-13:10	13:10-14:00	5 14:00-14:55	6 14:55-15:50	7 15:50-16:45
MONDAY	MHA 4201 FM B-407 KM	LAN 4251 FL – II KM	CSS 4251 CC B-407 AG	MHA 4206 HMM 108-A SY		MHA 4205 RM 108-A PA	MHA 4203 HP 108-A HKS	MHA 4202 HRM B-407 YK
TUESDAY	MHA 4205 RM 108-A PA	LAN 4251 FL – II KM	MHA 4202 HRM B-407 YK	MHA 4201 FM B-407 KM	LUNCH	MHA 4204; MHA 4203 JOURNAL CLUB A-201A		MHA 4204 HE 108-A SY
WEDNESDAY	MHA 4205 RM 108-A PA	LAN 4251 FL – II KM	MHA 4201 FM B-407 KM	MHA 4206 HMM 108-A SY		MHA 4202 HRM B-407 YK	BEH 4251 BC&RM B-407 AP	MHA 4204 HE 108-A SY
THURSDAY	MHA 4202 HRM B-407 YK	MHA 4203 HP 108-A HKS	MHA 4203 HP 108-A HKS	MHA 4206 HMM 108-A SY		MHA 4201 FM B-407 KM	MHA 4205 RM 108-A PA	MHA 4204 HE 108-A SY
FRIDAY	Mentor Mentee SY	HOSPITAL VISIT						

BC&RM	Behavioral Communication & Relationship Management		AP	Dr Amita Puri
CC	Corporate Communication		AG	Col Anil Gulati
FL	Foreign Language		KM	Kumari Mansi
FM	Financial Management		KM	Kapil Madan
HE	Health Economics		SY	Sheetal Yadav
HMM	Hospital Material Management		SY	Sheetal Yadav
HP	Hospital Planning		HKS	Prof (Dr) H.K. Satia
HRM	Human Resource Management		YK	Yogesh Kumar
RM	Research Methodology		PA	Puneeta Ajmera

Sheetal Yadav
Program Co-ordinator

Prof (Dr) H.K. Satia
HOD, Department of Hospital Administration

Maj Gen (Dr) Mahavir Singh
HOI, AMS

AMITY UNIVERSITY
— HARYANA —
Established vide Government of Haryana Act No.10 of 2010

Internal Quality Assurance Cell

One Day workshop on

"Mentor Mentee practices"

September, 10th 2015.

AUH/IQAC/WS-2/2015

INTRODUCTION

"Mentoring is a brain to pick, an ear to listen, and a push in the right direction."
- John Crosby

Academic mentoring in our educational system can be of great advantage. Mentoring may help new students to adapt to a new academic environment faster and it is a significant aspect of student's life. The relationship between the mentor and mentee gives the mentee a sense of being connected to the larger community where they may otherwise feel lost. Mentors are chosen because they are academically successful and because they possess good professional background. Mentors serve as positive role models for the students, guiding them towards academic and social success. Mentors provide support, advice, encouragement, and even friendship to students. Mentors also stand to benefit from the mentor/mentee relationship. Mentors develop friendships through their participation in mentoring programs and usually derive satisfaction from helping a younger student, and possibly shaping his or her life in a positive way in our educational system.

In order to establish a strong Mentor mentee relationship at AUH, IQAC organized one day workshop.

Objectives of the Workshop

General objective

The key objective of this workshop is to create awareness and train our IQAC representatives and other Amity staff members on Mentor mentee practices.

Participants

The workshop was planned for 15 participants including all IQAC representatives from Institutes/departments - Academic and Nonacademic at AUH. Dr Sunita Sharma (Dy Director IQAC) shared her valuable acquaintance in sessions.

Inaugural Session

Dr Sunita Sharma, welcomed the participants. She introduced the guests and spoke about the context of the workshop.

Workshop Schedule

Day	Module	Time
One	• Responsibilities of the Mentor & Mentee • Benefits of the Mentoring Process	9.30 AM- 11.00 AM
	TEA BREAK	11.00 AM
	• Objectives of the Mentoring Process • Mentor's responsibilities • Choice of Mentor	11.15 AM-1.30 PM
	LUNCH BREAK	1.30 PM-2.00 PM
	• Mentor- Mentee relationship • Some Do's and Don'ts for the Mentor • Potential Pitfalls • Structuring a strong & trustworthy Mentoring Relationship	2.00 PM-4.45 PM

Session -1

Dr Sunita Sharma opened the session by welcoming the participants, asking participants to introduce themselves, and establishing the ground rules. She then went on to the first session on the concept of Mentoring, Responsibilities of the Mentor & Mentee,Benefits of the Mentoring Process, Objectives of the Mentoring Process,Mentor's responsibilities and Choice of Mentor.

Session -2(Post lunch)

Dr Sunita Sharma introduced the participants to Outreach and Inclusivity and Mentor- Mentee relationship was discussed in detail, some Do's and Don'ts for the Mentor, potential Pitfalls and structuring a strong & trustworthy Mentoring Relationship.

Outcome of the Workshop

Upon successful completion of this workshop, the participants were able to understand and apply the concepts of Mentor mentee practices.

Conclusion

The workshop culminated with a vote of thanks by Dr Sunita Sharma, to all the participants. It was further extended to all the administrative staff at AUH for their contribution to a successful culmination of the workshop.

Annexure (I) Attendance sheet of participants.

Attendance Sheet
Workshop on Mentor Mentee Practices
Date : September, 10th 2015

S.no	Name	Department	Signature
1	Dr Sunita Sharma	IQAC	*S. Shar 10/9/15*
2	Brig. Gajinder Kr. Dua	DVC Office	*Dua*
3	Dr Priti Singh	ASET	*Priti S*
4	Dr Machiavelli	AIB	*(signature)*
5	Dr Rishipal	AIBAS	*Rishi*
6	Dr Shubra Das	ASAS	*SB*
7	Dr P K Sharma	ABS	*(signature)*
8	Dr Rajan Kumar Mallik	ASFA	*(signature)*
9	Ms Jyotsana Thakur	ASCO	*(signature)*
10	Dr Debasree	AINT	*D.Ghosh*
11	Dr Joydeep Dutta	ASAS	*Joydeep D*
12	Mr Anuj Singh	ASET	*(signature)*
13	Dr Deepika Pandey	ASEES	*Deepika Pandey*
14	Ms Sarika Chaturvedi	AIB	*Sarika*
15	Dr Jyoti	ASLA	*Jyoti*

AMITY UNIVERSITY HARYANA

Administrative Audit -Report on Best Practices

Audit Date:- 25th January 2016
Auditor:- Dr. Sunita Sharma
Department:- Administration –House keeping
Area Audited:- Best Practices as laid down in the University

The following points were observed:

1. On 1st January 2016 training programme was conducted to train the new recruits. Record of attendance was not available. It was suggested to maintain an attendance record in a register for all such further training.

2. SOP pertaining to cleanliness of offices, equipments, furniture, floors and washrooms of all blocks are available.

3. Mechanical cleaning equipments are not available; therefore, cleaning is done manually by house keepers.

4. Staircases are cleaned regularly every Saturday.

5. Washrooms of all blocks are cleaned regularly thrice a day.

6. External area and roads are kept clean and are in presentable condition.

7. Soap dispensers are placed in staff washrooms. Hand dryers are not available in any staff washroom.

9. Record of roles and responsibilities of employees was available.

10. Speed limit of vehicles inside the campus is fixed and signages are placed at regular distances.

11. AMC has been given to external agency for spraying anti pesticides regularly in the entire campus.

Dy Dir IQAC

AMITY UNIVERSITY HARYANA

Academic Audit Report - Best Practices

Audit Date:- 15th February 2016
Auditor:- Dr. Sunita Sharma
Name of the Department: Faculty of Health and Allied Sciences
Name of the Institute:- Amity College of Nursing
Area Audited:- Best Practices as laid down in the University

The following points were observed:

i. Academic Calendar for Even Semester was available. Copy of the event calendar which is uploaded on Amizone was not kept in the file.

ii. If a faculty is on maternity leave then the teaching load of that faculty is divided among three faculties who have specialization in the various units of the subject taught by her.

iii. In cases of students missing their classes due to participation in any event held in the university, they go individually to clear their doubts during free period of the lecturers. Formal classes are not conducted for such students.

iv. The faculty carries out internal adjustments of classes among themselves in case of duty in any event being held in the university, in which they are involved.

v. The Institute has one class room for M.Sc. new batch.

vi. A master register is maintained to monitor teaching learning process.

AMITY UNIVERSITY HARYANA

Academic Audit Report - Best Practices

Audit Date:- 17th February 2016
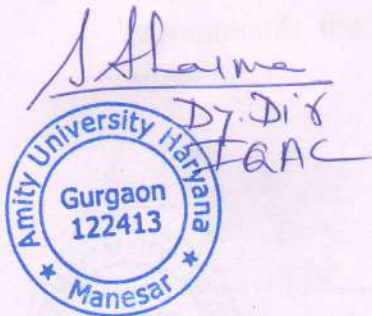
Auditor:- Dr. Sunita Sharma

Name of the Department: Faculty of Health and Allied Sciences

Name of the School:- Amity Medical School

Area Audited:- Best Practices as laid down in the University

The following points were observed:

i. Academic Calendar for Even Semester was available. Copy of the event calendar which is uploaded on Amizone was not kept in the file.

ii. In cases of students missing their classes due to participation in any event held in the university, they go individually to clear their doubts during free period of the lecturers. Formal classes are not conducted for such students.

iii. The faculty carries out internal adjustments of classes among themselves in case of duty in any event being held in the university, in which they are involved.

iv. A random check of the class room is carried out by the HoI.

v. In case of a faculty being absent for practical classes, the HOD monitors the lab class with the help of lab staff.

vi. Visit to a hospital is postponed if the designated faculty is on leave.

AMITY UNIVERSITY HARYANA

Academic Audit Report - Best Practices

Audit Date:- 16th February 2016

Auditor:- Dr. Sunita Sharma

Name of the Department: Faculty of Law

Name of the School:- Amity Law School

Area Audited:- Best Practices as laid down in the University

The following points were observed:

i. Academic Calendar for Even Semester was available. Copy of the event calendar which is uploaded on Amizone was not kept in the file.

ii. If a faculty is on leave for a long period then the teaching load of that faculty is divided among faculties who have specialization in the various units of the subject taught by him/her. Record in respect of Mr. Pranshul Pathak was perused and found maintained.

iii. In cases of students missing their classes due to participation in any event held in the university, they go individually to clear their doubts during free period of the lecturers. Formal classes are not conducted.

iv. The faculty carries out internal adjustments of classes among themselves in case of duty in any event being held in the university, in which they are involved.

v. The Institute has designed a new leave application form for students. The HOI recommends the leave only if it has been recommended by the mentor of that student.

Sharma

Dy.Dir

IQAC

AMITY UNIVERSTIY HARYANA

Quality Initiative

by

Internal Quality Assurance Cell

One Day Workshop/Training

on

''ICT as a tool in Teaching Learning''

AMITY UNIVERSITY HARYANA (AUH) has been established by the Haryana Act 10 of 2010 by Government of Haryana on April 26, 2010. Spread over a110 acre green campus in the close proximity of Gurugram, one of India's biggest corporate hubs.The University imparts UGC recognized programs at undergraduate, postgraduate and Doctorate level in various disciplines. As part of continuous improvement in providing quality education with focus on flexibility and ICT enabled learning, Amity University Haryana has integrated ICT in its academic framework. Therefore, this workshop is conducted for the awareness and optimum utilisation of the tools in teaching learning.

ABOUT THE WORKSHOP

Nowadays there is a growing trend towards **integrating ICT into teaching and training and other educational activities**. New technologies offers to teachers and staff a wide new range of possibilities and tools. ICT can be a muddy environment and approaching it without a proper guidance and practical training can be a time-consuming task. This **quality initiative tailored for training faculty and staff on use of ICT** will enhance their outlook/ concept of ICT, scope of ICT as a tool and to know its implementation and enable the use of ICT in blended teaching learning process for qualitative outcome.

OBJECTIVES OF THE WORKSHOP

The key objective of the workshop is to create awareness and train the participants on ICT as a tool in Teaching Learning through real time examples and expert session.

RESOURCE PERSON

Prof.(Dr.) Azad. S.Chillar, Director MSIT, New Delhi

PARTICIPANTS

The faculty members and IQAC representatives from Institutes/Schools at AUH.

OUTCOME OF THE WORKSHOP

Upon successful completion of this workshop, the participants will be able to understand and apply the concepts of ICT in their day to day teaching learning processes.

ORGANIZING COMMITTEE

Maj Gen. B.S. Suhag ,Dy.Vice Chancellor & Chairperson ; **Dr.Sunita Sharma**, Deputy Director – IQAC, AUH, **Brig. G.K. Dua**, Administrative Member

CONTACT DETAILS: Dr.SunitaSharma ,Deputy Director – IQAC, AUH

E-mail:ssharma7@ggn.amity.edu | Mobile: (0) 9873562004 |Website:https://www.amity.edu/gurugram/

AMITY UNIVERSITY

─── HARYANA ───

Established vide Government of Haryana Act No.10 of 2010

To,

Prof. (Dr.) Azad. S. Chhillar ,

Director
....

MSIT
....

Delhi.
....

Subject: **Invitation for a one day workshop on the topic "ICT as a Tool in Teaching and Learning"**

It is an honor and privilege to invite you as a guest speaker to a one day workshop on the topic **"ICT as a Tool in Teaching and Learning"**. Your action-oriented recommendations and your knowledge and expertise will be leveraged over 20-30 participants of Internal Quality Assurance Cell representatives from Academic and Administrative departments of Amity University Haryana (AUH).
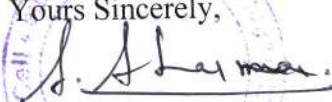
The date for the workshop conducted by you will be on 18, January 2016 and the session will begin at 10:00AM.

Please find enclosed herewith schedule of the workshop for your kind perusal. Kindly confirm your acceptance by 8, January 2016.

We look forward to a positive confirmation and a fruitful association with you in the near future.

Thanking You,

Yours Sincerely,

Dr Sunita Sharma
Deputy Director,
Internal Quality Assurance Cell
Amity University Haryana

Accepted
Azad S Chhillar
Dated: 5 January '16

Internal Quality Assurance Cell

One Day workshop on

"ICT as a tool in teaching learning"

January, 17th 2016.

AUH/IQAC/WS-3/2016

INTRODUCTION

UNESCO defines the term 'information and communication technologies (ICT) as: The system of various technologies, tools, and devices that are used to transmit, process, store, create, display, share or exchange information by electronic means various technologies such as computers and its peripherals, video, radio, television, compact disc (CD), DVD, telephone (mobile and fixed line), personal digital assistants (PDA), digital cameras, satellite systems, network hardware and software as well equipment and services associated with these technologies, such as videoconferencing, emails, web logs (blogs), social networks (such as Facebook, and Twitters), fall under this rather large umbrella term.

The adoption and use of ICTs in education have a positive impact on teaching, learning, and research. ICT can affect the delivery of education and enable wider access to the same. In addition, it will increase flexibility so that learners can access the education regardless of time and geographical barriers. It can influence the way students are taught and how they learn. It also provides a rich environment and motivation for teaching learning process which seems to have a profound impact on the process of learning in education by offering new possibilities for learners and teachers. These possibilities can have an impact on student performance and their achievement.

Similarly, wider availability of best practices and best course material in education, which can be shared by means of ICT, can foster better teaching and improved academic achievement of students.

ICT has the capability of bringing the world into the classrooms, providing access to quality teaching andlearning materials to the areas not reachable by conventional means; and ultimately improve information literacy.

Objectives of the Workshop

General objective

The key objective of this workshop is to create awareness and train our IQAC representatives and other Amity staff members on ICT as tool in teaching learning though real time examples and expert discussions.

Participants

The workshop was planned for 25 participants including all IQAC representatives from Institutes/departments - Academic and Nonacademic at AUH. Dr Azad S Chhillar (Director MSIT, Delhi) shared his valuable acquaintance in sessions.

Inaugural Session

Dr Sunita Sharma, welcomed the participants. She introduced the guests and spoke about the context of the workshop.

Workshop Schedule

Day	Module	Time
	• Concept of ICT • Scope of ICT as a tool assisting in teaching • Implementation strategies	9.30 AM- 11.00 AM
	TEA BREAK	11.00 – 11:15 AM
One	• Innovations and collaboration • Using ICT for better communication	11.15 AM-1.30 PM

• Major ICT Teaching learning methods & material : ➤ Electronic presentation, word processing, spreadsheets applications; electronic publishing. External electronic resources; and databases.	
LUNCH BREAK	1.30 PM-2.30 PM
• Using ICT for quality in teaching learning evaluation • ICT as a productivity tool	2.30 PM-4.00 PM

Session -1

Dr Azad S Chhillar opened the session by welcoming the participants, asking participants to introduce themselves, and establishing the ground rules. He then went on to the first session on the concept of ICT, scope of ICT as a tool and ICT Implementation strategies. Dr Chhillar discussed in detail about major ICT teaching learning methods and materials and innovations and collaboration.

Session -2(Post lunch)

Dr Chhillar introduced the participants about Using the ICT for quality in teaching learning evaluation and ICT as a productivity tool.

Outcome of the Workshop

Upon successful completion of this workshop, the participants willbe able to understand and apply concepts of ICT in their day to day teaching learning process.

Conclusion

The workshop culminated with a vote of thanks by Dr Sunita Sharma, to allthe participants. It was further extended to all the administrative staff at AUH for their contribution to a successful culmination of the workshop.
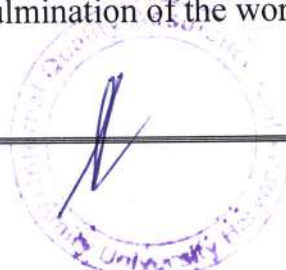
Annexures

(I)   List of Participants.

(II)   Attendance sheet of participants.

Attendance Sheet
Workshop on "ICT as a tool in teaching learning"
January, 8th 2016

S. No.	Name	Department	Signature
1	Prof Seep R Patel	CBFS, ASAS	
2	Dr Khushbu Tripathi	ASET / CSE	
3	Dr Sumit Gupta	ASL	
4	Dr. Ru		
5	Ms. KOMAL	ASET/ CSE	
6	Geetilca	ASAP	
7	Bhartendra	AION	
8	Dr SARIKA	AIB	
9	Dr. Joydeep Dutta	ASAS	
10	Sunita Sood	ASFDT	
11	Sheetal yndav.	AMS	
12	Dr Puneeta Ajmere	AMS	
13	Aarti Chugh	ASET	
14	DR. DEEPIKA PANDEY	ASEES	
15	Ms Jyotsana Thakur	ASCO	
16	MONIKA YADAV	ALS	
17	Aman Jatain	AJET	
18	Dr. Pallavi Sharma	ASAP	
19	Dr Sumit Singh	ASET	
20	Subrata Pal	ASH	
21	Anusuy. siwen	AIOT	
22	SIDDHARTH P B	ASAP	
23	Dr Pooja Rana	ASCO	
24			

AMITY UNIVERSITY HARYANA
Internal Quality and Assurance Cell

Two Day Workshop/Training
"Ranking and Certification Methodologies"
16th& 17th May 2016

AMITY UNIVERSITY HARYANA, has been established under the Haryana Act 10 of 2010 by Government of Haryana. The University is spread over a sprawling 110 acres of lush green campus amidst Aravali hills in Gurgaon (Manesar), the Millennium City of India, which is the largest Industrial hub of Delhi/NCR. The University offers Graduate, Post Graduate Doctoral Degree in various disciplines.

ABOUT WORKSHOP
This **quality initiative** which is an outcome based workshop/training**,** undertaken by the IQAC department for training of the IQAC representatives of all Academic and Administrative departments. The outcome includes the thorough understanding of various Ranking and Certification bodies

TOPICS TO BE COVERED

- Concept of Ranking and Certification
- Ranking framework
- Differentiate between Ranking and Certification.
- Benefits of Certification in an institute
- Discussion on NBA
- Certification related to environment

OBJECTIVE OF THE WORKSHOP

The key objective of this workshop is to create awareness and train our IQAC representatives and other Amity staff members on Ranking and Certification methodologies.

The specific objectives of the workshop are:
1. To gain an understanding of what Ranking and Certification means in a University.
2. To differentiate between Ranking and Certification.
3. To explain how Ranking and Certification facilitate improvement in system and procedures in an institution.
4. Benchmarking the standards used over the globe.
5. Elaborate upon various Certification and Rankings bodies on quality and environment parameters.

RESOURCE PERSON

Dr.Tanveer Hussain, International Accreditation and Ranking Coordinator, University of Dammam, Saudi Arabia

WHO SHOULD ATTEND THE WORKSHOP?

IQAC representatives of all Academic and Administrative departments at AUH.

OUTCOME OF THE WORKSHOP
The participants will:
- be able to understand various Ranking and Certification bodies.
- be able to understand about NBA and environmental criteria.

ORGANIZING COMMITTEE

- **Maj Gen. B.S.Suhag** ,Dy.Vice Chancellor & Chairperson
- **Dr.Sunita Sharma**, Deputy Director – IQAC, AUH
- **Brig. G.K. Dua**, Administrative Member
- **Dr.Preeti Singh**, HOD, ASET
- **Mr.Gaurav Singh Arora,** Assistant Professor,ABS

CONTACT DETAILS

For any further information participants please contact.

Dr. SunitaSharma, Deputy Director – IQAC, AUH
E-mail:ssharma7@ggn.amity.edu
Mobile: (0) 9873562004
Website:https://www.amity.edu/gurugram/

AMITY UNIVERSITY
── HARYANA ──

Established vide Government of Haryana Act No.10 of 2010

To,

Dr Tanvir Hussein,
International Accreditation and Ranking Coordinator,
University of Dammam,
Saudi Arabia.

<u>**Subject**</u>: **Invitation for a two day workshop on "Ranking and Certification Methodologies".**

Dear Sir,

It gives me immense pleasure to invite you in a two day workshop on **"Ranking and Certification Methodologies",** for our Internal Quality Assurance Cell, academic and administrative representatives at Amity University Haryana.

Your thoughts and hands on experience in this field will enable us to gain knowledge from your expertise & experience.

The date for the workshop conducted by you will be on **16 -17 May 2016** and the session will begin at 10:00AM. It is an initiative to understand the processes involved in detail and the right approach for initiating such accreditations and certifications.
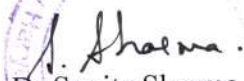
Kindly communicate your acceptance by **10, May 2016** to facilitate further arrangements for the workshop.

Please find enclosed herewith schedule of the workshop for your kind perusal.

A positive reply will be highly appreciative.

Thanking You,

Yours Sincerely,

Dr Sunita Sharma 02|05|16
Deputy Director,
Internal Quality Assurance Cell
Amity University Haryana

Accepted
Dr. Tanvir Hussein
Dated :- 16|5|16

Internal Quality Assurance Cell

Two day workshop on

"Ranking and Certification Methodologies"

16th-17th May 2016

AUH/IQAC/WS-4/2017

INTRODUCTION

Ranking exercises with an aim to assess ourselves on the qualitative parameters used for ranking of institutions and move upward on the quality spectrum to improve our ranking in subsequent years.

Research assessment and national ranking of Indian educational institutions can play an important role in improving performance and quality of academic institutions.

Certification is the confirmation that an institution is following the Norms and Standards prescribed by the regulator in terms of quality assurance and improvement.

It is a kind of recognition which indicates that a program fulfills desired standards.

The purpose of the ranking and certification is to promote and recognize excellence in technical education in universities—at both the undergraduate and post graduate levels. They also benefit from the process of continuous quality improvement that is encouraged by the ranking agencies developmental approach to promote excellence in technical education. In order to obtain more understanding on Ranking & Certification at AUH, IQAC organized a two day workshop.

Objectives of the Workshop

General objective

The key objective of this workshop is to create awareness and train our IQAC representatives and other Amity staff members on Ranking and Certification Methodologies.

The specific objectives of the workshop are:

1. To gain an understanding of what Ranking and Certification means in a University.
2. To differentiate between ranking and certification.
3. To explain how ranking and certification facilitate improvement in systems and procedures in an institution.
4. Benchmarking the standards used over the globe.
5. Elaborate upon various Certification and Ranking bodies on quality and environment parameters.

Participants

The Seminar was planned for 21 participants including all IQAC representatives from Institutes/departments - Academic and Nonacademic at AUH.

Dr. Tanvir M. Hussein, Associate Professor (Management), Director World Universities Ranking, Imam Abdulrahman Bin Faisal University, Kingdom of Saudi Arabia shared his valuable acquaintance in sessions.

Methodology of the Workshop

All the listed sessions were conducted in English as per the programmes schedule shared by the speaker. The speaker gave power point presentations on topics followed by question and answer sessions.

Inaugural Session

Inaugural Session

Dr Sunita Sharma, welcomed the participants. She introduced the guest and spoke about the context of the workshop.

Workshop Schedule

Day	Module	Time
One	• About Ranking & Certification • Difference between Ranking & Certification	9.30 AM- 11.00 AM
	TEA BREAK	11.00 AM
	• Impact of Ranking & Certification • Ranking & Certification Methodologies	11.15 AM-1.30 PM
	LUNCH BREAK	1.30 PM-2.00 PM
	• Benefits and Significance of Certification • Introduction to NBA • NBA Criteria	2.00 PM-4.30 PM
Two	• Certification related to Environment • Various bodies on Environmental certification	9.30 AM-11.00 AM
	TEA BREAK	11.00 AM
	• Criteria and their indicative performance measure • Discussion	11.15 AM- 1.30 PM
	LUNCH BREAK	1.30 PM-2.00 PM
	• Q & A session and closing	2.00 PM-3.00 PM

DAY- 1
Session -1

Dr. Tanvir opened the session by welcoming the participants, asking participants to introduce themselves, and establishing the ground rules. He then went on to the first session on the concept of Ranking & Certification. He explained that Ranking frameworks and questionnaires are in practice to assess quality of education imparted and to rank institutes on this basis. Further, he

tried to make clear the difference between the Ranking and Certification-Accreditation.

Session -2

Post lunch he introduced the participants to benefits and Significance of Certification in:

- If an institution meets or exceeds minimum standards of quality.
- How it creates goals for institutional self-improvement.

It was followed by introduction to NBA and the its criteria like Mission, Vision, Programme Educational Objectives, Faculty, Students, Facilities & Technical support.

DAY- 2
Session -3

The session commenced with an introduction to Certification related to Environment. Various bodies on Environmental certification were explained.

The participants had a lot of query which was cleared by the speaker.

Post lunch environmental Criteria and their indicative performance measure were elaborated.

Outcome of the Workshop

Upon successful completion of this course, the participants will:

- ➢ Be able to understand various ranking & certification bodies.
- ➢ Be able to understand about NBA and Environmental criteria.

Conclusion

The workshop culminated with a vote of thanks by Dr Sunita Sharma, to the management at AUH, the resource person Dr. Tanvir M. Hussein and all the brilliant participants. It was further extended to all the administrative staff at AUH for their contribution to a successful culmination of the workshop. Special thanks to IT support provided by Mr Srinivas.

Annexures

(I) Attendance sheet of participants.
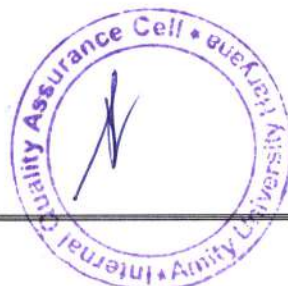
Attendance Sheet
2 Day Workshop on
" Ranking and Certification Methodologies"
16 - 17 May, 2016

Sr No.	Name	Department	Signature 16.05.16	Signature 17.05.16
1	Dr Monika Vatts	ASOS	Monikavati	Monikavati
2.	Archana Das	AMS		
3.	Dr Puneeti Ajmera	AMS		
4.	Dr. Ranjana Aron	ASAS		
5.	Apoorva Tandon	AMS		
6.	Jyoti Singh	AMS		
7	Neeru Kaushik	AMS		
8	Ms Archana Das	AMS		
9	Akshay Nain	ASH	Akshay Caini	Akshay Caini
10	Rajeev Kumar Jha	AMS	Rajeev	Rajeev
11	Ashok r sct	Ams		
12	Dr. Joydeep Dutta	AJAS		
13	Shivali Dhaka	ASET		
14	S. JASLAN	with Tandr. DI MTS.		
15	Charu Jain	ASET		
16	Nisha Charaye	"		
17	Neha	IQAC		
18	VIVEAN BALGEW	HR		
19	DR.PRITI SINGH	IQAC ASET		
20	Asha Sharma	DVC office		
21.	Dr Sunita Sharma	IQAC		