

AMITY UNIVERSITY HARYANA
Internal Quality and Assurance Cell

Two Day Quality Management System
Workshop/Training
“ISO 9001:2015”



AMITY UNIVERSITY HARYANA, 110 ACRE CAMPUS is built on a foundation which embodies all the qualities that have made Amity institutions world-class over the last two decades. It has instituted global standards in education, training and research with state-of-the-art infrastructure and the latest teaching methodologies. Amity University Gurgaon offers UGC recognized degrees (India's apex education body) valid across India and abroad for job opportunities and higher studies. With industry-integrated curricula, the University trains future leaders of the corporate world by blending modernity with tradition in each of its students.

ABOUT WORKSHOP

This **quality initiative** is undertaken by the IQAC department for training the IQAC representatives of all Academic and Administrative departments on ISO standards 9001:2015 in **Quality Management System** for implementing documentation of all processes and procedures of the university. **After completion of the training an exam will be conducted and successful IQAC representatives will be given certificate of an Internal Auditor.**

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 ISO 9001:2015 standards Quality Management Systems.

The specific objectives of the workshop are:

1. To gain an appreciation of what quality means in the context of ISO 9001:2015 Standards.
2. To understand the requirements of ISO 9001:2015, Quality Management System.
3. To enable an individual to effectively develop an audit plan and the required checklist by analyzing the entire scenario and the resources involved in the process.
4. To develop the skill in an individual to plan, to conduct and report the internal audits.
5. To develop the ability to appropriately frame and recognize evidence as per disciplinary conventions.
6. To reflect upon continual improvement plans of the institute/department to facilitate satisfaction of all stakeholders.

RESOURCE PERSON

Mr. Arti Khosla will impart her expertise on Quality Management System.

WHO SHOULD ATTEND THE WORKSHOP?

IQAC representatives of all Academic and Administrative departments at AUH.

SCOPE OF THE WORKSHOP

The participants will:

- be able to understand the requirements of the ISO 9001:2008 standard.
- be able to assess and improve our institution's QMS.
- be able to conduct and report the internal audits of Institutes and departments.
- be a certified internal auditor of QMS.

ORGANIZING COMMITTEE

- **Dr. Sunita Sharma**, Deputy Director – IQAC, AUH
- **Mr. Saurabh Jaglan**, Manager IQAC
- **Dr. Vivek Ballyan**, Manager HR

CONTACT DETAILS

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



Internal Quality Assurance Cell

Quality Management System Workshop

“ISO 9001:2015”

August 30th & 31st 2017

AUH/IQAC/WS-6/2017

INTRODUCTION

Quality is the buzz word in the contemporary society. All the industries and services strongly imply on the word, be it a manufacturing industry, educational institution, tertiary services etc. Keeping up-to-date with today's rapidly changing regulatory environment requires extraordinary effort. With the latest amendments in the NAAC proforma for Higher education institutions, ISO certification has been given paramount importance. Similarly, all Accrediting and Ranking agencies are considering implementation of ISO standards and certifications as a much demanded process for streamlining all the processes of an organization on Quality management system.

Quality management training provides quality professionals with the skills needed to stay one step ahead of complex quality and regulatory trends and developments in higher education. Maintaining a compliant quality system requires having a well-trained team. People at all levels are the essence of an organization and their full involvement enables their abilities to be used for the organization's benefit. Identifying, understanding and managing a system of interrelated processes help in improving the organization's effectiveness and efficiency. It also provides assurance of conformity to all stakeholders and applicable regulatory requirements.

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 ISO 9001:2015 standards Quality Management Systems.

The specific objectives of the workshop are:



1. To gain an appreciation of what quality means in the context of ISO 9001:2015 Standards.
2. To understand the requirements of ISO 9001:2015, Quality Management System.
3. To enable an individual to effectively develop an audit plan and the required checklist by analyzing the entire scenario and the resources involved in the process.
4. To develop the skill in an individual to plan, to conduct and report the internal audits.
5. To develop the ability to appropriately frame and recognize evidence as per disciplinary conventions.
6. To reflect upon continual improvement plans of the institute/department to facilitate satisfaction of all stakeholders.

Participants

The workshop was planned for 30 participants including all IQAC representatives from Institutes/Departments - Academic and Non academic at AUH. However, 18 more participants joined the workshop with zeal and enthusiasm to gain knowledge on ISO certification. Special permission was taken by the trainer Ms Arti Khosla for including extra candidates.

Methodology of the Workshop

All the listed sessions were conducted in English as per the programmes schedule shared by the trainer. All the participants were provided with writing material and hand out of ISO 9001:2015 standards. The trainer gave power point presentations on topics followed by group exercises and question and answer sessions. A two hour exam was conducted at the end of 2nd day and the qualification certificate will be provided to only those participants who score 70%+ marks.

Inaugural Session

Dr Sunita Sharma, welcomed the hon'ble Vice Chancellor, Prof. (Dr.) P.B. Sharma, Dy. Vice Chancellor, Maj Gen. B.S. Suhag (Retd) Pro Vice Chancellor, Prof. (Dr) Padmakali Banerjee, Dean Students Welfare Gen. G.S.Bal and the resource person Ms. Arti Khosla and the participants. She introduced the guests and spoke about the context of the workshop. All the esteemed dignitaries shared their words of wisdom and motivated the participants on team work and collaborative learning through the workshop.



Workshop Schedule

Day	Module	Time
One	<ul style="list-style-type: none"> About ISO & it's structure QMS & it's benefits QMS Principles 	9.30 AM- 11.00 AM
	TEA BREAK	11.00 AM
	<ul style="list-style-type: none"> What's new in ISO 9001:2015? ISO 9001 Clause requirements- discussions & exercises 	11.15 AM-1.30 PM
	LUNCH BREAK	1.30 PM-2.00 PM
	<ul style="list-style-type: none"> Discussion Contd... Introduction to Audits Why Internal Audits 	2.00 PM-4.30 PM
Two	<ul style="list-style-type: none"> Auditing techniques and internal audit process Develop skills for conducting Internal Audits Phases of Internal Audit 	9.30 AM-11.00 AM
	TEA BREAK	11.00 AM
	<ul style="list-style-type: none"> Discussion & exercises Mock Audit 	11.15 AM- 1.30 PM
	LUNCH BREAK	1.30 PM-2.00 PM
	<ul style="list-style-type: none"> Q & A session and closing 	2.00 PM-3.00 PM
	WRITTEN EXAM	3.00 PM- 4.30 PM

NOTE:-100% ATTENDANCE IS MANDATORY DURING THE ENTIRE DURATION OF THE PROGRAM. ATTENDANCE SHALL BE OBTAINED TWICE IN A DAY. PROGRAM SHALL BE FOLLOWED BY A WRITTEN (OPEN BOOK) EXAM. SUCCESSFUL CANDIDATES WILL BE AWARDED A CERTIFICATE OF "SUCCESSFUL COMPLETION".

DAY- 1

Session -1

Ms Arti Khosla 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 ISO 9001:2015, Quality Management System and its benefits.



Session -2

Post lunch she introduced the participants to ISO clauses followed by group exercise where one member would be the leader giving the presentation alongwith his group.

DAY- 2

Session -3

The session commenced with an introduction to auditing techniques and internal audit process. Skills pertaining to conduct of internal audits were discussed followed by a rich excercise and question answer session. The participants had a lot of query which was cleared by the trainer.

Post lunch a review of learning material delivered in the workshop was discussed. A mock audit was carried out in the classroom for all the participants to gear them up for the examination. Participants who clear the exams scoring above 70% would be entitled to receive the internal auditor certification. Feed back on the workshop was obtained from all 40 participants.

Outcome of the Workshop

Upon successful completion of this course, the participants will:

- be able to understand the requirements of the ISO 9001:2015 standard.
- have achieved the means to assess and improve our institution's QMS.
- be able to conduct and report the internal audits of Institutes and departments.
- be a certified internal auditor of QMS.

Conclusion

The workshop culminated with a vote of thanks by Prof (Dr.) Priti Singh, to the management at AUH, the resource person Ms Arti Khosla 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. The participants recommended that in future the workshop should be conducted for minimum four days for better clarity and detailed understanding of ISO 9001:2015 clauses.

Annexures

- (I) Attendance sheet of participants.
- (II) Certificate







Amity University Hariana						
Internal Quality Assurance Cell						
IQAC - Representative Attendance Sheet						
S.No.	Deptt.	Representative of IQAC	Signature 30th August		Signature 31st August	
			Morning Session	Evening Session	Morning Session	Evening Session
1	ABS	Mr. Gaurav Singh Anand	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
2	ACE	Ms. Harshita Arora	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	ACON	Mr. Bhargendra Mr. Robin	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	AMS	Ms. Sheetal Vijay Kumar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	AIGAS	Dr. Kamini	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	AIH	Dr. Sarika Chaturvedi	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	ATS	Ms. Monica Yadav	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	ASAP	Mr. Rakesh Kumar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
9	ASCO	Ms. Jyotsana Thakur	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
10	ASLA	Mr. Anil Gourashi	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
11	ANFDT	Ms. Sunni	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
12	ANJA	Ms. Renuka Chakraborty	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
13	AINT	Dr. Debansu	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
14	ASH	Ms. Vinod Chaudhan	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
15	ASAS	Dr. Jyotdeep Datta Ms. Anuradha Sikaria	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>



16	ASST	Mr. Anil Singh Mr. Anil Yadav Mr. Krishna Kumar				
17	ASSES	Dr. Deepika Pandey				
18	Prof. Dept. of Chemistry	Dr. Sonam K. Pathak				
19	Registrar office	Mr. VP Rana				
20	HR office	Jyoti Chhabra				
21	Director office	Mr. Bhawan Bhatnagar				
22	CBE Office	Mr. Ankit Gupta				
23	IAU	Mr. Bhagendra Sharma				
24	Admin	Mr. Ansh Jain				
25	Transport	Mr. Mahendra Singh				
26	Hostel	Mr. NP Yadav				
27	ITSM office	Mr. V. Gupta				
28		Dr. G. Sharma				

- 29 DR/ANT Dr. Ranjeet Singh
- 30 HR
- 31 AICAS Priyanka
- 32 HR NIVESH BACHTA
- 33 AIO SHARSHALINA
- 34 AIA R. P. MALHOTRA
- 35 IDAC Anjali Sharma



Amity University Haryana

Internal Quality Assurance Cell
 IQAC - Representative Attendance Sheet

S.No.	Dept.	Representative of IQAC	Signature 30th August		Signature 31st August	
			Morning Session	Evening Session	Morning Session	Evening Session
16	BSES	ALOK KUMAR	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
17	ASST	Alok Kumar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
18	ASST	SHIVA JHA	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
19	IQAC	Dr. SUNTA SINGH	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
48	IQAC	Dr. PATEL SURESH	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
48	IQAC	SACHIN JAIN	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
40	IQAC (BSES)	Dr. N. S. GILL	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
42	IQAC (BSES)	Dr. Chandan Kumar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
46	IQAC (BSES)	ROBIN	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
48	Teacher	Dr. Anshu	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
56	Admin. Staff	Indender Singh	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
42	ASST - CSE	Vivek Singh	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
42	ASST - ECE	Dr. Manojit Kumar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
44	Library	Sushil Kumar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
54	Library	Dr. Rajesh Kumar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
51	AC	Sushil Chahal	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>



Annexure II

Allied Boston
Sustainable Excellence... Achieved.

certificate

This is to certify that

.....*Gaurav Singh Arora*.....

has successfully completed the.....*Two Days Internal Auditor's Training*
.....*Programme for Quality Management System ISO 9001:2015*

held on.....*30th August to 31st August '2017*.....

Bangalore

at.....*Amity University, Gurgaon*.....

Delhi

Kolkata

0800/17

19-09-2017

Mumbai

Certificate No.

Date

Alhas
Certified by

ALLIED BOSTON CONSULTANTS INDIA PRIVATE LIMITED

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Acharya Niketan, Mayur Vihar Phase - 1, Delhi 110 091 INDIA
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AMITY UNIVERSITY HARYANA

INTERNAL QUALITY ASSURANCE CELL

QUALITY INITIATIVE

One day workshop on criteria of NAAC

5th October 2017

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 7 criteria of NAAC.

WORKSHOP OUTLINE

- Knowhow of accreditation (benefits, eligibility, documents, processes and units of assessment)
- In depth discussion on criteria of assessment
- 7 Criteria of NAAC

RESOURCE PERSON

Prof.(Dr.)Azad.S.Chillar, Director, MSIT, New Delhi will impart his expertise on "Seven Criteria's of NAAC".

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 the 7 Criteria's of NAAC.
- Achieve to develop the strategy and documents with respect to NAAC.

ORGANIZING COMMITTEE

- Dr.Priti Singh, Director IQAC
- Dr.Sunita Sharma, Deputy Director – IQAC, AUH
- Mr.SaurabhJaglan, Manager IQAC
- Ms.Poonam, coordinator IQAC

ABOUT US

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.

For any further information 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,
Prof. (Dr.) Azad. S. Chhillar ,

Director
Maharaja Surajmal Inst. of Technology
Janakpuri, Delhi.

Subject: Invitation for a One day workshop on “ Seven Criterias of NAAC ”.

Dear Sir,

It gives me immense pleasure to invite you in a one day workshop on “**Seven Criterias of NAAC**”, 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.

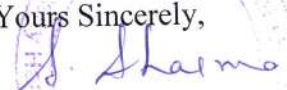
The date for the workshop conducted by you will be on **5, October 2017** and the session will begin at 10:00AM. It is an initiative to understand the processes involved in detail and the right approach for initiating such accreditations and certifications.

Kindly communicate your acceptance by **28, September 2017** 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
Deputy Director,
Internal Quality Assurance Cell
Amity University Haryana

ACCEPTED.
Azad S Chhillar.
Date: 25.9.17



Internal Quality Assurance Cell

One Day workshop on

“7 Criteria of NAAC”

October 5th 2017

AUH/IQAC/WS-7/2017

INTRODUCTION

Education plays a vital role in the development of any nation. Therefore, there is a premium on both quantity (increased access) and quality (relevance and excellence of academic programmes offered) of higher education. The NAAC has been set up to facilitate the volunteering institutions to assess their performance vis-a-vis set parameters through introspection and a process that provides space for participation of the institution.

Amity University Haryana being a young university with enthusiasm to achieve global level accreditation in its academics and research organized one day workshop to achieve primary goal to gear up for NAAC accreditation.

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 7 Criteria's of NAAC.

The specific objectives of the workshop are:

To make understand our internal teams for following topics including 7 criteria's -

1. Why Accreditation?
2. Benefits of Accreditation
3. Eligibility Criteria for Institutions
4. Documents to be submitted
5. Process of Accreditation



6. Units of Assessment
7. Criteria for Assessment
8. Weightages
9. Grading
10. Assessment Outcome
11. Re-assessment
12. Cycles of Accreditation

Participants

The workshop was planned for 25 participants including all IQAC representatives from Institutes/departments - Academic and Non academic at AUH.

Dr Priti Singh (Director) and Dr Sunita Sharma (Deputy Director) shared their valuable acquaintance in workshop with the participants.

Methodology of the Workshop

All the listed sessions were conducted in English as per the programmes schedule shared by the trainer. All the participants were provided with softcopies of the NAAC guidelines and criteria's. The trainer gave power point presentations on topics followed by group exercises and question and answer sessions.

Inaugural Session

Dr Sunita Sharma, welcomed the resource person Dr Priti Singh and the participants. She introduced the guests and spoke about the context of the workshop. She shared her words of wisdom and motivated the participants on team work and collaborative learning through the workshop.



Workshop Schedule

Day	Module	Time
One	<ul style="list-style-type: none"> • Why Accreditation? • Benefits of Accreditation • Eligibility Criteria for Institutions • Documents to be submitted • Process of Accreditation • Units of Assessment 	9.30 AM- 11.00 AM
	TEA BREAK	11.00 AM
	<ul style="list-style-type: none"> • Criteria for Assessment • Weightages • Grading • Assessment Outcome • Re-assessment • Cycles of Accreditation 	11.15 AM-1.30 PM
	LUNCH BREAK	1.30 PM-2.00 PM
	<ul style="list-style-type: none"> • 7 criteria's of NAAC <ul style="list-style-type: none"> ○ Curricular Aspects ○ Teaching-Learning and Evaluation ○ Research, Innovations and Extension ○ Infrastructure and Learning Resources ○ Student Support and Progression ○ Governance, Leadership and Management ○ Institutional Values and Best Practices 	2.00 PM-4.45 PM

Session -1

Dr Priti Singh 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 Accreditation, its benefits, eligibility criteria and units of assessments, grading, outcomes etc.



Session -2(after lunch)

Post lunch Dr Sunita Sharma and Dr Priti Singh introduced the participants to 7 criteria's: Curricular Aspects, Teaching-Learning and Evaluation, Research, Innovations and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership and Management, Institutional Values and Best Practices.

Outcome of the Workshop

Upon successful completion of this workshop, the participants will:

- be able to understand the requirements of the NAAC 7 criteria.
- achieve to develop the strategy and documentations with respect to NAAC.

Conclusion

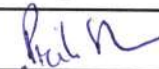

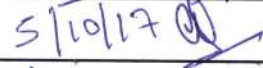

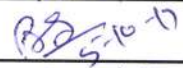
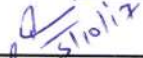

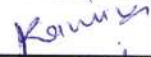
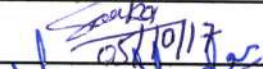

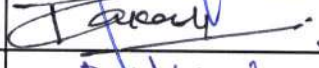
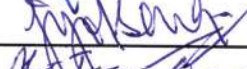
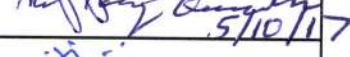
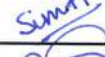

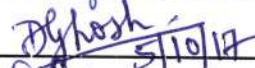
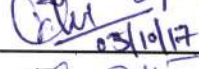


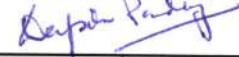
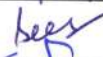
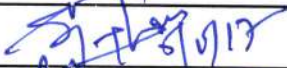
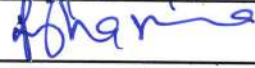

The workshop ended with a vote of thanks to all the participants. It was further extended to all the administrative staff at AUH for their contribution to a successful culmination of the workshop.

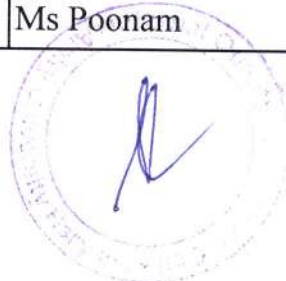
Special thanks to IT support provided by Mr Srinivas.

Annexure (I) Attendance sheet of participants



Attendance Sheet
Workshop on "7 Criterias of NAAC"
Date : October, 5th 2017

S.no	Name	Department	Signature
1	Dr Priti Singh	IQAC	
2	Dr Sunita Sharma	IQAC	
3	Mr Gaurav Singh Arora	ABS	
4	Ms Habiba Abbasi	ACC	
5	Mr Bhartendra	ACON	
6	Mr Robin	ACON	
7	Ms Sheetal	AMS	
8	Dr Kamini C Tanwar	AIBAS	
9	Dr Sarika Chaturvedi	AIB	
10	Ms Monica Yadav	ALS	
11	Mr Rakesh Kumar	ASAP	
12	Ms Jyotsana Thakur	ASCO	
13	Mr Ali. T Quraishi	ASLA	
14	Ms Suniti	ASFDT	
15	Dr Ranjan Kumar Mallik	ASFA	
16	Dr Debasree	AINT	
17	Mr Vinod Chauhan	ASH	
18	Dr Joydeep Dutta	ASAS	
19	Mr Anuj Singh	ASET	
20	Dr Deepika Pandey	ASEES	
21	Dr Seema R. Pathak	ASAS	
22	Mr Saurabh Jaglan	IQAC	
23	Dr Rajesh Sharma	Library	
24	Ms Poonam	IQAC	



Fwd: suggestions

Saurabh Jaglan

Thu 3/22/2018 4:31 PM

To: Dr. Sunita Sharma <ssharma7@ggn.amity.edu>; Priti Singh <priti.panwar2004@gmail.com>;

Respected Madam,

FYI please...

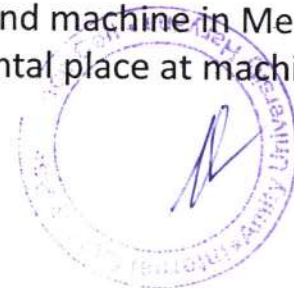
Regards
Saurabh Jaglan.

Get Outlook for Android

From: Sanjeev Sharma
Sent: Thursday, March 22, 2018 4:25:29 PM
To: Saurabh Jaglan
Subject: suggestions

Dera IQAC Team,
Thanks for your valuable suggestions on the safety of man and machine in Mechanical labs, Jan. 2018. We have implemented your suggestions like red strips near to accidental place at machine side.

Thanks with Regards,
Dr. Sanjeev Sharma



पक्षियों का धर्मार्थ चिकित्सालय (रजि०)

निकट गार्वनमैन्ट गर्ल्स स्कूल,
जैन मन्दिर वाली गली, गुड़गाँव फोन : 2331740

रसीद नं. 3544

दिनांक 22/04/18

पक्षी का नाम..... संख्या.....

भर्तीकर्ता का नाम.....

पता.....

पक्षी प्रजाति का स्थान..... फोन.....

पक्षी वापस का कारण..... in Word No. 202

पक्षी देने वाले के
हस्ताक्षर

भर्तीकर्ता
हस्ताक्षर

भर्ती किया गया पक्षी वापिस नहीं मिलता
ठीक होने पर उड़ा दिया जाता है।

सभी प्रकार के पक्षियों का इलाज निःशुल्क होता है।



Quality Initiative

by

Internal Quality Assurance Cell

One Day Workshop/Training

on

“Fire Safety Training”

Amity University Haryana(AUH) is a part of Amity Universe established under the aegis of RitnandBalved Education Foundation (RBEF), a non-profit education trust. AUH has been established by the Haryana Act 10 of 2010 by Government of Haryana on April 26, 2010. The University imparts UGC recognized programs at undergraduate, postgraduate and Doctorate level in various disciplines.

ABOUT THE WORKSHOP

This workshop is organized by IQAC to educate the set of practices & procedures to minimize the destruction caused by fire hazards. This Fire Safety Training is designed to teach the preventive measures that will eliminate or minimize causes of fire or fire hazards in the workplace, and to teach proper emergency and evacuation procedures in the event of a fire.



OBJECTIVES OF THE WORKSHOP

The key objective of this training is to create awareness and train our faculty/staff in providing First Response to fire.

RESOURCE PERSON

Cdr N.K. Dahiya (Rtd), Deputy Director, AUH

PARTICIPANTS

The faculty and staff members from Institutes/Schools at AUH.

OUTCOME OF THE WORKSHOP

Upon successful completion of this training, the participants will be able to demonstrate the correct usage of fire extinguishers and will become competent to deal with fires in case of any emergency.

ORGANIZING COMMITTEE

- Dr.Padmakali Banerjee, Pro. Vice Chancellor, Chairperson & Head IQAC
- Dr.Sunita Sharma , Deputy Director – IQAC, AUH
- Mr Saurabh Jaglan, Manager, IQAC
- Ms Poonam, Coordinator, IQAC

CONTACT DETAILS

Dr.SunitaSharma ,Deputy Director – IQAC, AUH

E-mail:ssharma7@ggn.amity.edu

Mobile: (0) 9873562004

Website:<https://www.amity.edu/gurugram/>



Internal Quality Assurance Cell

One Day Training on

“Fire Safety”

May 14th, 2018

AUH/IQAC/WS-8/2018

INTRODUCTION

Fire destroys property, causes injuries and takes lives. A fire in the workplace can also mean the loss of life and employability as many of the offices and factories destroyed in fire incidents worldwide are never rebuilt. One of the key strategies in maintaining a safe workplace and preventing fire is to impart regular fire safety training.

With proper training the university members can eliminate fire hazards and can quickly and efficiently provide the First Response. Without proper training and First Response by whosoever is in the near vicinity a minor fire can quickly grow into an Inferno with devastating outcomes an example of Upkar Cinema tragedy in New Delhi, wherein many precious lives were lost.

Every member of the university is at risk in case of a fire because they might not be familiar with the premises and the firefighting (FF) equipment available in their work place to deal with such a contingency.

Fire safety training for faculty/staff/students can teach them how to recognize fire hazards, conduct a fire safety risk assessment, prevent a workplace fire, and respond to fire with the correct firefighting equipment.

Objectives of the Training

General objective

The key objective of this training is to create awareness and train our faculty/staff in providing First Response to fire.



Participants

The training was planned for 30-35 participants at Hostel plaza including all IQAC and Hostel staff representatives. Cdr N.K. Dahiya (Rtd), Deputy Director, Security along with Mr Ram Dutt Gaur, a retired Fire Station Officer from Delhi Fire Service shared their valuable experiences with the Hostel & IQAC staff members.

Inaugural Session

Cdr N.K. Dahiya, welcomed the participants. He introduced his FF staff to the participants and spoke about the relevance of fire fighting training.

Training Schedule

Day	Item	Activity	Time
1	1	What is fire?	10:15- 11:30 AM
	2	Classification of fire (A, B, C, D, E) with examples.	
	3	Sources of Ignition (Electrical equipment, Open flame, Hot surfaces, Sparks from welding operations, Chemical reaction between incompatible chemicals, Smoking Batteries etc.).	
	4	Extinguishing Fire :	
		4.1 Cooling: the fuel by removing heat (e.g. by applying water).	
		4.2 Smothering : by cutting of oxygen supply	
		4.3 Starving: by removing the fuel.	
	5	Type of extinguishers and the classes of fire for which they can be used.	
	6	Safety precautions in case of fire.	
	7	Practical exposure on using following instruments: 7.1 Operation of CO ₂ & ABC type fire extinguishers. 7.2 Operation mechanism of hydrant male and female couplings. 7.3 Operation mechanism of hose reel 7.4 Fireman axe with an insulated handle tested to withstand an exposure of 3000 Volts 7.5 False ceiling breaking hook 7.6 Fire beater.	
8	Safety precautions while using fire equipment.		
9	Assembly area in case of a fire.		
10	Emergency Response		



Session-1

Cdr N.K. Dahiya opened the session by welcoming the participants. Then Mr Ram Dutt Gaur, Fire Supervisor explained the concept of fire, classification of fire (A,B,C,D), sources of ignition, types of extinguishers and their usage.



Extinguisher Operation

- Pull/remove the locking pin.
- Aim the nozzle at the base of the fire.
- Press the lever down.
- Starting from the edge of the fire sweep the nozzle from side to side advancing ahead.



Operating a CO₂ extinguisher

- Remove the locking pin.
- Aim the horn at the base of the fire.
- Open the valve by turning it anticlockwise.
- Sweep the horn from side to side, gradually advancing ahead.



Session-2

Cdr N.K. Dahiya introduced the participants to safety precautions while using the fire instruments in detail, Do's and Don'ts for the participants, Assembly areas and First Response in case of a fire.

Outcome of the Training

Upon successful completion of this training, the participants were able to demonstrate the correct usage of fire extinguishers and will become competent to deal with fires in case of an emergency.

Conclusion

The training culminated with a vote of thanks by Cdr N.K. Dahiya and Mr. Saurabh Jaglan (Manager, IQAC) to all the participants. The enthusiasm of the entire Amity fraternity was immensely appreciated by the FF staff positioned in campus.

Annexures

- (I) List of Participants/Attendance Sheet.
- (II) Photographs of the event.



Annexure I

Attendance Sheet
"Fire Safety training"
 Date : May 14th ,2018

S.No	Member Name	Designation	Attendance (Signature)
1	Cdr NK Dahiya	DD Security	[Signature]
2	Cot Vijay Singh	DD Hostel	[Signature]
3	SAURABH JAGLAN	Manager - IBAC	[Signature]
4	Poonam	Coordinator - IBAC	[Signature]
5	Necti Sharma	officer execution IBAC	[Signature]
6	Asha Sharma	officer ex. IBAC	[Signature]
7	Satya Parkash	Warden	[Signature]
8	Deepak Singh	Asst. Warden	[Signature]
9	Kuldeep Singh	Hostel Asst. warden	[Signature]
10	Sumit Kumar	Hostel Supervisor	[Signature]
11	Praveen Kumar	Hostel Supervisor	[Signature]
12	Manoj K. Singh	Asst. warden	[Signature]
13	Amanjeet	Hostel Supervisor	[Signature]
14	Samrajot Samraj	Hostel - AH	[Signature]
15	Meenakshi Nehra	Asst. Warden	[Signature]
16	Kanta Nagpal	Asst. warden	[Signature]
17	Lily Nain	Asst. Warden	[Signature]
20	Neha Misra	Hostel Supervisor	[Signature]
21	santosh	Asst.	[Signature]
22	Matti	AH	[Signature]



23	Dr. S. K. Ghosh	CMO	<i>[Signature]</i>
24	Veena Ghosh	medical staff	Kung.
25	Krishan Chandra	- do -	<i>[Signature]</i>
26	Sunil Dutt	- do -	<i>[Signature]</i>
27	Hansraj	- do -	<i>[Signature]</i>
28	Ram Dutt	FIRE SUB	<i>[Signature]</i>
29	Kapoor Jakkhar	fireman	<i>[Signature]</i>
30	Mahaj	- do -	Mahaj <i>[Signature]</i>
31	Navcek	- do -	<i>[Signature]</i>

38 Yogesh DSW office
 83 Omkarjit DSW office

[Handwritten signature]



Annexure II

Photographs of the event





AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No.10 of 2010

To,
Dr Tanvir Hussein
Director of World University Ranking Unit,
Imam Abdulrahman Bin Faisal University,
Kingdom of Saudi Arabia.

Subject: Invitation: Guest Speaker on the topic “Impact of International Accreditation on World University Rankings”

It is an honor and privilege to invite you as a guest speaker to a one day seminar on the topic “**Impact of International Accreditation on World University Rankings**” on **31, May 2018**.

Your insights as it relates to your international experience in accreditation and rankings will be very informative in creating awareness, devising and implementing strategies to enhance ranking position of the university.

Your action-oriented recommendations and your knowledge and expertise will be leveraged over Internal Quality Assurance Cell representatives from academic and administrative departments of Amity University Haryana (AUH).

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

Thanking You,

Yours Sincerely,

Prof. (Dr.) Priti Singh
Director, Internal Quality Assurance Cell
Director, Accreditation and Ranking.
Amity University Haryana



Accepted with
Thank.

[Handwritten Signature]

31/5/2018

Dr. Tanvir Hussein



AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No.10 of 2010

Quality Initiative

by

Internal Quality Assurance Cell

“Impact of International Accreditation on World University Rankings” 31st May 2018

Amity University Haryana(AUH) established by the Haryana Act 10 of 2010 by Government of Haryana on April 26, 2010. The University imparts UGC recognized programs at undergraduate, postgraduate and Doctorate level in various disciplines.

ABOUT THE SEMINAR

AUH is a world class university with state of the art infrastructure which focuses on research and innovation, imparting the best teaching and learning procedures. With this perspective this seminar is organized by IQAC to maintain the maturity level awareness in International Accreditation and Ranking to be obtained at Amity University Haryana.

OBJECTIVES OF THE SEMINAR

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

RESOURCE PERSON

Mr. Tanveer M. Hussein, Associate Professor (Management), Director World University Ranking, Imam Abdulrahman Bin Faisal University, Kingdom of Saudi Arabia.

PARTICIPANTS

The faculty members from Institutes/Schools at AUH.

OUTCOME OF THE WORKSHOP

Upon successful completion of this seminar, the participants will be able to understand and apply the latest concepts of International Accreditation and Ranking

ORGANIZING COMMITTEE

- Dr.Padmakali Banerjee, Pro. Vice Chancellor, Chairperson & Head IQAC
- Dr.Sunita Sharma , Deputy Director – IQAC, AUH
- Mr.Onkar Singh, Senior Manager, IQAC
- Ms Poonam, Coordinator, IQAC

CONTACT DETAILS

Dr.SunitaSharma ,Deputy Director – IQAC, AUH

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



Internal Quality Assurance Cell

One Day Seminar on

“Impact of International Accreditation on World University Rankings”

May, 31st 2018

AUH/IQAC/WS-9/2018

INTRODUCTION

"Quality is everyone's responsibility."
- *W. Edwards Deming*

Quality in education is the synergy of hard & smart work, Accreditation is the testimony of Quality, and ranking is the fruit of efforts. Ranking & Accreditation are two roads leading to the same goal.

Accreditation is a process of examining the academic business unit/ programs on various parameters such as- whether the students have learned what they are supposed to learn, whether the academic business unit is functioning effectively, whether the academic business unit is accomplishing its mission and goals, and then affirming, as an external peer, that the unit exhibits characteristics of excellence in business education.

Accreditation reinforces a commitment to continuous improvement, innovation, and scholarship. It encourages the business unit to keep advancing academic quality in their business programs and operations.

In order to attain maturity level in internal accreditation & ranking relationship at AUH, IQAC organized a one day seminar.

Objectives of the Seminar

General objective

The key objective of this Seminar is to create awareness and train our IQAC representatives and other Amity staff members on International accreditation and rankings.



Participants

The Seminar was planned for 35 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.

Inaugural Session

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

Seminar Schedule

Day	Module	Time
1	<ul style="list-style-type: none">• Prominent International Accreditations• Ranking of the World Universities• QS World University Ranking• THE World University Ranking• Webometrics (Ranking Web of Universities)• Local Ranking by National Institute Ranking Framework (NIRF)• Analysis of Amity University in World and Indian Universities Ranking• Tips to improve the University Ranking• Discussion about Scopus, Web of Science & Google Scholar• Understanding about International Accreditation & its impact on	<p>Session 1 : 10:15 AM – 11:15 AM</p> <p>Session 2 : 11:30 AM - 1:30 PM</p>



Session -1

Dr. Tanvir M. Hussein 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 prominent International Accreditations, Ranking of the World Universities like QS World University Ranking ,The World University Ranking, Webometrics (Ranking Web of Universities), Local ranking by National Institute Ranking Framework (NIRF), Analysis of Amity University in World and Indian universities ranking

Session -2

Dr Tanvir introduced the participants about how to improve the University ranking. Detailed discussion about Scopus, Web of Science & Google Scholar was made with the participants. Dr Tanvir also created an understanding of participants about latest trends in International Accreditation & its impact on university ranking. He also explained the importance of Green Audit in a beautiful campus like Amity.

Outcome of the Seminar

Upon successful completion of this seminar, the participants will be able to understand and apply latest concepts of international accreditation.

Conclusion

The seminar conducted with a vote of thanks by Dr Priti Singh, to allthe participants and programs coordinators (Dr Sunita Sharma and Mr Saurabh Jaglan). It was further extended to all the administrative staff at AUH for their contribution to a successful culmination of the seminar.



Photographs:



Attendance Sheet
Seminar on " Impact of International Accreditation on World University
Rankings"
31st May, 2018

Sr No.	Name	Department	Signature
1	Poonam Kundu	IOAC	Poonam
2	Ashwini Tiwari	AID	Ashwini
3	ALOK KUMAR	ASFDT	Alok Kumar 31/05/18
4	Rojew Kumar Jha	AMS	Rojew 31/05/18
5	OMANKIT JUNEJA	DSW office	Omankit 31/5/18
6	ALI TARIQ QURAIISHI	ASLA	Ali Tariq Quraiishi 31/5/18
7	Akshay Nam	ASH	Akshay Nam
8	Abhimanyu Awasthi	ASH	Abhimanyu 31/05/2018
9	Arav Kumar Siroan	ASET	Arav 31/05/18
10	Divya Sangal	ASET	Divya 31/5/18
11	Dr Pooja Rana	ASCO	Pooja Rana
12	Dr. Preeti Singh	ASCO	Preeti 31/05/18
13	MONICA YADAV	ALS	Monica 31/05/18
14	Dr. Jyotsana Thakur	ASCO	Jyotsana 31/05/18
15	PROF. KIRAN TANEJA	ACON	Kiran 31.5.18
16	Dr Kamini C. Tawar	AIRAS	Kamini
17	Charu Jain	ASET	Charu 31/5/18
18	Nisha Charya	ASET	Nisha 31/5/18
19	Samrat Sarkar	AMS	Samrat 31.05.18
20	Pooja Malik	ASLA	Pooja



21	Gaurav Singh Arora	ABS	GO
22	Prof U N Singh	ACLIS	lung
23	Sansobh Jagan	IQAC	SIT
24	Dr Seem	ASAT	2
25	Apoorva Tandon	AMS	CP Jah.
26	Dr. Sunita Sharma	IQAC	A.
27	Dr PRITI SINGH	DIRECTOR, IQAC	R
28	Bhartendra Sharma	ACON	BS
29	Asha Sharma	IQAC	K
30	Neha Sharma	IQAC	S
31	Shivali Dhoka	ASET	Aimlu
32	COL ASIT CHOPRA	Registrar Office	✓
33	Ved Prakash Rawat	Registrar Office	✓
34	VIVEK Balyan	HR	✓

