

AMITY
UNIVERSITY
HARYANA

AUH/IQAC/MOM-1/2014

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 1st IQAC Meeting

Held on 4th July, 2014

Approved Minutes of the 1st IQAC Meeting

Members present:

1. Maj.Gen.B.S.Suhag – Chairman
2. Dr Sunita Sharma – Dy. Director , Convener
3. Brig.G.K.Dua – Administrative Member
4. Mr. Ajay- Local Member
5. Mr. Sanjay Sen – Thappar Company, External Industry Member
6. Mr Avishkar Prakash – Theeta Electricals Pvt Ltd. External Industry
Member
7. Dr Priti Singh- Member (HOD, ASET)
8. Dr.Joydeep Dutta- Member (ASAS)
9. Prof.Kiran Taneja Vice Principal (ACON)
10. Dr. Rishipal HOD (AIBAS)
11. Dr. Machiavelli Asst.Professor (AIB)
12. Dr. Subhra Das Professor(ASAS)
13. Dr. P K Sharma Asst. Professor (ABS)
14. Dr Ranjan Kumar Malik- HOD (ASFA).

Maj. Gen.B.S.Suhag , Dy. Vice Chancellor welcomed all the members.

The following issues were raised during the discussion.

- a. Formal decision to setup IQAC was taken.
- b. Deputy Vice chancellor Maj Gen B.S. Suhag formally joined as Chairperson of IQAC.
- c. Dr Sunita Sharma Joined as Dy. Director IQAC.


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Amity University Haryana
Manesar, Gurgaon-122413



- d. External members of the Committee and internal members are selected and introduced formally in this meeting.
- e. Chairman emphasized that the university must broaden its horizon to be able to compete with the other global institutions and IQAC should take a lead in fulfilling the required goals.
- f. It is decided that all the institutes must maintained list of files (73). Audit of the same will be carried out to check that documentation. NC of the same will be shared to the institutions.
- g. It is also decided to do the Audit of Labs: Lab manuals, labelling and sorting of chemicals and other hazards to be done in alphabetical order.
- h. Work duties for orientation program was discussed
- i. It is also decided that monitoring of classes will be done on regular bases and the report of the same will be sent to the Honorable Chancellor's office.

The meeting ended with thanks to the Chair.


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Amity University Haryana
Manesar, Gurgaon-122413



IQAC Meeting Attendance Sheet
4- July - 2014

S.No	Member	Designation	Signature
1	Maj Gen. B.S.Suhag , Deputy Vice Chancellor	Chairperson	<i>B.S. Suhag</i>
2	Dr. Sunita Sharma , Deputy Director - IQAC	Convener	<i>S. Sharma</i> 04/07/14
3	Brig. G.K. Dua, Coordinator - IQAC	Administrative Member	<i>G.K. Dua</i>
4	Mr. Ajay	Local Member	<i>Ajay</i>
5	Mr. Sanjay Sen , Thapar Company	Industry Representative	<i>Sanjay Sen</i>
6	Mr. Avishkar Prakash, Theetha Electricals Pvt. Ltd	Industry Representative	<i>Avishkar Prakash</i>
7	Dr. Priti singh , HOD, ASET	Member	<i>Priti Singh</i>
8	Dr. Joydeep Dutta, Professor , ASAS	Member	<i>Joydeep Dutta</i> 4/7/14
9	Prof. Kiran Taneja, Vice Principal , ACON	Member	<i>Kiran Taneja</i> 4/7/14
10	Dr. Rishipal, HOD , AIBAS	Member	<i>Rishipal</i>
11	Dr. Machiavelli , Assistant Professor , AIB	Member	<i>Machiavelli</i> 4/7
12	Dr. Shubhra Das, Professor , ASAS	Member	<i>Shubhra Das</i> 04/7/14
13	Dr. P K Sharma, Assiatnt Professor , ABS	Member	<i>P. K. Sharma</i>
14	Dr. Ranjan Kumar Malik HOD , ASFA	Member	<i>Ranjan Kumar Malik</i>

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Manesar, Gurgaon-122413





AMITY UNIVERSITY HARYANA

Established vide Government of Haryana Act No. 10 of 2010

INTERNAL QUALITY ASSURANCE CELL

Annual Calendar (2014 - 2015)

S.No	Activity	Month	Collaborating Departments
1	IQAC meeting - I	July	IQAC
2	Orientation Program (Preparation, Compilation of reports and related activities)	July	IQAC - Orientation core team member
3	Workshop on ISO 9001:2008	July	IQAC & All Institutes
4	Institutional Audits	July & August	IQAC & All Institutes
5	Checking conduct of midterm Examination	October	IQAC & All Institutes
6	Sangthan activity	October	Participation
7	Departmental audit (Hostel, International affairs, Cafeterias etc)	November	IQAC & concern department.
8	Checking conduct of Examination	December	IQAC
9	Audit of the labs (Good lab practices , Material safety datasheets ,calibration of equipments, stock registers etc)	December	IQAC & All Institutes
10	IQAC meeting - II	January	IQAC
11	Convocation activities (Stage Management, Academic Progression, Verification of degrees etc)	January & February	IQAC with Convocation core team.
12	Departmental audit (Transport, Guest House, Administration, House keeping, Hospitality, Maintenance, Registrar office, HR office , Examination etc)	March	IQAC & concerned departments
13	Departmental audit (CRC, Library)	April	IQAC & concerned departments
14	Checking the conduct of Examination	April & May	IQAC
15	Documentation reaudit	June	IQAC & All Institutes
16	Annual Report	June	IQAC

* 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.

*** Monitoring of the classes will be done on regular basis.

Doc : AUH/IQAC/Cal-1/2014


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AUH/IQAC/MOM-2/2015

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 2nd IQAC Meeting

Held on 5th January 2015

Approved Minutes of the 2nd IQAC Meeting

Members present:

1. Maj.Gen.B.S.Suhag – Chairman
2. Dr Sunita Sharma – Dy. Director , Convener
3. Brig.G.K.Dua – Administrative Member
4. Mr. Ajay- Local Member
5. Mr. Sanjay Sen – Thappar Company, External Industry Member
6. Mr Avishkar Prakash – Theeta Electricals Pvt Ltd. External Industry
Member
7. Dr Priti Singh- Member (HOD, ASET)
8. Dr.Joydeep Dutta- Member (ASAS)
9. Prof.Kiran Taneja Vice Principal (ACON)
10. Dr. Rishipal HOD (AIBAS)
11. Dr. Machiavelli Asst.Professor (AIB)
12. Dr. Subhra Das Professor(ASAS)
13. Dr. P K Sharma Asst. Professor (ABS)
14. Dr Ranjan Kumar Malik- HOD (ASFA).

Maj. Gen.B.S.Suhag , Dy. Vice Chancellor welcomed all the members.

The following issues were raised during the discussion.

- a. A detailed briefing was made on the progress done on the issues/points raised in last meeting.
- b. Mr Avishkar Prakash shared his valuable suggestions, emphasizing on the Quality parameters which should be taken as an opportunity to place the university in the competitive environment.


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c. A detailed plan was formalized to do the following in coming session:

1. Hostel Audit
2. HR Audit
3. Admin Audit
4. Registrar office Audit.
5. Audit of Examination cell – Conduct of examination.
6. Audit of Classes.
7. Audit of proper uploading of session plan

The meeting ended with thanks to the Chair.


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Amity University Haryana
Manesar, Gurgaon-122413



IQAC Meeting Attendance Sheet
5- January – 2015

S.No	Member	Designation	Signature
1	Maj Gen. B.S.Suhag , Deputy Vice Chancellor	Chairperson	<i>B.S. Suhag</i>
2	Dr. Sunita Sharma , Deputy Director - IQAC	Convener	<i>S. Sharma</i> 05/01/2015
3	Brig. G.K. Dua, Coordinator - IQAC	Administrative Member	<i>G.K. Dua</i>
4	Mr. Ajay	Local Member	<i>Ajay</i>
5	Mr. Sanjay Sen , Thapar Company	Industry Representative	<i>Sanjay S</i>
6	Mr. Avishkar Prakash, Theetha Electricals Pvt. Ltd	Industry Representative	<i>A Prakash</i>
7	Dr. Priti singh , HOD, ASET	Member	<i>Priti SL</i>
8	Dr. Joydeep Dutta, Professor , ASAS	Member	<i>Joydeep</i> 5/1/15
9	Prof. Kiran Taneja, Vice Principal , ACON	Member	<i>Kiran Taneja</i> 5/1/15
10	Dr. Rishipal, HOD , AIBAS	Member	<i>Rishipal</i>
11	Dr. Machiavelli , Assistant Professor , AIB	Member	<i>Machiavelli</i> 5/1
12	Dr. Shubhra Das, Professor , ASAS	Member	<i>Shubhra Das</i> 05/1/15
13	Dr. P K Sharma, Assiatnt Professor , ABS	Member	<i>P.K. Sharma</i>
14	Dr. Ranjan Kumar Malik HOD , ASFA	Member	<i>Ranjan Malik</i>

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Manesar, Gurgaon-122413





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AUH/IQAC/MOM-3/2015

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 3rd IQAC Meeting

Held on 1st June 2015

Approved Minutes of the 3rd IQAC Meeting

Members present:

1. Maj.Gen.B.S.Suhag – Chairman
2. Dr Sunita Sharma – Dy. Director , Convener
3. Brig.G.K.Dua – Administrative Member
4. Mr. Ajay- Local Member
5. Mr. Sanjay Sen – Thappar Company, External Industry Member
6. Mr Avishkar Prakash – Theeta Electricals Pvt Ltd. External Industry
Member
7. Dr Priti Singh- Member (HOD, ASET)
8. Dr.Joydeep Dutta- Member (ASAS)
9. Prof.Kiran Taneja Vice Principal (ACON)
10. Dr. Rishipal HOD (AIBAS)
11. Dr. Machiavelli Asst.Professor (AIB)
12. Dr. Subhra Das Professor(ASAS)
13. Dr. P K Sharma Asst. Professor (ABS)
14. Dr Ranjan Kumar Malik- HOD (ASFA).

Maj. Gen.B.S.Suhag , Dy. Vice Chancellor welcomed all the members.

The following issues were raised during the discussion.

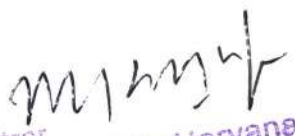
- a. A detailed briefing was made on the progress done on the issues/points raised in last meeting.
- b. It was decided to do the re-audit of institutions for closure of NCs'
- c. Working of Orientation core team was decided.


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- d. It was decided to do re-audit of Labs. it was also decided to check on instruments operational manuals and Stock register (consumables / non consumables)
- e. It was decided to plan and execute audit of best practices in next session (institution wise and departments wise).
- f. It was decided to plan and execute Audit of CR meetings, Mentor mentee meetings.

The meeting ended with thanks to the Chair.


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IQAC Meeting Attendance Sheet
1- June - 2015

S.No	Member	Designation	Signature
1	Maj Gen. B.S.Suhag , Deputy Vice Chancellor	Chairperson	<i>B.S. Suhag</i>
2	Dr. Sunita Sharma , Deputy Director - IQAC	Convener	<i>S. Sharma</i> 01/06/15
3	Brig. G.K. Dua, Coordinator - IQAC	Administrative Member	<i>G.K. Dua</i>
4	Mr. Ajay	Local Member	<i>Ajay</i>
5	Mr. Sanjay Sen , Thapar Company	Industry Representative	<i>Sanjay S</i>
6	Mr. Avishkar Prakash, Theetha Electricals Pvt. Ltd	Industry Representative	<i>Avishkar</i>
7	Dr. Priti singh , HOD, ASET	Member	<i>Priti S</i>
8	Dr. Joydeep Dutta, Professor , ASAS	Member	<i>Joydeep Dutta</i> 11/6/15
9	Prof. Kiran Taneja, Vice Principal , ACON	Member	<i>Kiran Taneja</i> 11/6/15
10	Dr. Rishipal, HOD , AIBAS	Member	<i>Rishipal</i>
11	Dr. Machiavelli , Assistant Professor , AIB	Member	<i>M. Machiavelli</i> 11/6
12	Dr. Shubhra Das, Professor , ASAS	Member	<i>Shubhra Das</i> 01/6/15
13	Dr. P K Sharma, Assiatnt Professor , ABS	Member	<i>P. K. Sharma</i>
14	Dr. Ranjan Kumar Malik HOD , ASFA	Member	<i>Ranjan Malik</i>

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INTERNAL QUALITY ASSURANCE CELL
Annual Calendar (2015 - 2016)

S.No	Activity	Month	Collaborating Departments
1	IQAC meeting -I	July	IQAC
2	Orientation Program	July	IQAC - Orientation core team member
3	Institutional Audits (List of files etc.)	July & August	IQAC & All Institutes
4	Workshop on Mentor mentee practices	September	IQAC & All Institutes
5	Institutional Audits	November	IQAC & All Institutes
6	Examination Check -I	December	IQAC
7	Departmental Audit (Hostel, Cefetarias etc)	December	IQAC & concerned departments.
8	IQAC meeting -II	January	IQAC
9	Departmental Audits (Best practices)	January	IQAC & concerned departments.
10	Institutional Audits (Best practices, CR records etc)	January & February	IQAC & All Institutes
11	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage	March	IQAC & All Institutes
12	Checking conduct of mid term examination	April	IQAC
13	Library Audit	June	IQAC
14	Examination Check -II	May	IQAC
15	Annual Report	June	IQAC

* 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.

*** Class checking will be done on regular basis.

Doc : AUH/IQAC/Cal-2/2015




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AUH/IQAC/MOM-4/2016

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 4th IQAC Meeting

Held on 4th January 2016

Approved Minutes of the 4th IQAC Meeting

Members present:

1. Maj.Gen.B.S.Suhag – Chairman
2. Dr Sunita Sharma – Dy. Director , Convener
3. Brig.G.K.Dua – Administrative Member
4. Mr. Ajay- Local Member
5. Mr. Sanjay Sen – Thappar Company, External Industry Member
6. Mr Avishkar Prakash – Theeta Electricals Pvt Ltd. External Industry
Member
7. Dr Priti Singh- Member (HOD, ASET)
8. Dr.Joydeep Dutta- Member (ASAS)
9. Prof.Kiran Taneja Vice Principal (ACON)
10. Dr. Rishipal HOD (AIBAS)
11. Dr. Machiavelli Asst.Professor (AIB)
12. Dr. Subhra Das Professor(ASAS)
13. Dr. P K Sharma Asst. Professor (ABS)
14. Dr Ranjan Kumar Malik- HOD (ASFA).

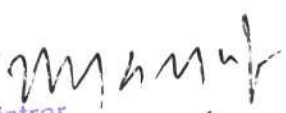
Maj. Gen.B.S.Suhag , Dy. Vice Chancellor welcomed all the members of the Committee and explained the importance of IQAC in Higher education.

1. The following issues were raised during the discussion.
 - a. Dy. Director IQAC informed the external members of the Committee about the forthcoming UGC inspection.
 - b. Mr Sanjay Sen shared his valuable suggestions , emphasizing on the evaluation exercise which should be taken as an opportunity to place the university in the global arena.



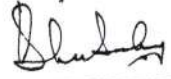
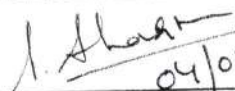
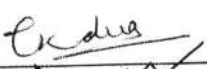

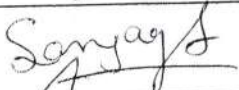
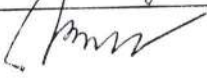
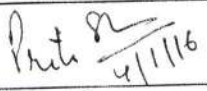

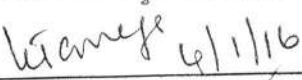
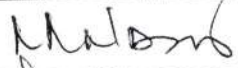
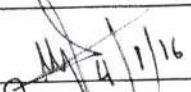

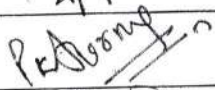
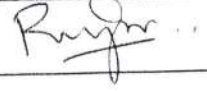
- c. Chairman emphasized that the university must broaden its horizon to be able to compete with the other global institutions and should be able to offer overseas validated courses so that a student can complete his/her degree here and partly abroad.
 - d. Apart from providing a degree, higher education should also focus on skill development programmes. An Amity Skill Institute was proposed to be setup.
 - e. We should have a strong network of our alumni who can contribute hugely in presenting an impressive face of the institution. In Convocation 2016 large number of Alumini should be invited.
 - f. The Honorable Vice Chancellors drive for Research and Innovation should be practiced by all faculty members of AUH.
 - g. Dy Director IQAC informed that audit of best practices implemented in the Schools/ Institutes will be conducted in February 2016. The Schedule will be forwarded to all.
2. Dy. Director IQAC informed the Committee that IQAC has not received list of Outreach programmes organised by Schools/Institutes.

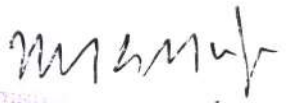
The meeting ended with thanks to the Chair.


Registrar
Amity University Haryana
Manesar, Gurgaon-122413



IQAC Meeting Attendance Sheet
4- January - 2016

S.No	Member	Designation	Signature
1	Maj Gen. B.S.Suhag , Deputy Vice Chancellor	Chairperson	
2	Dr. Sunita Sharma , Deputy Director - IQAC	Convener	 04/01/16
3	Brig. G.K. Dua, Coordinator - IQAC	Administrative Member	
4	Mr. Ajay	Local Member	
5	Mr. Sanjay Sen , Thapar Company	Industry Representative	
6	Mr. Avishkar Prakash, Theetha Electricals Pvt. Ltd	Industry Representative	
7	Dr. Priti singh , HOD, ASET	Member	 4/1/16
8	Dr.Joydeep Dutta, Professor , ASAS	Member	 4/1/16
9	Prof. Kiran Taneja, Vice Principal , ACON	Member	 4/1/16
10	Dr.Rishipal, HOD , AIBAS	Member	
11	Dr. Machiavelli , Assistant Professor , AIB	Member	 4/1/16
12	Dr. Shubhra Das, Professor , ASAS	Member	 4/1/16
13	Dr. P K Sharma, Assiatnt Professor , ABS	Member	
14	Dr.Ranjan Kumar Malik HOD , ASFA	Member	


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Manesar, Gurgaon-122413





AMITY
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AUH/IQAC/MOM-5/2016

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 5th IQAC Meeting

Held on 1st Aug 2016

Approved Minutes of the 5th Meeting

To,

- | | | |
|-----|--|-------------------------|
| 1. | Maj Gen. B.S.Suhag ,
Deputy Vice Chancellor | Chairperson |
| 2. | Dr. Sunita Sharma ,
Deputy Director - IQAC | Convener |
| 3. | Brig. G.K. Dua,
Coordinator - IQAC | Administrative Member |
| 4. | Mr. Ajay | Local Member |
| 5. | Mr. Sanjay Sen ,
Thapar Company | Industry Representative |
| 6. | Mr. Avishkar Prakash,
Theetha Electricals Pvt. Ltd | Industry Representative |
| 7. | Dr. Priti singh ,
HOD, ASET | Member |
| 8. | Dr. Joydeep Dutta,
ASAS | Member |
| 9. | Prof. Kiran Taneja,
Vice Principal , ACON | Member |
| 10. | Dr. Rishipal,
HOD , AIBAS | Member |
| 11. | Dr. Machiavelli ,
Assistant Professor , AIB | Member |
| 12. | Dr . Shubhra Das,
Professor ,ASAS | Member |
| 13. | Dr. P K Sharma,
Assiatnt Professor , ABS | Member |
| 14. | Dr. Ranjan Kumar Malik
HOD , ASFA | Member |

Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 5th Meeting of Internal quality Assurance Cell of Amity University, Haryana held on 1st August at 3:00 PM in the conference room of the university. This is for your kind information please.

Dated: 3rd August 2016

Sd/-
(Deputy Director, IQAC)


Registrar
Amity University Haryana
Manesar, Gurgaon-122413



Gen.B.S.Suhag , Dy.Vice Chancellor welcomed all the members of the Committee.

The following decisions were taken during the meeting.

1. The Minutes of the previous meeting was confirmed.
2. The following issues were raised during the discussion.
 - a. Dy. Director IQAC proposed to the Committee that IQAC Website be set up. The Committee recommended that all information including feedback forms etc. may be uploaded on the website. It was also agreed that the lecture schedule for all courses of different Schools/Institutes should also be put up in the website.
 - b. Chairman informed that this matter will be discussed in the Deans meeting for implementation.
 - c. It was decided that a Single window be set up for addressing to the grievances of the students as desired by the Honourable Chancellor. ✓
 - d. Faculty Self-Assessment Form has been modified. It was proposed that Deans/HOIs will take care of getting feed-back from students and Faculty. The Schools/Institutes can utilize the information for improving courses and infrastructure and will be requested to send a summary of the findings to IQAC.
 - e. Need of updated checklists for audit of administrative departments.
 - f. Obtaining feedback from final year students going on internship in the last semester.
3. The Chairman directed that all Schools/ Institutes be asked to submit the details of Journals required. The total number of journals should be realistic.

The meeting ended with thanks to the Chair.


Registrar
Amity University Haryana
Manesar, Gurgaon-122413



IQAC Meeting Attendance Sheet
1- August - 2016

S.No	Member	Designation	Signature
1	Maj Gen. B.S.Suhag , Deputy Vice Chancellor	Chairperson	
2	Dr. Sunita Sharma , Deputy Director - IQAC	Convener	 01/08/16
3	Brig. G.K. Dua, Coordinator - IQAC	Administrative Member	
4	Mr. Ajay	Local Member	
5	Mr. Sanjay Sen , Thapar Company	Industry Representative	
6	Mr. Avishkar Prakash, Theetha Electricals Pvt. Ltd	Industry Representative	
7	Dr. Priti singh , HOD, ASET	Member	 11/8/16
8	Dr. Joydeep Dutta, Professor , ASAS	Member	 01/08/16
9	Prof. Kiran Taneja, Vice Principal , ACON	Member	 11/8/16
10	Dr. Rishipal, HOD , AIBAS	Member	
11	Dr. Machiavelli , Associate Professor , AIB	Member	 11/8
12	Dr. Shubhra Das, Professor , ASAS	Member	 1/8/16
13	Dr. P K Sharma, Assiatnt Professor , ABS	Member	
14	Dr. Ranjan Kumar Malik HOD , ASFA	Member	

Registrar
Amity University Haryana
Manesar, Gurgaon-122413





AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No. 10 of 2010

INTERNAL QUALITY ASSURANCE CELL Annual Calendar (2016 - 2017)

S.No	Activity	Month	Collaborating Departments
1	IQAC meeting -I	July	IQAC
2	Orientation Program	July	IQAC - Orientation core team member
3	Institutional Audits	July	IQAC & All Institutes
4	Data Collection for UGC (Files checking etc)	August & September	IQAC & All Institutes
5	Workshop on NIRF	September	IQAC & All Institutes
6	Checking conduct of mid term examination	October	IQAC
7	Interaction with students - CR Meeting , Mentor Mentee Meetings etc	November	IQAC & All Institutes
8	Examination Check -I	December	IQAC
9	Departmental Audit	January	IQAC & concerned departments.
10	IQAC meeting -II	January	IQAC
11	Preparation for Convocation	February	IQAC - Convocation core team member
12	Institutional Audits - I	February	IQAC & All Institutes
13	Obtaining feedback of passing out batch students 2017	February	IQAC & All Institutes
14	Institutional Audits - II	March, April	IQAC & All Institutes
15	Women's Day -8th March	March	IQAC & All Institutes
16	Safety Intervention Training	March	IQAC & ASFDT ((Report from Institute)
17	Checking conduct of mid term examination	April	IQAC
18	Library Audit	April	IQAC & Library
19	Examination Check -II	May	IQAC
20	Annual report	June	IQAC

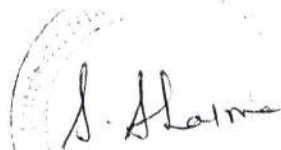
* Note : The IQAC plans to organize the programs as above. Depending upon the situation and priorities of 17 Institutes & 6 Departments. It may be amended in terms of dates and programs. Resource persons for certain programs will be discussed & confirmed later.

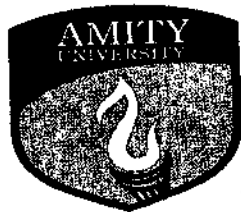
** This is the duty of Departmental heads to check & keep trained substitute staff ready for audit incase concerned main staff is on leave.

*** Class checking will be done on regular basis.

Doc : AUH/IQAC/Cal-3/2016


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AUH/IQAC/MOM-6/2017

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 6th IQAC Meeting

Held on 3rd January, 2017

Annexure I

S.No	Name	Designation	Signature
1.	Maj Gen. B.S.Suhag	Dy.Vice Chancellor & Chairperson	
2.	Dr. Sunita Sharma	Deputy Director - IQAC	
3.	Brig. G.K. Dua	Administrative Member	
4.	Dr. Priti Singh	HOD, ASET	
5.	Dr. Joydeep Dutta	Professor, ASAS	Absent
6.	Prof. Kiran Taneja	Vice Principal , ACON	
7.	Dr.Rishipal	HOD , AIBAS	
8.	Dr. Machiavelli	Assistant Professor , AIB	
9.	Dr .Shubhra Das	Professor ,ASAS	
10.	Dr. P K Sharma	Assistant Professor , ABS	
11.	Dr. Ranjan Kumar Malik	HOD , ASFA	
12.	Mr. Ajay	Local Member	
13.	Mr. Sanjay Sen	Industry Representative	
14.	Mr. Avishkar Prakash	Industry Representative, Theetha Electricals Pvt. Ltd	
15.	Yogesh Verma	Alumni	

Registrar
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 Manesar, Gurgaon-122413



Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 6th Meeting of Internal Quality Assurance Cell of Amity University Haryana held on 3rd January at 3:30 PM in the conference room of the university. This is for your kind information please.

Dated: 5th January 2017

The following resolutions (agenda-item-wise) have been made in the 6th meeting of IQAC.

The meeting began with the presentation of reports of actions taken on the points/issues/Agenda raised during the last meeting.

Agenda 1: A Single window to be set up for addressing to the grievances of the students as desired by the Honourable Chancellor.

Resolution: Grievance cell is set up on the 1st floor of Academic Block 'A'. Students are also free to go to the office of Dean Student Welfare (DSW).

Agenda 2: Details of Journals from all the Schools/Institutes to be gathered.

Resolution: Details of Journals have been received and request for new Journals/Magazines have been received by Librarian.

Agenda 3: Need of updated checklists for audit of administrative departments.

Resolution: Revised/updated checklists have been in place and audit of administrative department is scheduled during December 2016 - January 2017.

Agenda 4: Obtaining feedback from final year students going on internship in the last semester.

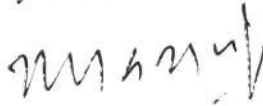
Resolution: Feedback from final year students going on internship in the last semester to be carried out. Institutes to be considered are AIB, ASAS, and ASH.

Agenda 5: IQAC interaction with Class representatives

Resolution: IQAC conducts meeting with the Class representatives (CR) of UG and PG programmes of an Institute. The feedback received from the CR on the curriculum taught is shared with the Dean / Directors/ HoD of the institute/ school. The Director considers the feedback and further discusses with faculty to evaluate its appropriateness. Subsequently, Board of Studies (BOS) is conducted by the institute which is finally approved by the Dean Academic office and ratified in the Academic Council.

Based upon the CR feedback received from IQAC, the Dean/ Directors of the following departments put up a proposal to Dean Academic office to apply syllabus revision in few UG and PG courses in their respective departments.

- Faculty of Management Studies & Behavioural Sciences
- Faculty of Arts
- Faculty of Science Engineering & Technology
- Faculty of Health & Allied Sciences


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The above revision put up by the Deans and Directors was approved by the Dean Academic Office. (Record will be available with Dean Academic Office)

New Agendas for Next Session:

Agenda 1: Activities to be carried out in January to July session.

Resolution: It is proposed to carry out following tasks from January to July for 2016-17 session.

- i) Completion of Administrative audits of (Placements, HR, Registrar office, Security department, Transport department, Maintenance Department, and Administration department) in January.
- ii) Core team member of Convocation committee - Flawless execution of stage management and seating of academic procession on stage.
- iii) Feedback from pass out batch of 2017.
- iv) Invigilation and monitoring of conduct of examination – Even Semester.
- v) Audit of all institutes from January to April as per month wise checklists including laboratories.
- vi) Checking on Mentor-Mentee records and interaction with CRs in Even semester 2016-17.
- vii) Workshop/FDP/Seminar on Quality/Process improvement.

Agenda 2: To full fill the required strength of IQAC as per NAAC in 2017.

Resolution: In order to fulfil the required strength of IQAC as per NAAC, It is proposed to recruit:

- i) Director IQAC
- ii) Manager IQAC (industry experience having knowledge of ISO).
- iii) One Assistant manager and two data entry operators.

Agenda 3: Revision of Syllabus


Resolution: Based upon the CR feedback received from IQAC, the Dean/ Directors of the following departments put up a proposal to Dean Academic office to apply syllabus revision in few UG and PG courses in their respective departments.

- Faculty of Science Engineering & Technology
- Faculty of Health & Allied Sciences

Agenda 4: To consider and approve the proposal of workshop/seminar on quality related themes and promotion of academic, quality, process improvement related activities of the university during academic year 2017-18

Resolution:

- i) Resolved that the proposal to organise a 'National / International workshop/Seminar on Emerging trends in Quality Education' be approved in-principle.


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- ii) Resolved the proposal to find opportunities in implementing ISO standards and train IQAC staff in ISO, Six sigma Processes and International audit processes.
- iii) It was planned to find opportunities in Industry Academia partnership (Big four SME) to train (Workshop, Seminar, FDP) on Quality and Process improvements in IQAC and for other university staff in 2017-18.

Agenda 5: Finalisation of Policy guidelines, Academic audit guidelines of IQAC, CR meeting guidelines and revised mentor mentee form.

Resolution: The guidelines prepared by IQAC has been put up for approval in the Academic Council.

Agenda 6: Administrative audits

Resolution: Checking of Hostel and Library as per the checklists was carried out.

Agenda 7: Any other item with the permission of Chair.

Resolution: The Deputy Vice Chancellor (Chairman-IQAC) concluded the meeting with the following capitulations:

- i) All the members of IQAC be requested to send their timely suggestions to Dy. Director-IQAC as and when they deem it to be necessary for the overall quality enhancement of Amity University Haryana.
- ii) The IQAC may be strengthened with the necessary manpower and physical infrastructure as per the underlying spirit of Honourable Chancellor.
- iii) It was specially emphasised that the university website is a window to outside world and the same be updated quarterly and consistently.

For the smooth working of all the resolved activities of IQAC, the Deputy Vice Chancellor (Chairman-IQAC) be authorized to replace/add one/two members in IQAC related committees as necessitated in changing circumstances. However, the external experts shall be nominated by Dy. Vice-Chancellor on the request of Director/Deputy Director – IQAC for this purpose.




Registrar
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AUH/IQAC/MOM-7/2017

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 7th IQAC Meeting

Held on 12th July, 2017

To,

S.No	Member Name	Designation	Attendance (Signature)
1	Maj. Gen. B.S. Suhag	Dy. Vice Chancellor, Chairperson	
2	Dr Priti Singh	Director - IQAC , Accreditation & Ranking	 12/7/17
3	Dr Sunita Sharma	Dy Director , IQAC	 12/7/17
4	Dr Bhavana Adhikari	Dy. Dean (Academic)	
5	Shri Rakesh Kr Singh	Director, CRC	
6	Dr Seema Pathak	Professoor, Dept of Chemistry, ASAS Professor, AIB	 12/7/17
7	Mr Arun Biswas	Deputy Controller of examination	
8	Dr Kamini Tanwar	Assistant Professor , AIBAS	
9	Dr Sarika Chaturvedi	Asst Professor, AIB	 12/07/17
10	Mr Anil Yadav	Asst. Professor, ECE, ASET	 12/07/17
11	Mr Rakesh Kumar	Asst. Professor, ASAP	 12/07/17
12	Mr Amit Sharma	Asst. Professor, ASAS	
13	Mr Krishan Kumar	Asst. Professor, ASET	
14	Mr Gaurav Singh Arora	Asst. Professor, ABS	
15	Mr V.P. Rawat	Sr. Asst Registrar	Absent
16	Dr Vivek Ballyan	Manager (HR)	
17	Shri Saurabh Jaglan	Manager, IQAC	

Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 7th Meeting of Internal quality Assurance Cell of Amity University, Haryana held on 12th July 2017, 2:30 PM at 2nd floor faculty room, C block. This is for your kind information please.

Dated: 21st July 2017

Sd/-
(Director, IQAC)

Registrar
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Manesar, Gurgaon-122413



Approval of minutes of Sixth Internal Quality Assurance Cell Meeting held on 3rd January 2017.

Dr .Sunita Sharma read the minutes of sixth IQAC meeting and presented the action taken report. It was unanimously approved by all the members.

This is the first meeting of IQAC after joining of Dr. Priti Singh as Director, IQAC. Director Ma'am shared her vision on Ranking & Accreditation (NAAC). New IQAC members were formally introduced in the meeting.

The following resolutions have been passed:

Agenda 1: NAAC Accreditation

Resolution: An in-house meeting was conducted to discuss the NAAC criteria and also to identify and assign roles and responsibilities to IQAC members.

Agenda 2: NIRF Accreditation

Resolution: All the 5 parameters of NIRF were discussed with the house. It was decided that the documentation checking of NIRF will be done by IQAC.

Agenda 3: Student centric learning approach

Resolution: The chairperson discussed and highlighted the need of more advanced digital initiatives at AUH in regard to teaching learning processes to make it more extensively ICT enabled. The objective of the review was to shift the focus from 'Teacher centric learning' to a 'Student/ Learner Centric' approach in the learning process.

Agenda 4: Revision of Syllabus

Resolution: The revision proposed in few UG and PG courses by the Dean/ Directors after conducting BOS in their respective departments (Faculty of Science Engineering & Technology and Faculty of Health & Allied Sciences) was approved by the Dean Academic Office and subsequently ratified in the Academic Council. (Record will be available with Dean Academic Office)

Consequently, based upon the CR feedback received from IQAC, the Dean/ Directors of the following departments forwarded a proposal to Dean Academic office to apply syllabus revision in some UG and PG courses in their respective departments after evaluating appropriateness

- Faculty of Science Engineering & Technology
- Faculty of Health & Allied Sciences
- Faculty of Law
- Faculty of Management Studies & Behavioural Sciences
- Faculty of Architecture & Planning


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Agenda 5: Pharmacy - Demand of resources

Resolution: New course in pharmacy is being introduced by Dean Academic Office. The feasibility of the course along with its increasing demands in pharmacy and availability of the resources was discussed at length.

- C block, 4th floor has been identified as an appropriate venue for this course.
- Labs will be made available to the institute as per the norms of Pharmacy Council of India.

Agenda 6: Administrative Audits

Resolution: Audit of HR and Registrar office as per IQAC checklist was carried out.

Agenda 7: New open electives courses introduced

Resolution: New courses have been introduced as 'Minor tracks' in tune with recent trends.

- Military Training Course which inculcates, leadership qualities and national pride in students is now made a single credit course for UG students.
- Incubator and E-cell has been introduced to encourage entrepreneurship and start-ups at AUH.

Agenda 8: To increase the number of MOU's at AUH

Resolution: Chairperson emphasized and motivated the team to motivate the 6 Faculty/ departments to seek more opportunities both at national and international level by increasing the number of MOUs and collaborations at AUH. This will facilitate faculty exchange programs and will be useful for faculty, research scholars and students at AUH.

Agenda 9: Professional Development Programmes

Resolution: The chairperson discussed the importance of faculty development programme, workshops, guest lectures, training, conferences, seminars for growth of faculty and students. During the discussion it was shared that in 2016-17 around 581 Professional Development Programmes have been attended/ organised by faculty. Further, she encouraged the faculty to organise such programmes regularly.

Agenda 10: Infrastructure Development

Resolution: During the meeting Dy. Director IQAC informed the house about the infrastructure development. A world class Auditorium with a seating capacity of 800 is being constructed to organize events at national and international level. Further, a new fully air conditioned hostel block is also being constructed in the campus.

Note: The external members Mr. Sanjay Sen, Mr. Avishkar Prakash and Mr. Ajay were not present in this meeting.

The meeting concluded with vote of thanks to the chair.

M. Anand

Amity University Haryana
Manesar, Gurgaon-122413





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HARYANA
Established vide Government of Haryana Act No. 10 of 2010

INTERNAL QUALITY ASSURANCE CELL
Annual Calendar (2017 - 2018)

S.No	Activity	Month	Collaborating Departments
1	IQAC 'Semester Plan' meeting -I	July	IQAC
2	Result Analysis - Even Semester	July	Checking in departments
3	Orientation Program (3rd week of July)	July	IQAC - Orientation core team member
4	Institutional Audits (Checking of Session Plan uploaded ,Time Table , Annual Calendar ,Tutorial sheets, Allotment of Mentors etc.)	July & August	IQAC & All Institutes
5	Two days' workshop on 'Quality Management System ISO 90001:2015'	August	IQAC & All Institutes
6	Data Collection for NIRF	September & October	IQAC & All Institutes
7	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - ODD Semester	October	IQAC & All Institutes
8	One day workshop "7 Quality principals of NAAC"	October	IQAC & All Institutes
9	Attendance Analysis of AUH - ODD Semester (Nov End)	November	Checking in departments
10	Feedback of students	December	IQAC & All Institutes
11	Examination Check - I	December	IQAC
12	HR & Registrar office Audit (3rd week of Dec)	December	IQAC , HR , Registrar office
13	IQAC 'Semester Plan' meeting - II (1st Week of January)	January	IQAC
14	CRC Audit	January	IQAC & CRC
15	Result Analysis - ODD Semester (Jan end)	January	Checking in departments
16	Preparation of NAAC	January to June	IQAC & All Institutes
17	Exam office Audit	February	IQAC & All Institutes
18	Convocation	February	IQAC - Convocation core team member
19	Students Feedback - Passing out batch	February	IQAC & All Institutes
20	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - EVEN Semester	March	IQAC & All Institutes
21	Audit of Central Library	April	IQAC & Library
22	Examination Check - II	May	IQAC
23	Green Audit & Campus Rounds	May	IQAC & All Institutes
24	Seminar on 'Impact of International Accreditation on World University Rankings'	May	IQAC
25	Hostel & Administration department Audit	May	IQAC , Admin office, Hostel
26	Fire Safety Training	May	IQAC
27	Audit of Laboratories	June	IQAC & All Institutes
28	Documentation Audit	June	IQAC & All Institutes
29	World Accreditation Day - 9th June	June	IQAC & All Institutes
30	Annual Report	June	IQAC

* 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-4/2017

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AUH/IQAC/MOM-8/2018

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 8th IQAC Meeting

Held on 2nd January, 2018


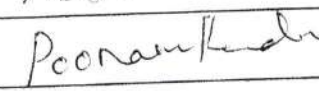
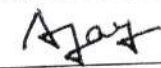
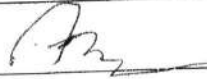
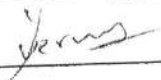
To,

S. No	Name	Designation	Signature
1	Maj. Gen. B.S. Suhag	Dy. Vice Chancellor, Chairperson	<i>B.S. Suhag</i>
2	Dr Priti Singh	Director- IQAC , Accreditation and Ranking	<i>Priti Singh</i>
3	Dr Sunita Sharma	Dy. Director, IQAC	<i>Sunita Sharma</i> 2/1/18
4	Dr. Ranjan Kumar Mallik	HOD ,ASFA	<i>Ranjan Kumar</i>
5	Dr. Seema R. Pathak	HOD -Chemistry ,ASAS	<i>Seema R. Pathak</i>
6	Dr Rajesh Sharma	Dy. Librarian ,Library	<i>Rajesh Sharma</i>
7	D r. Joydeep Dutta	Professor, ASAS	<i>Joydeep Dutta</i> 2/01/18
8	Mr. Anuj Singh	Assistant Professor ,ASET	<i>Anuj Singh</i> 2/01/18
9	Ms. Habiba Abbasi	Assistant Professor, ACC	<i>Absent</i>
10	Mr. Gaurav Singh Arora	Assistant Professor, ABS	<i>Gaurav Singh</i> 2/1/18
11	Dr. Sarika Chaturvedi	Assistant Professor, AIB	<i>Sarika Chaturvedi</i> 02/01/18
12	Ms. Monica Yadav	Assistant Professor, ALS	<i>Monica Yadav</i>
13	Mr. Rakesh Kumar	Assistant Professor, ASAP	<i>Rakesh Kumar</i> 02/01/18
14	Mr. Ali. T Quraishi	Assistant Professor, ASLA	<i>Ali T Quraishi</i> 2/1/18
15	Ms. Suniti	Assistant Professor, ASFDT	<i>Suniti</i>
16	Dr. Debasree	Assistant Professor, AINT	<i>Debasree</i> 2/1/18
17	Dr. Deepika Pandey	Assistant Professor, ASEES	<i>Deepika Pandey</i> <i>Absent</i>
18	Mr. Bhartendra	Assistant Professor, ACON	<i>Bhartendra</i> 28/3-1-18
19	Mr. Robin	Assiatant Professor, ACON	<i>Robin</i> 3/JAN/18 (for 18/01/18)
20	Ms. Sheetal	Assistant Professor, AMS	<i>Sheetal</i> 02.01.2018
21	Ms Priyanaka	Assistant Professor, AIBAS	<i>Absent</i>



My signature

Registrar
Amity University Haryana
Manesar, Gurgaon-122413

22	Ms. Jyotsana Thakur	Assistant Professor, ASCO	
23	Mr. Vinod Chauhan	Assistant Professor, ASH	
24	Dr Viveak Ballyan	Manager, HR	
25	Mr Saurabh Jaglan	Manager, IQAC	Absent
26	Ms Poonam	Coordinator IQAC	
27	Mr. Ajay	Local Member	
28	Mr. Sanjay Sen	Industry Representative	
29	Mr. Avishkar Prakash	Industry Representative, Theetha Electricals Pvt. Ltd	
30	Yogesh Verma	Alumni	

Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 8th Meeting of Internal Quality Assurance Cell of Amity University, Haryana held on 2nd January 2018, 3:30 PM at C-241.

This is for your kind information please.

Dated: 8th January 2018

The following resolutions have been passed:

Agenda 1 :	Approval of minutes of Seventh Internal Quality Assurance Cell Meeting held on 12th July 2017
Resolution:	Dr.Sunita Sharma read the Minutes of Seventh IQAC meeting and presented the action taken report .It was unanimously approved by all the members.
Agenda 2 :	NAAC Accreditation
Resolution:	Dr Sunita Sharma informed the house that the University is in process for NAAC accreditation and the plan related to NAAC activities was discussed with team. It was also decided before July, IQAC will collect the data from all the institutes and departments in NAAC prescribed formats/templates.
Agenda 3 :	NIRF Ranking
Resolution:	Dr Priti Singh informed the house that the University will participate for NIRF ranking.
Agenda 4 :	Reduction of paper work in IQAC


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Amity University Haryana
Manesar, Gurgaon-122413



Resolution:	Dr Sunita Sharma informed the house that from January onwards IQAC will reduce paper work as compared to previous year. It is also informed that the Manager, IQAC will take audit data, evidences in softcopy as deemed necessary.
Agenda 5:	Addition of New infrastructure in University
Resolution:	Dr Priti Singh informed the house about the new infrastructure completed at AUH with an addition of another Academic Block – D. It is planned to shift the Central library from A Block to state of the art library constructed in D-Block.
Agenda 6:	Revision of Syllabus
Resolution:	<p>The revision put up by Deans and Directors of the following departments in some of their UG and PG courses was approved by the Dean Academic Office and ratified by Academic Council.</p> <ul style="list-style-type: none"> - Faculty of Science Engineering & Technology - Faculty of Health & Allied Sciences - Faculty of Law - Faculty of Management Studies & Behavioural Sciences - Faculty of Architecture & Planning <p>(Record will be available with Dean, Academic Office)</p> <p>As per the feedback collected by IQAC on curriculum and is shared with Dean/Director of Faculty of Science Engineering & Technology and Faculty of Law. The Board of Studies (BOS) conducted the respective faculty to evaluate its appropriateness and also to enhance the knowledge of the students at par with the recent trends.</p>
Agenda 7 :	Alumni and Parents feedback
Resolution:	Dr Sunita Sharma informed the house about the new feedback forms and templates being prepared by IQAC. The quality cell plans to take feedback from Parents and Alumni during Convocation.
Agenda 8:	Saving Ecosystem (Annexure II)
Resolution:	<p>Dr Sunita introduced a new initiative of IQAC to save ecosystem. It has been observed that there are more than 200 different types of species of flora and fauna at Amity University Gurgaon campus. To save birds in case of any illness or accident nearest NGO has been selected. One bird was found injured in the campus and was admitted in this NGO.</p> <ul style="list-style-type: none"> ➤ Jain Charity Bird Hospital, Gurugram. <ul style="list-style-type: none"> - Dr Raj Kumar , Mob :9015949793 <p>Responsibility: Manager, IQAC.</p>
Agenda 9:	Digitalization of processes


 Registrar
 Amity University Haryana
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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..... 01

भर्तीकर्ता का नाम..... (IGAB)

पता..... AMITY University (Gurgaon)

पक्षी प्रजाति का स्थान..... फोन.....

बीमारी का कारण..... Word No. 202

पक्षी देने वाले के
हस्ताक्षर

Registrar
Amity University Haryana
Manesar, Gurgaon-122413

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।



AMITY
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AUH/IQAC/MOM-9/2018

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 9th IQAC Meeting

Held on 13th August, 2018

Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 9th meeting of Internal Quality Assurance Cell of Amity University, Haryana held on 13th August 2018 at 3:30 PM in Conference room, A- Block under the Chairpersonship of Hon'ble Pro Vice Chancellor and Dean Academics, Head Quality and Accreditation.

This is for your kind information please.

Dated: 17th August 2018

At the onset the members extended a warm welcome to Hon'ble Pro Vice Chancellor and Dean Academics, Head Quality and Accreditation with a round of applause. The Pro Vice Chancellor AUH welcomed all the participants in the meeting. She informed the house that as **Head Quality and Accreditation** she will be spearheading the Accreditation and Ranking initiatives at AUH.

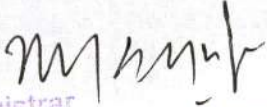
The following resolutions have been passed:

1	Approval of minutes of Eighth Internal Quality Assurance Cell meeting held on 2nd January 2018.
	Dr.Sunita Sharma read the Minutes of eighth IQAC meeting and presented the action taken report. It was unanimously approved by all the members.
2	Agenda
Agenda 1 :	Internal Quality Assurance Cell (IQAC) Calendar
Resolution:	Dr Sunita Sharma presented the detailed plan of activities to be performed by IQAC in this semester to the Chairperson in Annexure II.
Agenda 2 :	Composition of new IQAC members
Resolution:	The Chairperson discussed the inclusion of new members in IQAC committee. Roles and responsibilities of all were defined and discussed. The new composition of IQAC members is attached (Annexure D).
Agenda 3 :	National Institutional Ranking Framework (NIRF)
Resolution:	Chairperson informed the committee about the upcoming NIRF ranking. Tasks were assigned to the members for compiling the NIRF data. The result will be taken as an input to plan accordingly and further enhance quality parameters at AUH.
Agenda 4 :	National Assessment and Accreditation Council (NAAC)
Resolution:	Chairperson informed the house that the University is in process for NAAC Accreditation and plan related to the same was discussed with the team on its implementation under her dynamic leadership.
Agenda 5:	Internal academic and administrative audit
Resolution:	The Chairperson informed the IQAC team to carry out audit as per the IQAC calendar. She laid emphasis on documentation of each activity in all the departments.
Agenda 6 :	Revision of Syllabus
Resolution:	The revision proposed in different courses by Dean and Director after conducting Board of Studies (BOS) in departments i.e. Faculty of Science Engineering & Technology and Faculty of Law was approved by the Dean


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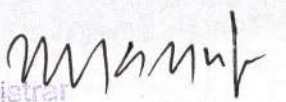
	Academic Office and ratified by Academic Council. (Record will be available with Dean, Academic Office)
Agenda 7 :	Academic Excellence
Resolution:	The Chairperson highlighted on the 3 I's – Innovation, Industry Integration and Internationalisation adopted for the curriculum.
	It was discussed to:
	<ul style="list-style-type: none"> • Focus on ICT enabled pedagogy <ul style="list-style-type: none"> ○ Online certification ○ Massive Open Online Course (MOOC) • Strengthen the Blended learning approach in teaching learning • CABGIN - is a project co-funded by European Union, to strengthen the pedagogical innovation in teaching and learning process at AUH. Few selected Universities from Poland, India, Portugal, Cyprus, Belgium, and Slovakia are partnered within the European Union. These universities are connected to work together in enhancing the standards of higher education in India. Few, collaborative activities like open workshops, international conferences, meetings, seminars have been conducted among all above mentioned partnered Universities.
	Host Universities in Europe are – Wroclaw University of Science and Technology, Poland; Frederick University, Cyprus; Technical University of Kosice, Slovakia; Universidade Nova de Lisboa, Portugal; Universiteit Gent, Belgium .
	Partner Universities in India are – Amity University, Haryana; Parul University, Gujrat; SAL Education, Ahemdabad; RK University, Gujrat; KavayitriBahinabhi Chaudhari North Maharashtra University, Jalgaon. Copy attached as Annexure III)
	<ul style="list-style-type: none"> • Amity Institute of Pharmacy was established and successfully started with the intake of 60 students. • Establishment of the Leadership in Energy and Environment Design lab. A program incollaboration with LEED was introduced to enhance the teaching and learning experience of the students. • Language Lab has been established under the Amity School of Liberal Arts and Foreign Languages for enhanced learningexperience of students in foreign languages at AUH.
Agenda 8:	Learning Resources
Resolution:	During the meeting, it was asserted to meet the demands of number of books, journals, e-subscriptions as per the requirement of the department.
Agenda 9:	Signing of Collaborative projects
Resolution:	Chairperson discussed with the team on the prospects of increasing: <ul style="list-style-type: none"> • Number of collaborative projects at national and international level for exchange of faculty and students. • Skill development programmes in order to bridge the gap between academia and industry. • Entrepreneurship and start-ups.


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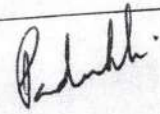


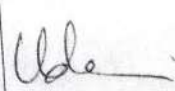
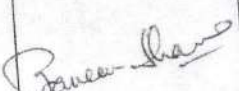
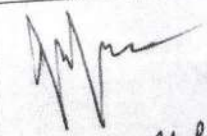
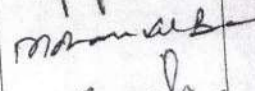

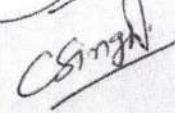

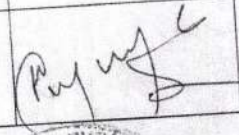
Agenda 10:	Research and Publication
Resolution:	<p>She emphasized on</p> <ul style="list-style-type: none"> • Increasing the number of publications in Scopus, Web of Science, Pubmed indexed and UGC approved journals. • Increasing the number of patents to be filed at AUH. • To seek more opportunities on Consultancy projects.
Agenda 11:	Extra-Curricular Activities
Resolution:	<p>Plan to enhance more sports facilities: Indoor and Outdoor as per the needs of the students.</p> <p>Encourage more students to participate in the co-curricular & extracurricular activities.</p>
Agenda 12:	Social Initiative
Resolution:	<p>To strengthen social outreach activities for the welfare of the society by:</p> <ul style="list-style-type: none"> • Expanding the 'Mission Vision' to the nearby villages for preventing blindness. • Planting of more trees every year to support environmental sustainability. • Expanding the free service to children with hearing impairment in the nearby villages. • Extension of Social Awareness programmes to the nearby villages through existing clubs i.e. Saakar, Udaan.
Agenda 13:	Professional Development Programmes
Resolution:	<p>There is constant growth in the Development Programmes attended by the faculty national and international level. This academic session there is growth of 42% as compared to previous academic session.</p>
Agenda 14:	Administrative Audit
Resolution:	<p>HR & Registrar office Audit was conducted by IQAC team as per checklist.</p>

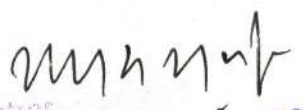
The meeting was adjourned after Vote of thanks to the Chair and all the members.


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Annexure I

1	Name and Designation of Members	Signature
2	Pro. Vice Chancellor and Dean Academics, Head Quality and Accreditation	Chairperson 
3	Dean's (4) 1. Prof. (Dr) Padmakali Banerjee 2. Prof. (Dr) Rajendra Prasad Dean, Faculty of Science, Engineering & Technology, Director AIB & AIISH 3. Maj. Gen. (Retd.) Gurpal Singh Bal Senior Advisor to Founder President ,Dean Student Welfare, Director - Security and Hostel 4. Prof. (Dr) Udaya Narayana Singh, Dean, Faculty of Arts & Humanities, Head of the Department Foreign Languages, Chair Professor & Head-ACLiS 5. Maj Gen.(Retd) Prof. PK Sharma, Dean, Faculty of Law, Director ALS	IQAC Member    
4	Administrative Officials (5) 6. Mr S. Sengupta Registrar 7. Prof. (Dr) ML Bansal Controller of Examination 8. Sqn. Ldr. SK Singh Director- Administration 9. Mr. Chetan Singh Associate Director Corporate Resource Center, Head Industry Integration 10. Mr. Arun Biswas Deputy Controller of Examination	IQAC Member     
5	Director/HOI/HOD (14) 11. Prof. (Dr) Vikas Madhukar Director Admissions, & Dy. Director ABS	IQAC Member 

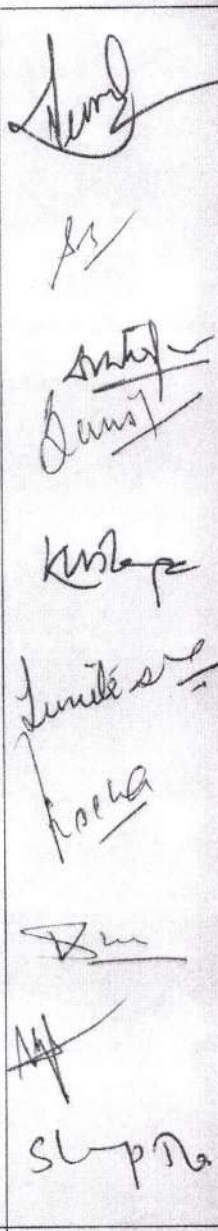
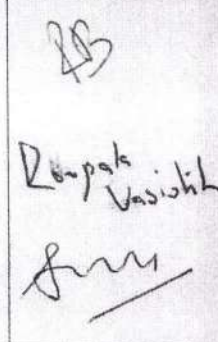

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<p>13. Prof. (Dr) Bhavana Adhikari Dy. Dean Academics</p> <p>14. Prof. (Dr) S.N Sridhara Director ASET & AIIT</p> <p>15. Prof. (Dr) A.K Yadav Director ASAS</p> <p>16. Ms. Esha Jainti Dy. Director ASCO</p> <p>17. Prof. (Dr) Sanjay Kumar Jha Director ASLA&FL</p> <p>18. Prof. (Dr) Satish Sardana Director AIP</p> <p>19. Prof. (Dr) Rishipal Director AIBAS</p> <p>20. Prof. Arunangshu Bhattacharya Dy. Director ASH</p> <p>21. Maj.Gen. Mahavir Singh Dy. Director AMS</p> <p>22. Prof. (Dr) A. Tamilselvi Principal ACON</p> <p>23. Prof. (Dr) S.K Gupta Director ASAP</p> <p>24. Mr. Sachin Juneja Director Market Promotions</p> <p>25. Dr Rajesh Sharma Dy. Librarian</p>		<p><i>Sharma</i></p> <p><i>Sun</i></p> <p><i>Sharma</i></p> <p><i>S.S. Sardana</i></p> <p><i>Rishi</i></p> <p><i>A. Bhattacharya</i></p> <p><i>MS</i></p> <p><i>Sachin Juneja</i></p> <p><i>Sharma</i></p>
<p>6 IQAC Officials (2)</p> <p>26. Dr Anil Kumar Dy. Director IQAC, Head of the Department -ECE, Head - Amizone, Assoc. Professor</p> <p>27. Dr Sunita Sharma Dy. Director IQAC, Assoc. Professor</p>	<p>IQAC Member</p>	<p><i>Anil</i></p> <p><i>S. Sharma</i></p>

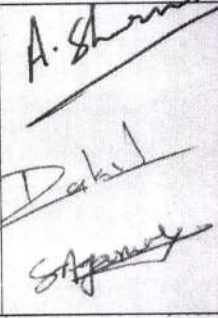
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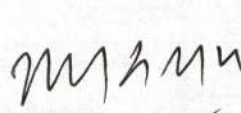


7	Teachers to represent at all levels (10) 28. Dr Rumki Bandyopadhyay Dy. Director-Academic Affairs, Assoc. Professor 29. Prof. (Dr) Seema R Pathak Director – Directorate of Outcome, Head of the Department – Chemistry, Bio-Chemistry & Forensic Science. 30. Prof.(Dr) Debasis Bhattacharya Member -Centre of BRICS Studies 31. Dr Sunil Sikka Assoc. Professor – ASET 32. Dr Kushagra Rajendra Head of the Department ASEES, Assoc. Professor. 33. Dr Luxita Sharma Head of the Department Dietetics & Applied Nutrition, Assoc. Professor 34. Dr Reena Nigam Head of the Department – ASI, Assoc. Professor 35. Dr. Vikas Sharma Head of the Department –AICP, Assistant Professor 36. Dr. Machiavelli Singh Associate Professor-AIB 37. Mr. Shiv Swaroop Jha Programme Coordinator-ACC, Assistant Professor	IQAC Member	
8	External Members (3) 38. Prof. (Dr) Rakesh Bhatnagar Vice Chancellor, Banaras Hindu University 39. Dr Roopak Vashisth CEO- Apparel and Made ups Sector Skill Council 40. Dr. Brahmadeep Sindhu Chief Medical Officer - Municipal Corporation of Gurugram, Haryana.	Scientist Nominee from Industry Nominee from local Society	


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9	Alumni (3) 41. Mr. Aditya Sharma Evaluserve, Gurgaon 42. Mr. Daksh Sethi ITC FMCG, Gurgaon 43. Mr. Sahil Aggarwal Frost & Sullivan, Gurgaon.	Nominee - Alumni	
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AMITY UNIVERSITY HARYANA

Established vide Government of Haryana Act No. 10 of 2010

INTERNAL QUALITY ASSURANCE CELL Annual Calendar (2018 - 2019)

S.No	Activity	Month	Collaborating Departments
1	IQAC 'Semester Plan' meeting -I	July	IQAC
2	Result Analysis - Even Semester	July	Checking in departments
3	Orientation Program (3rd week of July)	July	IQAC - Orientation core team member
4	Academic Audit (Registration Status on Amizone, Faculty load, Faculty registers, Course manuals, Academic/Event Calendar, Checking of Session Plan uploaded ,Time Table, Annual Calendar, Allotment of Mentors etc.)	July & August	IQAC & All Institutes
5	Data collection for NIRF	September & October	IQAC & All Institutes
6	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - ODD Semester	October	IQAC & All Institutes
7	Attendance Analysis of AUH - ODD Semester (Nov End)	November	Checking in departments (Amizone)
8	Examination Check - I	December	IQAC
9	HR & Registrar office Audit (3rd week of Dec)	December	IQAC , HR and Registrar office
10	Academic Audit (Registration Status on Amizone, Faculty load, Faculty registers, Course manuals, Academic/Event Calendar, Checking of Session Plan uploaded ,Time Table , Mentor-Mentee record etc.)	January	IQAC & All Institutes
11	IQAC 'Semester Plan' meeting - II (1st Week of January)	January	IQAC
12	CRC - Audit	January	IQAC & CRC
13	Briefing on Mentor-Mentee practice of IQAC coordinators	January	IQAC
14	Result Analysis - ODD Semester (Jan end)	January	Checking in departments
15	Preparation of NAAC	January to June	IQAC & All Institutes
16	Convocation	February	IQAC - Convocation core team member
17	Students Feedback - Passing out batch	February/ March	IQAC & All Institutes
18	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - EVEN Semester	March	IQAC & All Institutes
19	Training Program on 'Elements of Quality Assurance in Clinical Laboratory'	Mach	IQAC & AMS
20	Audit of Central Library	April	IQAC & Library
21	Examination Check - II	May	IQAC
22	Workshop on 'Value Based Classroom Management Skills'	May	IQAC & ASH
23	LMS Training Programme-Moodle LMS- Implementation	May	IQAC& ASET (Report from director outcome)
24	Hostel & Administration department Audit	May	IQAC , Admin office, Hostel
25	Audit of Laboratories	June	IQAC & All Institutes
26	Documentation Audit	June	IQAC & All Institutes
27	World Accreditation Day - 9th June	June	IQAC
28	Consolidated Academic Administrative Report	June	IQAC

* 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-5/2018


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Annexure III



Education, Audiovisual and Culture Executive Agency

Erasmus+ Higher Education - International Capacity Building

Brussels, 12 JAN. 2017
Appfin (2016) 16 DO 3/1997
File code 1616-5791

Kamila Ludwikowska
POLITECHNIKA WROCLAWSKA
WYBRZEZE WYSPIANSKIEGO 27,
PL - 50370 WROCLAW

Subject: Project number: 573616-EPP-1-2016-1-PL-EPPKA2-CBHE-JP (2016 - 3791 / 001 - 001)

Dear Sir/Madam,

Thank you for returning the two signed copies of the above mentioned Grant Agreement to us. Please find enclosed your copy duly signed by the Agency.

Please note that any further correspondence concerning your project should always quote your project number (mentioned in subject) and should be sent to the following address:

Education, Audiovisual and Culture Executive Agency (EACEA)
Mr Ralf RAHDERS
Head of Unit A4
BOUR 02/17
1, Avenue du Bourget
1049 Brussels
Belgium

For further information regarding the management of your project, you should contact the project officer in charge of your project and you may also use the following e-mail: EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu. In addition, do not hesitate to consult the "Guidelines for Use of the Grant" and the "Frequently asked questions" available on the Erasmus+ website: http://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space_en.

Wishing you a successful project implementation,

Yours sincerely,

Ralf RAHDERS
Head of Unit

Enc. Grant Agreement

Education, Audiovisual and Culture Executive Agency (EACEA) - Unit A4
Office: BOUR 02/17 - B-1049 Brussels - Belgium
Phone: (32-2) 299 49 15 - Fax: (32-2) 299 45 30
http://eacea.ec.europa.eu/erasmus-plus_en
E-mail: EACEA-EPLUS-CBHE-PROJECTS@ec.europa.eu

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Erasmus+: Higher Education – International Capacity Building

GRANT AGREEMENT for an ACTION with MULTIPLE BENEFICIARIES
AGREEMENT NUMBER: 2016-3701/001-001,
Project Reference Number 573616-EPP-1-2016-1-PL-EPPKA2-CBHE-SP
PROJECT: Establishment of Capacity Building Centers as a sustainable solution to raise the standards of teaching staff in Indian HEIs (CABCIN)

CONTRACT BETWEEN THE CO-ORDINATOR AND THE CO-BENEFICIARIES

This contract, drawn up under the Erasmus+ programme, shall govern relations between:

Parties:	Registered seat	Legal representative
P1 Wrocław University of Science and Technology	Wybrzeże Wyspiańskiego Str. 27, 50-370 Wrocław, Poland	Professor Andrzej Trochimczuk
P2 Frederick University	GIANNI FREIDERIKOU 7, 1036, Lefkosia, Cyprus	dr Christoforos Charalambous
P3 Technical University of Kosice	Letna 9, 04200 Kosice, Slovakia	prof. Stanislav Kmet
P4 Universidade Nova de Lisboa	CAMPUS DE CAMPOLIDE, 1099 085, Lisboa, Portugal	Antonio Rendas
P5 Parul University	Waghodia, 391760, Vadodara, India	dr Devanshu Patel
P6 North Maharashtra University	National Highway 6, Umavi Nagar, 425001, Jalgaon, India	Professor Ashok Mahadu Mahajan
P7 SAL Institute of Technology & Engineering Research	Opp.Science city, Sola Road, Ahmedabad, Ahmedabad, India	dr Rupesh P Vasani
P8 Amity University Haryana	Panchgaon, Manesar, 122413, Manesar, Gurgaon, India	S Sengupta
P9 Universiteit Gent	SINT PIETERSNIEUWSTRAAT 25, 9000, Gent, Belgium	prof. dr Anne De Paepe
P10 RK University	Rajkot - Bhavnagar Highway, Kasturbadham, 360020, Rajkot, India	Danish Patel

2016-3701/001/2017
P. COORDINATOR/SUB-COORDINATOR

Parties 2 till 10 are individually referred to as "Co-beneficiary" or collectively as "Co-beneficiaries".
Parties 1 till 18 are individually referred to as "Party" or collectively as "Parties".

Parties have agreed to the general conditions and the following Annexes:
Annex I Estimated budget breakdown between parties.
Annex II Co-financing

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SPECIAL CONDITIONS

ARTICLE 1.1 – SUBJECT MATTER OF THE AGREEMENT

A European Union grant is awarded, under the terms and conditions set out in the Special Conditions, the General Conditions and the other Annexes to the Agreement, for the action entitled **Establishment of Capacity Building Centers as a sustainable solution to raise the standards of teaching staff in Indian HEIs** ("the action") as described in Annex I.

With the signature of the Agreement, the beneficiaries accept the grant and agree to implement the action, acting on their own responsibility.

ARTICLE 1.2 – ENTRY INTO FORCE OF THE AGREEMENT AND DURATION OF THE ACTION

1.2.1 The Agreement shall enter into force on the date on which the last party signs.

1.2.2 The action shall run for 36 months as of ~~15-10-2016~~ ("the starting date of the action") and shall end on ~~14-10-2019~~.

ARTICLE 1.3 - MAXIMUM AMOUNT AND FORM OF THE GRANT

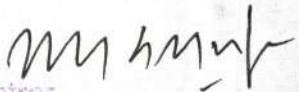
The grant shall be of a maximum amount of EUR 947,741,66 and shall take the form of:

- (a) The reimbursement of 100 % of the eligible costs of the action ("reimbursement of eligible costs"), which are:
 - (i) actually incurred ("reimbursement of actual costs") for the following categories of costs indicated in Annex III: Equipment costs, Costs for Subcontracting
 - (ii) reimbursement of unit costs: not applicable
 - (iii) reimbursement of lump sum costs: not applicable
 - (iv) declared on the basis of a flat-rate of 7 % of the eligible direct costs ("reimbursement of flat rate costs") to cover the indirect costs: not applicable
- (b) Unit contribution: reimbursement of unit costs for the following categories of costs indicated in Annex III: Staff Costs, Travel Costs and Costs of Stay
- (c) Lump sum[s] contribution: not applicable
- (d) Flat-rate contribution: not applicable.

ARTICLE 1.4 – ADDITIONAL PROVISIONS ON REPORTING, PAYMENTS AND PAYMENT ARRANGEMENTS

1.4.1 Reporting periods, payments and additional supporting documents

In addition to the provisions set out in Articles 11.23 and 11.24, the following reporting and payment arrangements shall apply:


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Manesar, Gurgaon-122413





AMITY
UNIVERSITY
HARYANA

AUH/IQAC/MOM-10/2019

INTERNAL QUALITY ASSURANCE CELL

Minutes of the 10th IQAC Meeting

Held on 15th January, 2019

Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 10th meeting of Internal Quality Assurance Cell of Amity University, Haryana held on 15th January 2019 at 3:30 PM in Conference room, A- Block under the Chairpersonship of Hon'ble Pro Vice Chancellor and Dean Academics, Head Quality and Accreditation.

This is for your kind information please.

Dated: 21st January 2019

Welcome by the Hon'ble Pro Vice Chancellor and Dean Academics, Head Quality and Accreditation, AUH: The Pro Vice Chancellor AUH welcomed all the participants in the meeting.

The following resolutions have been passed:

1	Confirmation of minutes of Ninth Internal Quality Assurance Cell Meeting held on 13th August 2018.
	Dr. Sunita Sharma read the Minutes of ninth IQAC meeting and presented the action taken report. It was unanimously approved by all the members.
2	The list of members present in the meeting is attached. (Annexure I).
3	Agenda
Agenda 1 :	National Institutional Ranking Framework (NIRF)
Resolution:	AUH has submitted data to NIRF. In 2018 ranking the university was in the rank band 150-200. The chairperson informed the house that this will be taken as an input to plan accordingly and further enhance quality parameters and ranking of AUH.
Agenda 2 :	National Assessment and Accreditation Council (NAAC)
Resolution:	The progress on the accreditation process for NAAC was discussed with the team. Following points were discussed during the meeting: <ul style="list-style-type: none">• Self-Study Report – Required by NAAC• Work Plan• Stakeholders Feedback from Student, Parents, Alumni, Employer
Agenda 3:	Internal academic and administrative audit
Resolution:	Internal audit was carried out as per the planned schedule. Non-conformities were raised and reports were sent to the respective department. Departments are suggested to lay more emphasis on documentation of each activity properly in respective files.
Agenda 4:	Academic Excellence
Resolution:	<ul style="list-style-type: none">▪ To focus on outcome based education.▪ To establish a Centre of Innovation in Education to encourage students to think out of the box and express their creativity.▪ LMS integration within the curriculum to enhance the teaching-learning process.



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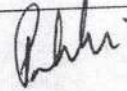




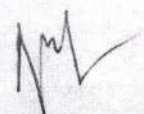
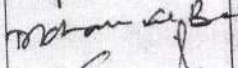
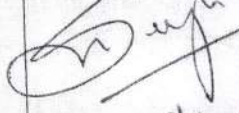
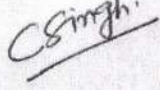

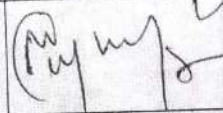
	<ul style="list-style-type: none"> She advised that the data for number of Faculty Development Programmes organized and participated by faculty members at AUH will be collated by IQAC from Directorate of Outcome.
Agenda 5:	Signing of Collaborative projects
Resolution:	To enhance technical skills in the field of Bio-technology AUH has signed an MOU in collaboration with GE Healthcare. About 200 students were trained in Solar and Hospitality skills in two government funded Skill development programmes viz Suryamitra and Hunar se Rozgar Tak.
Agenda 6:	Establishment of centre in collaboration with CABGIN
Resolution:	The chairperson highlighted the need to set up a centre at AUH in collaboration with CABGIN to enhance and strengthen the quality in higher education.
Agenda 7:	Research and Publication
Resolution:	Advanced Research labs have been established at AUH to facilitate research activities for students. There is an increase in the number of patents filed at AUH. Increase in the number of publications in journals with good Impact Factor and Scopus indexed. Madam also advised that IQAC will collate data of research and publication at AUH from University Departmental Research Committee.(DRP)
Agenda 8:	Administration Audit
Resolution:	The audits of the following departments were conducted as per schedule. <ul style="list-style-type: none"> - Corporate Resource Centre (CRC) - Examination office - Central Library audit - Hostel and Administration Department
Agenda 9:	Extra-Curricular Activities
Resolution:	New sports were introduced like Kho-Kho, Table tennis, Women's volley ball, Judo, Wushu, Boxing, Kabaddi etc. Substantial increase in the number of participation of students in sports was observed after the introduction of North Zone Sports Championship at AUH.

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


Registrar
Amity University Haryana
Manesar, Gurgaon-122413



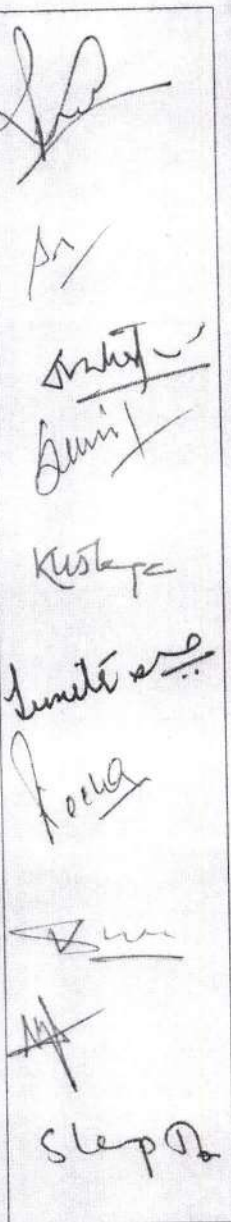
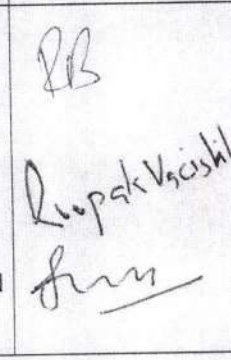
Annexure I

1	Name and Designation of Members	Signature
2	Pro. Vice Chancellor and Dean Academics, Head Quality and Accreditation 1. Prof. (Dr) Padmakali Banerjee	Chairperson 
3	Dean's (4) 2. Prof. (Dr) Rajendra Prasad Dean, Faculty of Science, Engineering & Technology, Director AIB & AIISH 3. Maj. Gen. (Retd.) Gurpal Singh Bal Senior Advisor to Founder President, Dean Student Welfare, Director - Security and Hostel 4. Prof. (Dr) Udaya Narayana Singh, Dean, Faculty of Arts & Humanities, Head of the Department Foreign Languages, Chair Professor & Head-ACLIS 5. Maj Gen.(Retd) Prof. PK Sharma, Dean, Faculty of Law, Director ALS	IQAC Member    
4	Administrative Officials (5) 6. Mr S. Sengupta Registrar 7. Prof. (Dr) ML Bansal Controller of Examination 8. Sqn. Ldr. SK Singh Director- Administration 9. Mr. Chetan Singh Associate Director Corporate Resource Center, Head Industry Integration 10. Mr. Arun Biswas Deputy Controller of Examination	IQAC Member     
5	Director/HOI/HOD (14) 11. Prof. (Dr) Vikas Madhukar Director Admissions, & Dy. Director ABS	IQAC Member 

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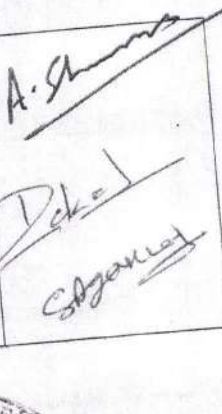
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7	Teachers to represent at all levels (10) 28. Dr Rumki Bandyopadhyay Dy. Director-Academic Affairs, Assoc. Professor 29. Prof. (Dr) Seema R Pathak Director – Directorate of Outcome, Head of the Department – Chemistry, Bio-Chemistry & Forensic Science. 30. Prof.(Dr) Debasis Bhattacharya Member -Centre of BRICS Studies 31. Dr Sunil Sikka Assoc. Professor – ASET 32. Dr Kushagra Rajendra Head of the Department ASEES, Assoc. Professor. 33. Dr Luxita Sharma Head of the Department Dietetics & Applied Nutrition, Assoc. Professor 34. Dr Reena Nigam Head of the Department – ASI, Assoc. Professor 35. Dr. Vikas Sharma Head of the Department –AICP, Assistant Professor 36. Dr. Machiavelli Singh Associate Professor-AIB 37. Mr. Shiv Swaroop Jha Programme Coordinator-ACC, Assistant Professor	IQAC Member	
8	External Members (3) 38. Prof. (Dr) Rakesh Bhatnagar Vice Chancellor, Bharas Hindu University 39. Dr Roopak Vashisth CEO- Apparel and Textile Sector Skill Council 40. Dr. Brahmadeep Singh Chief Medical Officer - Municipal Corporation of Gurugram, Haryana	Scientist Nominee from Industry Nominee from local Society	


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9	Alumni (3) 41. Mr. Aditya Sharma Evaluserve, Gurgaon 42. Mr. Daksh Sethi ITC FMCG, Gurgaon 43. Mr. Sahil Aggarwal Frost & Sullivan, Gurgaon.	Nominee - Alumni	
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AMITY UNIVERSITY HARYANA

Established vide Government of Haryana Act No. 10 of 2010

INTERNAL QUALITY ASSURANCE CELL Annual Calendar (2018 - 2019)

S.No	Activity	Month	Collaborating Departments
1	IQAC 'Semester Plan' meeting -I	July	IQAC
2	Result Analysis - Even Semester	July	Checking in departments
3	Orientation Program (3rd week of July)	July	IQAC - Orientation core team member
4	Academic Audit (Registration Status on Amzone, Faculty registers, Course manuals, Academic/Event Calendar, Checking of Session Plan uploaded, Time Table, Allotment of Mentors etc.)	July & August	IQAC & All Institutes
5	Data collection for NIRF	September & October	IQAC & All Institutes
6	Interaction with students - CR Meeting, Mentor Meeting, Syllabus coverage - ODD Semester	October	IQAC & All Institutes
7	Attendance Analysis of AUH - ODD Semester (November)	November	Checking in departments (Amzone)
8	Examination Check - I	December	IQAC
9	HR & Registrar office Audit (3rd week of Dec)	December	IQAC, HR and Registrar office
10	Academic Audit (Registration Status on Amzone, Faculty registers, Course manuals, Academic/Event Calendar, Checking of Session Plan uploaded, Time Table, record etc.)	January	IQAC & All Institutes
11	IQAC 'Semester Plan' meeting - II (1st Week of Jan)	January	IQAC
12	CRC - Audit	January	IQAC & CRC
13	Briefing on Mentor-Mentee practice of IQAC core team	January	IQAC
14	Result Analysis - ODD Semester (Jan end)	January	Checking in departments
15	Preparation of NAAC	January to June	IQAC & All Institutes
16	Convocation	February	IQAC - Convocation core team member
17	Students Feedback - Passing out batch	February/ March	IQAC & All Institutes
18	Interaction with students - CR Meeting, Mentor Meeting, Syllabus coverage - EVEN Semester	March	IQAC & All Institutes
19	Training Program on 'Elements of Quality Assurance Laboratory'	March	IQAC & AMS
20	Audit of Central Library	April	IQAC & Library
21	Examination Check - II	May	IQAC
22	Workshop on 'Value Based Classroom Management'	May	IQAC & ASH
23	LMS Training Programme-Moodle LMS- Implementation	May	IQAC & ASET (Report from director outcome)
24	Hostel & Administration department Audit	May	IQAC, Admin office, Hostel
25	Audit of Laboratories	June	IQAC & All Institutes
26	Documentation Audit	June	IQAC & All Institutes
27	World Accreditation Day - 9th June	June	IQAC
28	Consolidated Academic Administrative Report	June	IQAC

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

** This is the duty of Departmental heads to ensure that substitute staff ready for audit incase concerned main staff is on leave.

Doc : AUH/IQAC/Cal-5/2018

[Handwritten Signature]
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