

Minutes of the 16thIQAC Meeting

AUH/IQAC/MOM-16/2022



Held on

3rd January, 2022

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
AMITY UNIVERSITY, HARYANA**



AMITY UNIVERSITY HARYANA

Established vide Government of Haryana Act No. 10 of 2010

Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 16th Meeting of Internal Quality Assurance Cell of Amity University, Haryana held on 3rd January 2022, 2:30 PM virtually on Zoom application.

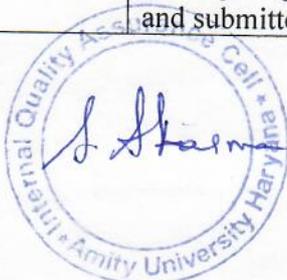
This is for your kind information please.

Dated: 7th January 2022

Welcome by the Hon'ble Pro VC AUH: The Pro Vice Chancellor AUH, Dean Academics, Head- Quality and Accreditations welcomed all the participants of the meeting with greetings of New Year 2022. The Pro VC shared her concern for the difficult times that everyone has gone through during the pandemic and emphasized on the fact that all of us have been together in the new normal and will be in future.

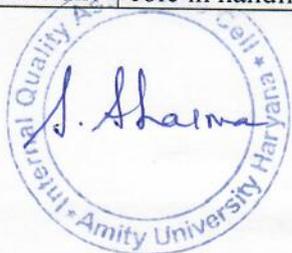
1	Confirmation of minutes of Fifteenth Internal Quality Assurance Cell Meeting held on 8th July 2021.
	Dr. Sunita Sharma read the minutes of fifteenth IQAC meeting and presented the action taken report to Hon'ble Pro VC, Dean Academics, Head- Quality and Accreditations for her approval. It was unanimously approved by all the members.
2	The list of members present in the meeting is attached in Annexure I.
The following resolutions have been passed:	
Agenda 1:	Accreditations and Rankings in the year 2021
Resolution:	<p>The chairperson informed the house about the significant accreditations and rankings achieved by Amity University Haryana (AUH) in the year 2021.</p> <ul style="list-style-type: none">- AUH accredited with grade 'A' by NAAC.- AUH had been placed in the band of 101-150 in overall university category.- Recognition in Atal Ranking of Institutions on Innovation (ARIIA), by securing a position in the Excellent band.-The chairperson invited Prof. (Dr.) Vikas Madhukar, Dy. Pro VC to apprise the house about the different rankings in which the university had participated and secured commendable positions. He highlighted on the various rankings and accreditations processes in which AUH had participated and has successfully achieved remarkable rankings. He further remarked that the detailed report will be shared by him with all the members.-She further emphasized on the fact that Amity University Haryana had the highest number of admissions in the year 2021, crossing the figure of 2500 students enrolled in various programs offered by the university.
Agenda 2:	Submission of NAAC - First Annual Quality Assurance Report of cycle 1 and NIRF Ranking
Resolution:	Chairperson informed the house that the date for submission of NAAC- First AQAR of Cycle-1, has been extended to 1 st February 2022. IQAC will place

	<p>AQAR in the Academic Council for approval. The university will submit the AQAR within the stipulated time.</p> <p>– She further emphasised that this year the university is participating in 5 categories in NIRF ranking 2022. Three additional disciplines have been included apart from the Overall and Research category. The three disciplines are Engineering, Management, and Law. She informed the respective Deans to study, review the sample reports and the data capturing form shared by IQAC. The filled form/draft to be submitted for approval by 15, January 2022 to the Dean Academic office.</p>
Agenda 3:	Director HR to update on the COVID situation
Resolution:	<p>Madam invited Rear Admiral K.K. Pandey, Director HR to give an update on the new situation of COVID w.r.t new variant 'Omicron'.</p> <p>Rear Admiral K.K. Pandey remarked that the number of cases have increased in Gurugram and strict COVID 19 protocols need to be maintained at AUH campus. The university is following all the guidelines / directives posted by the state government till 12th January 2022 and further notice.</p> <p>-He updated on the vaccination status of the employees at the campus and assured that AUH personnel's will be fully vaccinated.</p> <p>– He stated that all meetings will be held on virtual platform as initiated by Hon'ble Pro VC. Academic and administrative offices will remain functional with 50% of staff on rotation basis as stipulated by Haryana state government.</p> <p>– He further added that Class IV employees will report on daily basis. Transport will operate on merged defined routes for the employees. Card swiping by the employees at the campus will continue.</p> <p>- The HR director announced that 15 Earned leaves and 5 sick leaves will be credited to the employee's account in a weeks' time.</p> <p>- Chairperson madam directed that all departments should have representation from a senior faculty or staff member on regular basis attending the office.</p>
Agenda 4:	Open House discussion for HoIs
Resolution:	<p>Chairperson opened the discussion and invited all HOI's to give their viewpoints. She asked Prof. (Dr.) Rajendra Prasad, Dean-Faculty of Science Engineering and Technology to start the discussion</p> <p>Prof. (Dr.) Rajendra Prasad mentioned that during these difficult times department is maintaining academic rigour, labs are open with 50% scholars under supervision. HR director, Rear Admiral Pandey to promulgate that CFO is available on specific days to minimize delay in accounts related to project funds.</p> <p>Prof. (Dr.) Vikas Madhukar mentioned that AUH had the highest number of admissions in the year of 2021 and that the admission process for the MBA programme has been initiated with the admission notification for the year 2022. He requested all HOI's to take a quick review of programmes offered in their institutes/ schools based on the last 2 yrs. performance. The HoIs to analyze whether the programmes need to be discontinued and new programmes need to be introduced as per the industry demands. The need analysis for introducing new programmes can be conducted and the papers can be put forward.</p> <p>- He also remarked that the university is going beyond national ranking and participating in international ranking. The university has already participated and submitted data for THE IMPACT RANKING and is in the process of</p>



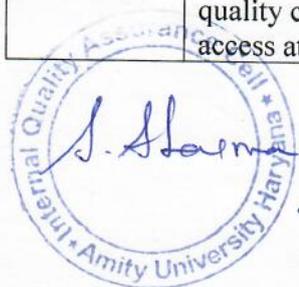
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	<p>filing data for Q.S.ASIA Ranking.</p> <ul style="list-style-type: none"> - He briefed on the Institution Innovation Council (IIC) under the Ministry of Education and emphasized that all the institutes/ schools at AUH should incorporate in their activity calendar, activities related to innovation and startups to support star rating for AUH.
	<p>Madam asked all HOI's to update their respective institute / school presentations with latest updates for ready reference.</p>
Agenda 5:	Commencement of Odd semester end term examination.
Resolution:	<p>Madam remarked that the end term examination has commenced from today i.e., January 3, 2022 for the students. She stated that:</p> <ul style="list-style-type: none"> - Close follow up with the faculty members had resulted in timely uploading of question papers. - Faculty members have shown a marked improvement in the setting of MCQ papers. - Conduct of online examination to be carried out while maintaining transparency and reliability of the examination system. - She further apprised the house that examination in Nursing, Pharmacy and Architecture & Planning has been deferred from 30, December 2021 to 30, March 2022 as per the guidelines of regulating bodies. - She asked Mr. Arun Biswas to throw light on the conduct of examination at AUH. <p>Mr. Arun Biswas mentioned that:</p> <ul style="list-style-type: none"> - Examination department has been able to conduct timely end semester examination and publication of results through collaborative efforts of the institutes/schools. - Examination department has received very less queries from students pertaining to end semester examinations. - He requested the faculty members to submit question papers and internal assessment marks well in time for timely publication/ declaration of results within minimum time period.
Agenda 6:	Submission of question papers and timely completion of Internal assessments.
Resolution:	<p>Chairperson remarked that the university has progressively improved the experience of online examination. Timely declaration of examination results is very important and strict adherence to timeline for uploading of question papers is recommended by Dean Academic office.</p> <ul style="list-style-type: none"> - She emphasized on the fact that internal marks should be uploaded by the faculty members as soon as they are conducted. All should be accountable and strictly follow the academic calendar. - HOI's should play an important role in motivating and counseling the faculty members.
Agenda 7:	IQAC initiative - Online Student Services
Resolution:	<p>The chairperson asserted that online student services is playing an important role in handling exam related queries of students. She informed that IQAC</p>



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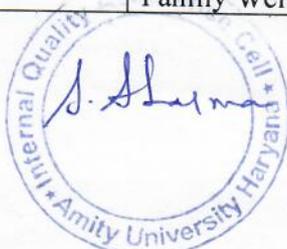
	will carry out a root cause analysis of all queries raised by students on examination for further improvement in the process.
Agenda 8:	Welfare strategy from Honourable Chancellor's Office for first semester students
Resolution:	<p>Madam informed the house that welfare measures have been adopted for the first semester students who have joined after November 15,2021.</p> <ul style="list-style-type: none"> - She remarked that such students have an option of appearing in end semester examination in March 2022. - Extra classes will be given to the students by faculty members for completion of the syllabus. - Concern for allotment of preferred foreign language to first semester students as a value-added course has been raised by Prof U N Singh, Dean, Faculty of Arts. - Prof U N Singh was asked to submit a working note on "How to improve language learning with popular languages" to the Dean Academic office. He had also addressed the need for adequate faculty members for checking and evaluation of foreign language. - However, the second semester classes will start as mentioned in the academic calendar.
Agenda 9:	Preparation for commencement of Even semester 2022
Resolution:	The chairperson asked Prof. (Dr.) Bhavan Adhikari, Dy Dean, to briefly highlight on the progress made in the preparations for the commencement of Even semester as per the Academic calendar.
	Prof. (Dr.) Bhavana Adhikari acquainted with the dates of commencement of the end term examination, and commencement of the even semester. She requested all faculty members to complete the internal assessment of all first semester students before commencement of their end semester examination. She stressed on the workshop mode to be implemented for conduct of Communication skills and Behavioral skills courses. She mentioned that preparation for session plans, faculty load and timetable for the coming even semester have been initiated in all institutes/ schools.
Agenda 10:	Online Teaching and Learning an Evaluation
Resolution:	<p>Madam emphasised on continuous usage of online platforms to impart teaching and learning to the students. She stressed on the importance of strengthening our LMS system. She remarked that</p> <p>:</p> <ul style="list-style-type: none"> - Focus should be on outcome-based learning using blended approach for improving the quality of teaching and making the e- learning process richer and more valuable for the students. -LMS should be extensively used for creating quality e- learning materials for the students. - The faculty members should become well versed with latest tools and technology for creation of study material. - More interactive student engagement activities should be practiced in online classrooms, for development of required skill and competencies in the students. - HoIs were requested to ensure that LMS is rightfully used for uploading quality content in the form of presentations, U-tube videos etc. for students to access at their self- paced learning



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	<ul style="list-style-type: none"> - Incentivize faculty members for preparing quality learning material that can be uploaded on online platforms. - IQAC to initiate more training programs for proper implementation of LMS by faculty members as creating better resources will ensure better recall ability in the students.
	<ul style="list-style-type: none"> - Madam said that apart from teaching, continuous assessment of students should be carried out by faculty members in the form of online quizzes, assignments, presentations by students, MCQ tests, projects, case studies etc. on LMS.
Agenda 11:	Infrastructure Support
Resolution:	<p>In lieu of the unprecedented times during the pandemic the chairperson informed the house that library e-resources have been extensively used by faculty and students. New 880 titles have been added to the library and there is an increase in the volume of books by 3287. Google analytics audience overview depict a 13% increase in users from different countries. Thus, it can be said that there is a considerable increase in the online footfall usage of library e-resources nationally and internationally.</p> <ul style="list-style-type: none"> - The features of the MS Teams have been constantly updated to make it user friendly by the IT department.
Agenda 12:	Online feedback from stakeholders
Resolution:	Madam informed the house that IQAC had taken online feedback from stakeholders and the analysis report will be shared with all the concerned departments for continual improvement.
Agenda 13:	Events organized at AUH.
Resolution:	Madam informed the house that accreditations and ranking agencies are considering geotagged photographs for any activity/ community outreach program organized by the institution. Hence, all activities organized by institutes/ schools should capture geotagged photographs in the event reports.
Agenda 14:	Research and Publication
	Chairperson highlighted on the growth in research and publication at AUH. She remarked that increase in the number of patents filing having societal relevance should be initiated by all 17 institutes/ schools so that, the patents can be commercialized.
Resolution:	<p>She emphasised that:</p> <ul style="list-style-type: none"> - The university must continue to become partners to government sponsored projects and focus on quality publications to achieve higher rankings nationally and internationally. - Faculty members should be motivated for quality publications with global impact, and let each member be empowered, perform and contribute towards institutional building - Collaborative publications with co- authors to be looked into by faculty members.
	<ul style="list-style-type: none"> - Dr. A. K. Yadav mentioned that Mathematics faculty has received 'Sir' grant from DST. - Prof. Dr. Rajesh Nair put forward that AIBAS has received a grant from National Commission of Women for capacity building training programmes. - AIBAS is in the process of getting a large grant from Ministry of Health and Family Welfare for a health-related project.



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	<ul style="list-style-type: none"> - Project JAI has been working successfully. - AIBAS has also received 5 yrs. recognition from RCI for M. Phil Clinical Psychology programme. The institute is keen to start a new professional diploma programme in Clinical Psychology from RCI. - Faculty members in AMS have published books and research papers in reputed journals and have also filed patents. - In AMS a project from DST has been shortlisted. - Dr. Tamilselvi mentioned that three copyrights have been filed by ACON and grants for two projects have been received by the college.
Agenda 15:	Signing of Memorandum of Understanding (MoU)
Resolution:	<p>Madam announced that AUH will be joining hands with Medanta hospital during the 12th India Probiotic symposium which will be held in March 2022.</p> <ul style="list-style-type: none"> - She was also happy to hear that MoUs have been signed in the institutes/schools and invited the heads of the institutes to share the details of MoUs signed. - She informed that activities related to MoUs signed, should be conducted regularly by the institutes/schools. IQAC will monitor the functionality of the MoUs during internal academic audit. <p>– Maj. Gen (Retd.) P. K. Sharma informed the house that the law school has signed an MoU with “We, The People Abhiyan” which is valid for 3 yrs.</p> <ul style="list-style-type: none"> - He stated that the school is in the process of signing an MoU with Motherhood University to become their mentor and is on the verge of closing an MoU with a company for IPR related activities. - Dr. Luxita Sharma updated that Amity Medical School has signed MOU with Management and Science University, Malaysia.
Agenda 16:	Fees Update
Resolution:	<p>The chairperson invited Prof. (Dr.) Vikas Madhukar to give an update on the fees to be paid by the students.</p> <p>Dr. Madhukar informed the house that around 600 students were given the option of part fee payment due to the difficult times in pandemic. He requested the HoIs to follow up with the remaining 300 students for paying the balance fees.</p> <ul style="list-style-type: none"> - Similarly, first year - second semester students were given merit-based admission scholarship. These students are required to fill the scholarship form and attach their marksheet along with the form and, submit to Admission office for further, availing the scholarship scheme as per norms of AUH.
Agenda 17:	Placements and Internship
Resolution:	<p>Madam invited Mr. Manoj Sahani, CRC director to say a few words about the placement of students at AUH.</p> <p>Mr. Manoj Sahani mentioned that they have been able to place 86.5% students and are striving hard for students to get deserving placements.</p> <ul style="list-style-type: none"> - He also showed his concern for placement of students in few schools and assured that CRC would identify companies for placing those students. For e.g Pharmacy. – Mr. Sahani remarked that CRC is communicating with corporates such as IBM, LNT etc. for collaborations and joint industry integrated programs.



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Agenda 18:	Internal Academic Audits
Resolution:	The Chairperson apprised the house that IQAC will carry out internal academic audit of 17 institutes / schools before the commencement of the even semester as per the IQAC calendar. -Monitoring of student's attendance will be carried out by IQAC on Amizone. -Prof. (Dr.) Padmakali Banerjee ended the meeting on a brief note of positivity and being optimistic with good health and wellbeing.

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



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Padmakali

Attendance sheet of Members present on the Zoom Platform on 03.01.2022

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

	<p>Dy. Dean Academics</p> <p>12. Prof.(Dr.) Shalini Bhaskar Bajaj Off. Director ASET & AIIT</p> <p>13. Prof. (Dr) A.K Yadav Director ASAS</p> <p>14. Ms. Esha Jainiti Off. Director ASCO</p> <p>15. Prof. (Dr) Sanjay Kumar Jha Director ASLA&FL</p> <p>16. Prof. (Dr) Satish Sardana Director AIP</p> <p>17. Prof. (Dr) Rajesh Nair Director AIBAS</p> <p>18. Prof. Arunangshu Bhattacharya Dy. Director ASH</p> <p>19. Dr. Luxita Sharma Off. Director AMS</p> <p>20. Prof. (Dr) A. Tamilselvi Principal ACON</p> <p>21. Prof. (Dr) Ila Gupta Director & HOD ASAP</p> <p>22. Mr. Sachin Juneja Director Market Promotions</p> <p>23. Dr Rajesh Sharma Dy. Librarian</p>	
5	<p>IQAC Officials (2)</p> <p>24. Dr Anil Kumar Dy. Director IQAC, Head of the Department –ECE, Head – Amizone, Assoc. Professor</p> <p>25. Dr Sunita Sharma Dy. Director IQAC, Assoc. Professor</p>	IQAC Member

6	<p>Teachers to represent at all levels</p> <p>26. Prof. (Dr) Seema R Pathak Director – Directorate of Outcome, Head of the Department – Chemistry, Bio-Chemistry & Forensic Science.</p> <p>27. Prof.(Dr) Debasis Bhattacharya Member -Centre of BRICS Studies</p> <p>28. Dr Sunil Sikka Assoc. Professor – ASET</p> <p>29. Dr Kushagra Rajendra Head of the Department ASEES, Assoc. Professor.</p> <p>30. Dr. Mustafa Nadeem Kirmani Off. Head of the Department –AICP, Associate Professor</p> <p>31. Dr. Machiavelli Singh Associate Professor-AIB</p> <p>32. Mr. Shiv Swaroop Jha Programme Coordinator-ACC, Assistant Professor</p>	IQAC Member
7	<p>External Members (3)</p> <p>33. Prof. (Dr) Rakesh Bhatnagar Vice Chancellor, Banaras Hindu University</p> <p>34. Dr RoopakVashisth CEO- Apparel and Made ups Sector Skill Council</p> <p>35. Dr. Brahmadeep Sindhu Chief Medical Officer - Municipal Corporation of Gurugram, Haryana.</p>	<p>Scientist</p> <p>Nominee from Industry</p> <p>Nominee from local Society</p>
8	<p>Alumni (3)</p> <p>36. Mr. Aditya Sharma Evaluserve, Gurgaon</p> <p>37. Mr. Daksh Sethi ITC FMCG, Gurgaon</p> <p>38. Mr. Sahil Aggarwal Frost &Sullivan, Gurgaon.</p>	Nominee - Alumni