Minutes of the 17th IQAC Meeting
AUH/IQAC/MOM-17/2022

Held on

5th July, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)
AMITY UNIVERSITY, HARYANA

Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 17th Meeting of Internal Quality Assurance Cell of Amity University, Haryana held on 5th July 2022, at 3:30 PM in Conference Room, A- Block under the Pro Vice Chancellor as Chairperson.
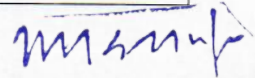
This is for your kind information please.

Dated:11th July 2022
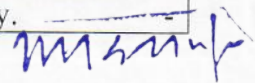

Welcome by the Hon'ble Pro VC AUH:

At the onset the members extended a warm welcome to the Hon'ble Pro Vice Chancellor, Prof. (Dr.) Vikas Madhukar for being promoted from Deputy Pro VC to Pro VC. The Pro Vice Chancellor AUH welcomed all the participants in the meeting.

1	**Confirmation of minutes of Sixteenth Internal Quality Assurance Cell Meeting held on 3rd January 2022.**
	Dr. Sunita Sharma read the minutes of sixteenth IQAC meeting and presented the action taken report to Hon'ble Pro VC, for his approval. It was unanimously approved by all the members.
2	**The list of members present in the meeting is attached as Annexure I.**

The following resolutions have been passed:

Agenda 1:	**Accreditations and Rankings in the academic year 2022-2023**
Resolution:	The chairman informed the house about the significant accreditations and rankings achieved by Amity University Haryana (AUH) in the year 2022. He highlighted the various rankings and accreditations in which AUH had participated and has successfully achieved remarkable rankings. He stated that AUH had participated in the prestigious **THE Impact Ranking** in the overall category and has been ranked 4th in India globally in the band 201-300. Similarly in SDG- 6 'Clean Water and Sanitation 'and SDG- 7 'Affordable and Clean Energy' it has been ranked globally at 63 & 32 positions respectively.
	The university had also participated in the international QS ranking and was not ranked.
	The university will be participating in various prestigious international and national rankings and will aim at improving the positions to better ranks.
	He further emphasised that this year the university will be participating in 5 categories in **NIRF ranking 2023**. The overall university category and the three disciplines -Engineering, Management, and Law. He informed the respective Deans to study, review the sample reports and the data capturing form that will be shared by IQAC. The HOIs of the three abovementioned disciplines should analyse previous year rank attained and seek for higher ranks in 2023. The filled form/draft to be submitted for approval by 30 January 2023 to the Pro VC office.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

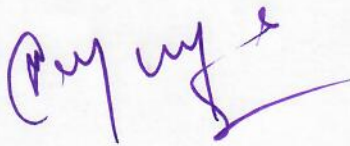|	
Agenda 2:	**Submission of NAAC - Second Annual Quality Assurance Report of Cycle 1.**
Resolution:	Chairperson informed the house that AUH has been accredited with grade 'A' by NAAC. The date for submission of NAAC- Second AQAR of Cycle-1 is 31st December 2022.
	IQAC will prepare templates and coordinate the data collection, curation and uploading into the NAAC portal within the stipulated time frame and will place the AQAR in the Academic Council for approval.
Agenda 3:	**Academic Excellence**
Resolution:	The Pro VC stated that growth in the overall admissions is expected to be around 10% more in UG / PG and PhD programs.
	He apprised that the odd semester would commence from 16th August 2022 for the existing students and from 29th August 2022 for the freshers.
	Five days Orientation programme **'DEEKSHARAMBH STUDENT INDUCUTION PROGRAMME'** for the newcomers have been planned from 29th August 22' to 2nd September22. He stressed that students should be actively involved in a plethora of activities and should be imparted with domain specific insightful knowledge shared by industry experts during the orientation week.
	He appreciated that the HOIs / HODs are continuously making efforts in updating the curriculum at par with industry requirements as per UGC latest guidelines and ensuring that courses are revised periodically.
	He highlighted on the importance of experiential learning to be imparted to the new age learners by organising industry visits and conducting corporate guest lectures.
	He further emphasised that the Pro VC office is preparing the road map for the implementation of NEP 2020 at AUH from the academic session 2023-2024.
Agenda 3:	**Quality Initiatives in Teaching- Learning and Evaluation**
	Sir stressed on the importance of strengthening the AUH- LMS system. He remarked that
	- Focus should be on outcome-based learning using blended approach for improving the quality of teaching learning process.
	- LMS should be extensively used for creating quality e- learning material for the students and making teaching interactive and participatory for improving the competencies of the students.
Resolution:	- HoIs were requested to ensure that LMS is rightfully used for uploading quality content in the form of presentations, audio visual materials so that students can learn at their own pace.
	-Formative assessment and evaluation to be conducted on LMS for objective assessment.
	– IQAC to ensure that more training programs are organized for faculty members by the Academic Staff College for nurturing better learning ability in the students.
Agenda 4:	**Research and Publication**
Resolution:	The Chairperson highlighted on the exponential growth in research and publication at AUH.
	The university must continue to become partners to government sponsored projects.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

	To further increase the number of patents addressing the needs of the masses/ society.
	To increase the number of high impact publications in Scopus indexed journals and UGC care journals.
	The schools / institutes to further enhance opportunities in consultancy and collaborative projects with reputed industry and organizations.
	Collaborative publications with co- authors to be looked into by faculty members.
	Focus on interdisciplinary research to be fostered amongst faculty and students for nurturing creativity and innovation.
Agenda 5:	**Students' participation in Community Engagement Activities**
Resolution:	Students to be actively involved in community services. The students' club should conduct more activities to spread awareness amongst the villagers on the importance of education, health, environmental sustainability. Health camps, free legal aid services and other activities to be further strengthened for addressing societal issues.
Agenda 6:	**IQAC- 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 semester as per the IQAC calendar.
	Report on classes held/ not held/ tracked / not tracked will be generated by IQAC and shared with the head of the institutions for review and necessary action.
	Monitoring of student's attendance on Amizone will be carried out by IQAC.
Agenda 7:	**IQAC- Administrative initiatives: Digitalizing following services on Amizone.**
Resolution:	• Requisition of guest house
	• Creche facilities
	• Monitoring Ph. D scholars
	• Checking of answer sheets
Agenda 8:	**Quality feedback from stakeholders**
Resolution:	Sir, 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 and follow-up action.
Agenda 9:	**Infrastructure Support:**
Resolution:	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.

Registrar
Amity University Haryana
Manesar Gurgaon-122413

	The features of the MS Teams have been constantly updated to make it user friendly by the IT department.
Agenda 10:	**Signing of Memorandum of Understanding (MoU)**
Resolution:	He 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. IQAC will monitor the functionality of the MoUs during internal academic audit.
Agenda 9:	**Events organized at AUH.**
Resolution:	It was informed to the house that all activities / events organized by institutes/ schools should capture geotagged photographs in the reports while submitting it to Directorate of Outcome.
Agenda 10:	**Placements and Internship**
Resolution:	Corporate Resource Centre (CRC) director informed the house that around 88% students have been placed in reputed organizations.

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

Registrar
Amity University Haryana
Manesar Gurgaon-122413

Sr. No	Name	Designation	Signature
	The University Level Composition of IQAC 2022-2023 at Amity University Haryana.		
1.	**Pro. Vice Chancellor** 1. Prof. (Dr) Vikas Madhukar	Chairperson	
2.	**Senior Administrative Officers** 2. Dr. Ravi Manuja Registrar	IQAC Member	
	3. Prof. (Dr) Rajendra Prasad Dean, Faculty of Science, Engineering & Technology, Director AIB & AIISH		
	4. Maj. Gen. (Retd.) Gurpal Singh Bal Senior Advisor to Founder President Dean Student Welfare, Director - Security and Hostel		
	5. Prof. P.K. Sharma, Dean, Faculty of Law, Director ALS		
	6. Prof (Dr) Anil Kumar Dy. Dean Academics		
	7. Sqn. Ldr. SK Singh Director- Administration		
	8. Mr. Arun Biswas Deputy Controller of Examination		
3.	**Senior Teachers** 9. Prof. (Dr) Sanjay Kumar Jha Director ASLA&FL	IQAC Member	
	10. Prof. (Dr) Satish Sardana Director AIP		
	11. Prof. (Dr) Rajesh Nair Director AIBAS		
	12. Prof. (Dr) Seema R. Pathak Director – Directorate of Outcome, Head of the Department –		

Registrar
Amity University Haryana
Manesar Gurgaon-122413

	Chemistry, Bio- Chemistry & Forensic Science.
	
	13. Prof. (Dr) Ila Gupta
	    Director & HOD ASAP
	
	14. Prof. (Dr) Shalini Bhaskar Bajaj
	    Off. Director ASET & AIIT
	
	15. Dr. Machiavelli Singh
	    Associate Professor-AIB		

4.	**Management Representative (RBEF)** Prof (Dr.) Kamal Kant Dwivedi Senior Vice President (REBF)		

5.	**External Members**
	
	16. Prof. (Dr) Rakesh Bhatnagar
	    National Science Chair
	    Former Vice Chancellor, Banaras
	    Hindu University, Varanasi
	
	17. Mr. Amit Kataria
	    Chief-Human Resource Officer
	    Minfy Technologies		

6.	**Student/Alumni**
	
	18. Mr. Sandeep Chaudhary
	    Sr. Manager Talent Management
	    Hashed In. by Deloitte
	
	19. Ms. Rajni Gaud Bhatt
	    Sr. Specialist - IT Cross-Functions
	    Smart Europe GmbH
		Nominee-
		Student
		
		Nominee –
		Alumni	

7.	**IQAC Coordinator** 20. Dr. Sunita Sharma Associate Professor	Dy. Director IQAC	

INTERNAL QUALITY ASSURANCE CELL
Annual Calendar (2022 - 2023)

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

Registrar
Amity University Haryana
Manesar Gurgaon-122413

(Accredited with Grade 'A' by NAAC)

INTERNAL QUALITY ASSURANCE CELL
Annual Calendar (2022 - 2023)

S.No	Plan of Action / Activity	Month	Collaborating Institutes / Departments
26	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - Even Semester	March	IQAC & All Institutes
27	Audit of Central Library	April	IQAC & Library
28	Annual laboratory audit, media lab, studio etc.	May	IQAC
29	Examination Check – II	June	IQAC
30	Green Audit & Campus Rounds	June	IQAC & All Institutes

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

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

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

Registrar
Amity University Haryana
Manesar Gurgaon-122413