

MINUTES

INTERNAL QUALITY ASSURANCE CELL MEETING

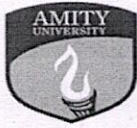
DATE : 27 December 2018

TIME : 11:00 AM

VENUE : Conference Room
Academic Block 'B'
Amity University Campus
Maharajpura,
Gwalior (M.P.)

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Appendix - A

(Refer to Para 2)

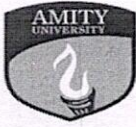
INTERNAL QUALITY ASSURANCE CELL MEETING :
27 December 2018

AGENDA ITEMS

Item No.	Item
Item No. 1	Welcome address by the Hon'ble Vice Chancellor-AUMP
Item No. 2	Approval of University AQAR report 2017-18.
Item No. 3	Ratification of Minutes of Previous IQAC Meeting
Item No. 4	Discussion on Feedback Analysis 2017-18
Item No. 5	Quality measures adopted by the university to include :- a) Gap analysis/ identification of area of improvement in last one year and progress thereon. b) New additions done/ initiatives taken in last one year by the University. c) Best practices successfully implemented by the University in last one year. d) Future plan of action for next academic year.
Item No. 6	Presentation on Best Practices being followed at Amity University Madhya Pradesh:- a) Academics b) Research/ Consultancy/ Projects/ Patent c) Examinations d) Industry Interaction & Placements
Item No. 7	Presentation on implementation of actionable points emerging from Feedback report 2016-17
Item No. 8	Suggestions by members on incorporation & improvement of Best Practices.
Item No. 9	Any other item with the permission of chair

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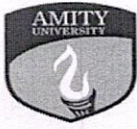
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Gwalior



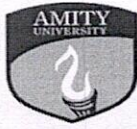
Date: 27.12.2018

**MINUTES OF THE MEETING OF INTERNAL QUALITY
ASSURANCE CELL OF AMITY UNIVERSITY MADHYA
PRADESH, HELD ON
27 DECEMBER 2018**

1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 27 December 2018 at 1100 hours at the Amity University Campus, Maharajpura, Gwalior (M.P.). The meeting was held under the Chairmanship of Lt Gen V K Sharma, AVSM (Retd), the Vice Chancellor, AUMP, Gwalior.
2. The Agenda Points proposed to be discussed during the meeting were earlier circulated to all members and are attached at Appendix-A. The list of Members of Internal quality assurance cell of Amity University Madhya Pradesh present in the meeting is attached as Appendix-B.
3. After the attendance and establishment of quorum, the internal quality assurance cell proceeded to discuss the agenda points. The details of discussion are given in the succeeding paragraphs.
4. **Agenda Item 01: Welcome address by Chairperson-IQAC.** The Hon'ble Vice-Chancellor of the University and Chairperson of IQAC opened the proceedings with his welcome speech. He underlined that IQAC plays a significant role in promoting, nurturing and maintaining quality standards in teaching, learning, evaluation and management of the University. Having emphasized the need to follow the NAAC guidelines pertaining to institutional quality, he insinuated that the institute being at the helm of the process can better understand the practical areas of improvement, and therefore, the IQAC should set institution-specific goals of achieving quality. Thereafter he invited Prof. (Dr.) Anil Vashisht, Director and Coordinator IQAC to take the proceedings further.



5. **Agenda Item 02: Approval of University AQAR report 2017-18.** The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht, Presented a detailed Annual Report on Quality Assurance Measures adopted by the university. The presentation was made based on the NAAC criteria. The following aspects were showcased:
- AUMP's participation in MHRD's National Institutional Ranking Framework (NIRF) at University as well as Business School level.
 - Various awards conferred upon AUMP during the academic year 2017-18 including 12th rank amongst all private universities at National Level by Dialogue India Group during Dialogue India Academia Conclave – 2018, 17th Position among Top Private & Deemed Universities of India, 14th position in India's Best Private University Survey – 2018 conducted by India Today Magazine and Excellent Higher Education University in India Award by CMAI during the 11th National Education Award Summit at Vigyan Bhawan in Delhi.
 - SCOPUS and ICI indexing of the Journal of Content, Community and Communication published by Amity School of Communication as well as ICI and ISA indexing of Amity Journal of Management published by Amity Business School.
 - Infrastructure augmentation such as establishment of Amity Centre of Excellence for Chemical, Biological, Radiological and Nuclear Mitigation (CBRN Lab) and Four other new Laboratories, procurement of new equipments worth Rs 56.65 Lakhs, addition of new titles and volumes of books and journals in the library and automation of the library. It was underlined that a total budget of Rs 75, 78,922 was utilized for Infrastructure Development during the year.
 - Introduction B. Pharma as a new course, revision of curriculum for existing courses and inclusion of new courses focusing on employability/ entrepreneurship/ skill development in all major programmes.
 - Augmentation of Management Information System through online admission system, online attendance, feedback, exam form generation and result communication exclusively on amity intranet zone (AMIZONE).



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MADHYA PRADESH

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- Research funds sanctioned and received from various agencies, industry and other organizations for Major, Minor and Interdisciplinary Research Projects worth Rs 39, 12,000.
- MoUs signed with institutions of repute like Gajra Raja Medical College, Global earth Society for Environmental Energy and Development, Rajmata Vijayaraje Scindia Krishi Vishwavidyala, University Lumiere De Bujumbura, Burundi, Mapua University, Philippines, Virginia International University, Central Queensland University, Australia and AIESEC: International Association of Students in Economic and Commercial Sciences.
- Establishment of Amity Alumni Gwalior Chapter.

A 52 point format of Annual Quality Assurance Report (AQAR) was framed as per guidelines of UGC/NAAC and was provided to all the constituent academic institutes of the University. The AQAR thus obtained was then reviewed by University IQAC and a Consolidated AQAR 2017-18 in respect of the University was put up for Approval.

All the members of committee approved the AQAR 2017-18 in consensus. (The Report is attached Appendix – C1,C2).

6. **Agenda Item 03: Ratification of Minutes of Previous IQAC Meeting.** The Director and Co-ordinator of IQAC, Prof. (Dr.) Anil Vashisht read out the Minutes of IQAC meeting held on 15 October 2018. The statuses of the following actionable points were put up for approval:

- Amity should participate in NIRF Ranking – Achieved
- IQAC to be reconstituted as per NAAC Guidelines - Achieved

The minutes were then approved by all members.

7. **Agenda Item 04: Discussion on Feedback Analysis and Points Raised by Various Stakeholders.**

The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht presented a comprehensive report on

- Systematic feedback from students in the following areas:


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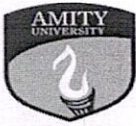
- Academics: including academic governance, curriculum, teaching-learning, assessment/ continuous evaluation/ examination, faculty, student support and placements
- Administration: including library, institutional structures and institutional facilities
- Faculty satisfaction survey in the areas of curriculum design and development
- Employers' feedback survey regarding the overall quality of students as per industry expectations
- Alumni satisfaction survey covering the categories of academic process, faculty, students support, placement process, examination & evaluation process, infrastructure / facilities, exit process and amity association

8. **Agenda Item 05: Quality measures adopted by the university.**

The Director and Co-ordinator of IQAC, Prof. (Dr.) Anil Vashisht presented the quality measures adopted by the university during the year including gap analysis and progress thereon, new additions done and initiatives taken, best practices successfully implemented and future plan of action for next academic year. The following points were highlighted:

- Best practices implemented by the University in last one year like the UDO system, Marshal system, Journals/E- News letter by major Schools of AUMP, Continuous inspection for quality improvement, In-house FDP, Seminars/workshops on current topics, Student Satisfaction Survey, Amity Incubation Centre, Formulation of Question Banks to augment examination system, and Eco-friendly Campus.
- Measures to improve the employability of students like special Placement Training sessions, improving the quality of SIPs for more PPOs, Student Seminars, Online Aptitude tests, Mock interviews and Entrepreneurship Development programs-EDP.
- Remedial /tutorial classes conducted to improve the results of weak students.
- New initiatives including 360⁰ Feedback including all stakeholders like students, faculty, alumni, parents and employers, regular parents week to have direct communication with Parents, SIT (Self identified Target) for faculty and regular faculty meetings.


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9. **Agenda Item 06: Presentations on Best Practices being followed at Amity University Madhya Pradesh.** The best practices adopted in Amity University Madhya Pradesh, Gwalior (AUMP) in execution of Academic and Non-academic activities were presented before the members of the IQAC for suggestions and improvements.

(i) **Academics:**

Prof. (Dr.) R.S. Tomar, Dean- Academics made a presentation on practices being followed at AUMP before beginning of academic session and during the academic session. He added that the practises followed at AUMP emphasise on setting and maintaining threshold standards with an aim of assuring and enhancing academic quality by supervising, evaluating and supporting students in a manner that promotes excellence in teaching and learning. After the presentation, Dean Research, Dr. S. P. Bajpai suggested that AUMP Plagiarism Policy should also be added in the Academic Best Practices. printout of the presentation is attached at *Appendix – D*).

(ii) **Research/ Consultancy/Projects/Patents:**

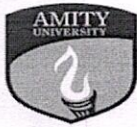
Prof.(Dr.) S.P. Bajpai, Dean –Research outlined the initiatives taken by the Directorate of Research and Publications (DRP) including the monitoring of fortnightly and monthly research outcomes, self identified research goals of faculty members, guiding and motivating the faculty members to write research projects and promoting collaborative research . He further shared the research statistics of the year and future plans of the DRP. A printout of the presentation is attached at *Appendix – E*).

(iii) **Examinations:**

Brig.(Dr.) J.Matta, Controller of Examination, AUMP made a presentation on examination best practises adopted by AUMP. He described the organisation of examination department, its functioning, evaluating and grading system. Delineating the future strategic plan, he highlighted the need of designing such assessment processes & instruments that are integral to students learning, and reducing the assessment burden on the students and faculty through increased frequency of Continuous Internal Evaluation. The major action points of his presentation were Comprehensive Question Banks, Online CIE and

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Gwalior



standardization of mark sheets with Barcodes. A printout of the presentation is attached at *Appendix – F*).

(iv) **Industry Interaction & Placements:**

Mr. Rajat Pathak, Director-CRC made a presentation on Training and Placement best practises adopted by AUMP. In his presentation he briefed the members about the policy, process along with a road map followed by Placement Cell. He updated the members on placement phases of the year and current placement status. Outlining the best practices adopted by CRC he highlighted the bottom-up approach, sector-wise mapping of fresh requirements, company specific briefing before the start of actual placements, and formulation of Employer Feedback Forms, Recruiter Offer Confirmation Form and Student Offer Acceptance Form. A copy of the presentation made by Director-CRC is attached at *Appendix – G*).

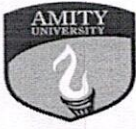
10. **Agenda Item 07: Presentation on implementation of actionable points emerging from Feedback report 2016-17**

- (i) The Director and Co-ordinator IQAC, Prof. (Dr.) Anil Vashisht made a comprehensive presentation on the measures adopted by various departments to incorporate the actionable points emerging from the feedback analysis of the academic year 2016-17 as discussed and suggested by different members during the IQAC meeting of Dec 2017.
- (ii) The presentation covered the measures adopted by the departments in order to improve feedback in all aspects of the feedback analysis like academic governance by HOI/ HOD, curriculum, teaching learning, assessment/ continuous evaluation/ examination, faculty, student support, placement, library, institutional structures and institutional facilities.

11. **Agenda Item 08: Suggestions by members on incorporation & improvement in Best Practices:**

- (i) Hon'ble VC, Chairman IQAC suggested that Students must give AMIZONE feedback for all subjects failing which their exam forms will not be generated. Further, students must not use offensive language in their feedback. HOIs should sensitize the first year students on this issue. The identity of the students


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MADHYA PRADESH

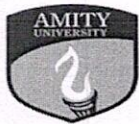
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in the feedback is pseudo-anonymous, and in such cases they can be traced and actions can be taken against them.

- (ii) Chairman IQAC further stressed on improving the quality of students to ensure placements in bigger companies with higher packages.
- (iii) Dr. Iti Roychowdhury, Director ASCENT/ASL suggested that Classroom Observations and Feedback forms should be included in the Report on Best Practices in Academics.
- (iv) Chairman IQAC stressed that Director & Coordinator IQAC must procure and maintain all the records pertaining to events being organized in the University. Event Coordinators must forward all documents pertaining to the event to IQAC for documentation.
- (v) Brig. J. Matta, COE suggested that too frequent changes in the syllabi should be avoided and new syllabi should be implemented from the 'New Batch', not the 'New Year'. He also reiterated that the Back Papers be framed judiciously from the relevant syllabus.
- (vi) Pro VC Prof. Dr. M. P. Kaushik suggested that the students should be given academic flexibility in terms of their Minor Track course. Chairman IQAC, Lt. Gen V. K. Sharma said that in view of the complexity of the suggested system, it will be taken up for further discussions.
- (vii) Dr. J. Girish, Representative of Management, Vice President RBEF, suggested the introduction of Semester-Wise Open Electives (Basket Courses) at AUMP.
- (viii) Dr. J. Girish further raised the importance of Vision and Mission of University and its awareness among all the stakeholders. He suggested that all constituent institutes of the University should also formulate their vision and mission which should be in line with the Vision and Mission of University. All the members agreed to the suggestion in consensus.
- (ix) Dr. J. Girish also suggested standardizing the publication format of research papers so that Web of Sciences can pick the name of the University on all papers. Dean Research Prof. Dr. S. P. Bajpai agreed to create a standard format for all publications.
- (x) Dr. J. Girish further suggested that faculty should map measurable Course Outcomes and Programme Outcomes, and the Question papers should be

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framed keeping these outcomes in mind. Special workshops should be organized to train the faculty in mapping the outcomes.

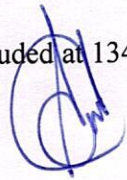
- (xi) The required CGPA for getting a PG Degree should be brought down from 6 to 5.5 as the CGPA in larger classes is tremendously affected by relative grading. This was again suggested by Dr. J. Girish.
- (xii) Dr. J. Girish emphasized on starting Amity Executive Programme, which was well received by the members.
- (xiii) The Chairman IQAC emphasized on framing balanced question papers wherein due weightage is given to each module. To this, Dr. Venkatadri Marriboyina, Professor, ASET, added that mapping of the question-wise learning outcomes should be done. Dr. Iti Roychowdhury, Director ASCENT/ASL consented to circulate a Course-Coverage Gridsheet to all HOIs.
- (xiv) Mr. Sunil Shrivastava, Sr. Manager-HR, Britannia Industries Ltd. Suggested that more rigorous personality development sessions be conducted for improving placements.

12. **Agenda Item 09: Any Other Items with the Permission of the Chair.**

There being no other point by any member, the meeting was concluded at 1345 hrs with thanks to the Chair.

Date : 28.12.2018

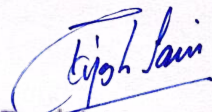
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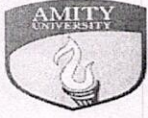

Prof. (Dr.) Anil Vashisht

Director and Co-ordinator IQAC

Copy to:

1. All members of IQAC- by email.
2. Controller of Exams- by email.
3. Director-CRC- by email.
4. Registrar Office
5. IQAC File.


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Attendance sheet for IQAC Meeting dated 27.12.2018

S.No.	NAME	DESIGNATION	ATTENDENCE
1	Lt. Gen. VK Sharma, AVSM (Retd.)	Vice Chancellor (Chairperson, IQAC)	
2	Prof. (Dr.) MP Kaushik	Pro Vice Chancellor	
3	Prof. (Dr.) RS Tomar	Dean Academics (Senior Academician, IQAC)	
4	Prof. (Dr.) SP Bajpai	Dean Research (Senior Academician, IQAC)	
5	Maj. Gen. (Dr.) SC Jain, VSM** (Retd.)	Director - ASET (Senior Academician, IQAC)	
6	Prof. (Dr.) Iti Roychowdhury	Director - ASCENT (Senior Academician, IQAC)	
7	Brig (Dr) J Matta	Controller of Examination (Invited Member)	
8	Mr. Rajat Pathak	Director CRC (Invited Member)	
9	Prof. (Dr.) Venkatadri Marriboyina	Professor (ASET)	
10	Prof. (Dr.) Devendra Kumar Pandey	Professor (ABS)	
11	Mr. Rajesh Jain	Registrar (Senior Administrative Officer)	
12	Dr. J Girish	Vice President, RBEF (Representative of Management)	
13	Mr. Shubham Jain	Entrepreneur & Owner (Rishi Galav School) (Alumni)	
14	Col. Rahul Kapahi (Retd.)	Vice President, Punj Llyod (Industry Nominee)	
15	Mr Avinash Sharma	General Manager-Godrej	
16	Mr. Sunil Shrivastava	Sr. Manager- HR, Britannia Industries Ltd.	
17	Mr. Santhosh Pathak	DGM HR, SRF Ltd. Malanpur	
18	Dr Anand K Shrivastava-ABS	Associate Professor (ABS)	
19	Mr Ashish Sharma	Associate Professor (ASAP)	
20	Dr. Sudha Mishra	Assistant Professor (ASCENT)	
21	Mr Ashutosh Barua	Assistant Professor (ASET)	
22	Mr. Gaurav Kumar Niwariya	MBA- I Sem, AUMP	
23	Prof. (Dr.) Anil Vashisht	Director (ABS), Dean (Student Welfare) & Dy. Dean (Academics) (Director & Coordinator - IQAC)	

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