



MINUTES

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DATE : 21 January 2020

TIME : 11:00 AM

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

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Gwalior



Appendix - A

(Refer to Para 2)

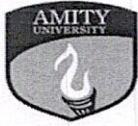
INTERNAL QUALITY ASSURANCE CELL MEETING :
21 January 2020

AGENDA ITEMS

Item No.	Item
Item No. 1	Welcome address by the Hon'ble Vice Chancellor-AUMP
Item No. 2	Approval of University AQAR 2018-19.
Item No. 3	Ratification of Minutes of IQAC Meetings
Item No. 4	Discussion on Feedback Analysis 2018-19
Item No. 5	Quality measures adopted by the university to include :- a) NAAC Accreditation progress review. b) New additions done/ initiatives taken in last one year by the University. c) 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
Item No. 7	Presentation on implementation of actionable points emerging from Feedback report 2018-19
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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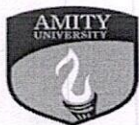


Date: 21. 01. 2020

**MINUTES OF THE MEETING OF INTERNAL QUALITY
ASSURANCE CELL OF AMITY UNIVERSITY MADHYA
PRADESH, HELD ON
21 JANUARY 2020**

1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 21 January 2020 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. After formally welcoming all the members of IQAC, he delineated the threefold role of a university viz. imparting quality education, creating new knowledge and socio-environmental uplift. Referring to the planned NAAC accreditation in 2020, he emphasized upon the significance of quality assurance as an important factor in this regard. He added that all the departments of AUMP have Internal Quality Assurance Cells that are functioning towards assuring departmental quality in terms of teaching-learning and research. He also stated that Amity University looks for best practices adopted by Indian as well as foreign universities to learn from them in assuring quality. Thereafter he invited Prof. (Dr.) Anil Vashisht, Director and Coordinator IQAC to take the proceedings further.

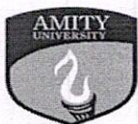


5. **Agenda Item 02: Approval of University AQAR 2018-19.**

The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht, Presented a detailed Annual Quality Assurance Report 2019. Major highlights of his presentation included significant contributions made by IQAC during the current year and quality enhancement outcomes achieved by the end of the academic year in terms of academic improvement, employability enhancement, placements, research, and infrastructure development. Major highlights of his presentation were:

- Improved placement status in comparison to previous year with 53 companies of high repute and good packages visiting the campus.
- Creation of Alumni Portal resulting into smooth alumni connect and feedback system.
- 8 New 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.
- Research funds sanctioned and received from various agencies, industry and other organizations for Major, Minor and Interdisciplinary Research Projects worth Rs 11,30,000 during the past academic year.
- Increased collaboration with leading industries resulting into consultancy projects worth Rs. 69,39,000.
- Students of AIB, Sidhharth Singh Tomar, Diwakar Arodiya, Nitesh Parihar and Sharad Iyer received 'The Wipro Earthian Awards-2018' on 9 Feb 2019.
- Amity School of Communication Received the Award for Best Media School in Madhya Pradesh during Dialogue India Conclave on 2 May 2019.
- Maj Gen (Dr) SC Jain, VSM** (Retd), Dir. ASET received Dr Suresh Ghai Memorial Award.


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- Prof.(Dr.) Raghavendra Sharma received Bhartiya Eminence Award in the category of Distinguished Scientist for excellent contribution in the field of ECE
- JBH HealthCare Application App created by Mr. Ajay Gupta, B.Tech.(ME) 2015 Pass-out student – a startup incubated under Amity Innovation Incubation Center .

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 2018-19 in respect of the University was put up for Approval.

All the members of committee approved the AQAR 2018-19 in consensus. (The Report is attached Appendix – C1,C2).

6. **Agenda Item 03: Ratification of Minutes of IQAC Meetings.**

The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht read out the Minutes of IQAC meeting held on 18 October 2019. The status of the following actionable points was put up for approval:

- Systematic feedback from Employers, Alumni and Parents to be recorded for NAAC criterion 1.4.1 'Structured feedback to be received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents – Achieved
- All Institutes must start compiling five years' data and prepare institutional SSR (Self Study Report) for NAAC inspection – Achieved

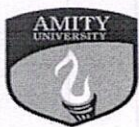
The minutes were then approved by all members.

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:
 - o Academics: including academic governance, curriculum, teaching-learning, assessment/ continuous evaluation/ examination, faculty, student support and placements

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- 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

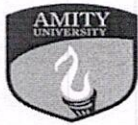
8. **Agenda Item 05: Quality measures adopted by the university**

The quality measures adopted by the university in terms of NAAC Accreditation progress review, new additions done/ initiatives taken in last one year by the University and future plan of action for next academic year were presented before the members of IQAC for suggestions of improvement:

- (i) Dr. Santosh Sharma, Coordinator NAAC, presented a comprehensive report of the quality measures adopted by the university during the year with reference to the preparedness for the upcoming NAAC Accreditation. Updating the IQAC members on the Revised Assessment and Accreditation (A&A) Framework, he outlined the 115 Metrics of NAAC for Universities covering seven Criteria, 36 Qualitative Metrics and 79 Quantitative Metrics, and presented about the preparedness of the university against each criteria. The overview of his presentation reveals that while Curricular Aspects, Teaching Learning and Evaluation, Infrastructure and Learning Resources, Governance, Leadership and Management as well as Institutional Values and Best Practices are our strength areas, the university needs to focus on improving the scores in the criteria of Research, Innovations and Extension as well as Student Support and Progression. It was further added that after the first convocation of the university scheduled on 29 February 2020, the scores in Student Support and Progression will improve.
- (ii) The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht made a presentation on new additions done and initiatives taken by the University during the past year. He highlighted upon the following points:

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- Learning Management System-LMS has been made functional in the University which would add quality to the teaching-learning as well as knowledge management in the University.
- Exam Department has been automated adding transparency in assessment and evaluation process.
- The university has established ADDOE – Amity Directorate of Distance & Online Education which offers various Online Courses to the far and wide students.
- Amity University Madhya Pradesh organized a national science and art exhibition – Sci-Art 2019.
- TCS-ion ERP system has been introduced for Employee Management.

(iii) A presentation on Quality Assurance Plans of Action for the next academic year was made by Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht. Keeping in mind the areas of improvement for NAAC accreditation, he outlined the following plan of action:

- To organize Convocation to strengthen Alumni network and their effective involvement in various institutional activities including placements.
- Tie up with more professional and institutional bodies
- To obtain more research-funded projects
- To increase collaboration with leading industries and provide consultancy
- To publish research papers in international journal of repute Indexed in SCOPUS and/or other reputed agencies.

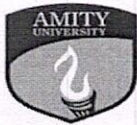
9. **Agenda Item 06: Presentation on Best Practices being followed at AUMP**

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:**

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Prof. (Dr.) R.S. Tomar, Dean- Academics made a presentation on best practices being followed at AUMP in terms of academics. He covered the academic best practices in three segments - before beginning of academic session, during the academic session and after 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. (Printout of the presentation is attached at *Appendix – D*).

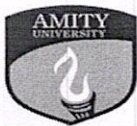
(ii) **Research/ Consultancy/Projects/Patents:**

Dr. Swapnil Rai 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 successful automation of examination practices pertaining to organization and functioning of exam, conduct of examinations, evaluation and declaration of results. He also outlined the future aspects of examination system including online submission of question papers, online examination and evaluation. (A printout of the presentation is attached at *Appendix – F*).

10. **Agenda No. 07: Presentation on implementation of actionable points emerging from Feedback report 2017-18:**



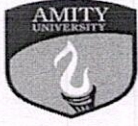
- (i) The Director and Co-ordinator IQAC, Prof. (Dr.) Anil Vashisht made a comprehensive presentation on the measures adopted by various departments to incorporate the actionable points emerging from the feedback analysis of the academic year 2017-18 as discussed and suggested by different members during the IQAC meeting of Dec 2018.
- (ii) The presentation covered the measures adopted by the university 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 for improvement in Best Practices:**

- (i) Hon'ble VC, Chairman IQAC suggested that the syllabus should not be revised too frequently and too drastically just to comply with UGC guidelines, as it results into confusion for the students appearing for back papers.
- (ii) Hon'ble VC also suggested that curriculum should be made more pragmatic by reducing the number of theory papers/ clubbing two interrelated subjects into one. He also said that students should be given more exposure in multidisciplinary and extra-curricular learning.
- (iii) Hon'ble VC said that new faculty members must be trained on the use of Amizone for exam automation.
- (iv) Mr. Rajesh Khanna, Plant Head, SRF Ltd. suggested that mentioning 'no complaints received' under Grievance Redressal Cell projects inefficient functioning of the mechanism as no system can be perfect or absolute. To this Hon'ble VC suggested to replace this column with 'complaints received and addressed'
- (v) Harshit Agrawal, an alumnus of AUMP and student member of IQAC expressed his happiness about the first Convocation of the university and the Alumni Portal.
- (vi) Hon'ble VC said that an analysis of university weaknesses with reference to NAAC Criteria should be done and appropriate steps should be taken on the identified aspects

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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 1330 hrs with thanks to the Chair.

Date : 21.01.2020

Place : Gwalior

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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Gwalior



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Attendance sheet for IQAC Meeting

S. No.	NAME	DESIGNATION	ATTENDANCE
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.	Maj. Gen. (Dr.) SC Jain, VSM** (Retd.)	Director - ASET (Senior Academician, IQAC)	
5.	Prof. (Dr.) Iti Roychowdhury	Director - ASCENT (Senior Academician, IQAC)	
6.	Prof. (Dr.) Venkatadri Marriboyina	Professor (ASET)	
7.	Prof. (Dr.) Devendra Kumar Pandey	Professor (ABS)	
8.	Mr. Rajesh Jain	Registrar (Senior Administrative Officer)	
9.	Dr. J Girish	Vice President, RBEF (Representative of Management)	
10.	Mr. Harshit Agarwal	KPMG (Alumni)	
11.	Mr. Rajesh Khanna	AVP, SRF Ltd.	
12.	Mr Avinash Mishra	General Manager-Godrej	
13.	Mr. Sunil Shrivastava	Sr. Manager- HR, Britannia Industries Ltd.	
14.	Mr. Santhosh Pathak	DGM HR, SRF Ltd. Malanpur	
15.	Dr Anand K Shrivastava	Associate Professor (ABS)	
16.	Mr Ashish Sharma	Associate Professor (ASAP)	
17.	Dr. Sudha Mishra	Associate Professor (ASCENT)	
18.	Mr Ashutosh Barua	Assistant Professor (ASET)	
19.	Mr. Gaurav Kumar Niwariya	MBA- III Sem, AUMP	
20.	Prof. (Dr.) Anil Vashisht	Dy. Pro-VC, Director (ABS), Dean (Student Welfare) & Dy. Dean (Academics) (Director & Coordinator - IQAC)	
21.	Brig (Dr) J Matta (Retd.)	Controller of Exam (Invited Member)	
22.	Mr. Rajat Pathak	Director – CRC (Invited Member)	
23.	Dr. Santosh Sharma	Associate Professor – Maths (Invited Member)	
24.	Dr. Swapnil Rai	Associate Professor – EVS (Invited Member)	
25.	Dr. Vikash Shrivastava	Associate Professor	 28/01/2020
26.	Dr. V. Kushwah	Associate Professor	

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