



## MINUTES

### INTERNAL QUALITY ASSURANCE CELL MEETING

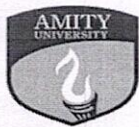
DATE : 20 December 2017

TIME : 11:00 AM

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

Registrar

Amity University Madhya Pradesh  
Gwalior



**Appendix - A**

(Refer to Para 2)

**INTERNAL QUALITY ASSURANCE CELL MEETING :**  
**21 DECEMBER 2017**

**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 2016-17.
Item No. 3	Review of Minutes of Departmental IQAC
Item No. 4	Discussion on Feedback Analysis 2016-17
Item No. 5	Presentations on Best Practices being followed at Amity University Madhya Pradesh: a. Academics b. Research/ Consultancy/Projects/Patents c. Examinations d. Industry Interaction & Placements
Item No. 6	Presentation on implementation of actionable points emerging from Feedback report 2015-16
Item No. 7	Suggestions by members on incorporation & improvement of Best Practices.
Item No. 8	Any other item with the permission of chair

Date: 21.12.2017

Registrar

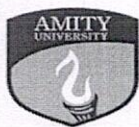


**MINUTES OF THE MEETING OF INTERNAL QUALITY  
ASSURANCE CELL OF AMITY UNIVERSITY MADHYA  
PRADESH, HELD ON  
20 DECEMBER 2017**

1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 20 December 2017 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), Hon'ble 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. The internal quality assurance cell then proceeded to discuss the agenda points. The details of discussion are given in the succeeding paragraphs.
3. **Agenda No. 1: Welcome address by Chairperson-IQAC.** The Hon'ble Vice-Chancellor of the University and Chairperson of IQAC welcomed the members. He explained the role of University IQAC and added that the composition of University IQAC is as per the NAAC guidelines. Further he informed the members about the Best Practises being adopted by the University. Thereafter he invited Prof.(Dr.) Anil Vashisht, Director and Co-ordinator IQAC to commence the proceedings.
4. **Agenda No. 2: Approval of University AQAR report 2016-17.** The Director and Co-ordinator IQAC, Prof. (Dr.) Anil Vashisht briefed the members on key areas identified for internal quality assurance of University like conduct of Academic audit of different institutes, measures taken to improve teaching learning environment etc. A 52 point format of Annual Quality Assurance Report (AQAR) was framed as per guidelines of UGC/NAAC and provided to all the constituent academic institutes of the University. The AQAR obtained was then reviewed by University IQAC and a Consolidated Report of AQAR 2016-17 in respect of the University was then put up for Approval.

All the members of committee approved the AQAR 2016-17 in consensus. (The Report is attached Appendix – C1,C2).

  
Registrar



5. **Agenda No. 3: Review of Minutes of Departmental IQAC.**

The Director and Co-ordinator IQAC, Prof. (Dr.) Anil Vashisht further briefed about Departmental IQAC and its functioning to all the members. Minutes of the meeting of Departmental IQAC and AQAR were reviewed by the members. (The Report is attached as **Appendix – D).**

Director ended his presentation with a note that gap analysis in best practises against NAAC parameters will be done continuously and accordingly IQAC requirements will be adhered on continuous basis.

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

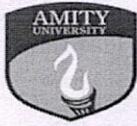
The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht presented a comprehensive report on

- Systematic feedback from students in the following areas:
  - 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

7. **Agenda No. 5: 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.

  
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(i) **Academics:**

Prof. (Dr.) R.S. Tomar, Dean- Academics made a presentation on practises 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. A printout of the presentation is attached at *Appendix – E*).

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

Prof.(Dr.) S.P. Bajpai, Dean –Research informed the members that Directorate of Research has been established in the University with a view of motivating and improving the overall performance of institutional research. He further added that to narrow down the gap in Research and Development, faculties inclined in Research are being identified and motivated to take collaborative research with institutes of international and national repute. A printout of the presentation is attached at *Appendix – F*).

(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. To achieve the fool-proof execution of the examination, standard operating procedure for conduct of exam, result compilation and checking have been developed. Further he informed that the department is working on online uploading of degrees and gradesheets on NAD platform. A printout of the presentation is attached at *Appendix – G*).

(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. To narrow down the gap in placement, recommendations were placed by Director CRC like, AUMP's membership in corporate summits like TiE, CII, FICCI, etc. A copy of the presentation made by Director-CRC is attached at *Appendix – H*).

Registrar

Amity University Madhya Pradesh  
Gwalior

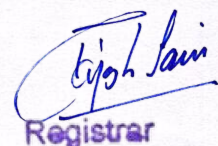


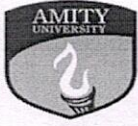
8. **Agenda No. 06: Presentation on implementation of actionable points emerging from Feedback report 2015-16:**

- (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 2015-16 as discussed and suggested by different members during the IQAC meeting of Dec 2016.
- (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.

9. **Agenda No. 07: Suggestions by members on incorporation & improvement in Best Practices:**

- (i) To ensure incremental academic growth of students of weaker section, the data base of all students taking Govt. Scholarship under this Category be prepared. It was suggested by Chairperson-IQAC, to analyse the result of 2-3 semesters of these students' performance and plan the remedial classes on need basis. Registrar will help the CoE in this exercise. Although it is expected that students should not be weak as they join the University after qualifying a common entrance test, where they don't get any concession in terms of qualifying marks. However members agreed to carry out this exercise to arrive at a final conclusion.
- (ii) Dr. J. Girish, Representative of Management, Vice President RBEF, suggested the need of designing new programmes after taking the feedback from all stakeholders including students, parents and industry. A formal exercise should be done and documented. Lt.Gen.VK Sharma (AVSM) Retd, Vice Chancellor, AUMP and Chairperson pointed out that new programmes should be launched only if they are listed in AICTE/UGC's approved program list.
- (iii) 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

  
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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.

- (iv) Dr. J. Girish also suggested to conduct regular meetings with Alumni, employers and parents separately to obtain their opinion on AUMP academics, performance of students, suggestions on curriculum updation etc and record to be maintained. Suggestion is taken for implementation.
- (v) Col. Rahul Kapahi (Retd), Vice President, Punj Lloyd an Industry Representative pointed out the need to enhance the communication skills and confidence level among the students going for placements. He shared his experience about the requirements which multinationals are looking for, in their employees. The suggestion was unanimously approved by the members.

10. **Agenda No. 8: 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 : 21.12.2017

Place : Gwalior

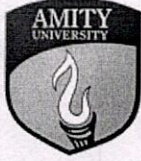
**Prof.(Dr.) Anil Vashisht**

**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.

**Registrar**  
**Amity University Madhya Pradesh**  
**Gwalior**

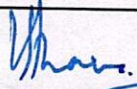
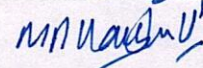
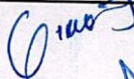
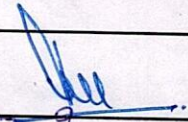
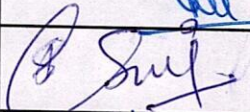


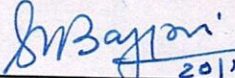
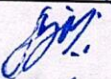
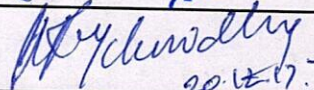
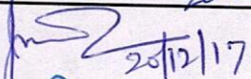
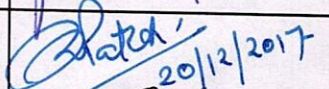
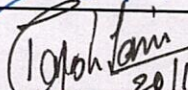

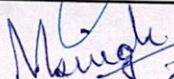


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Attendance sheet for IQAC Meeting dated 20.12.2017

S.No.	NAME	DESIGNATION	ATTENDANCE
1	Lt. Gen. VK Sharma, AVSM (Retd.)	Vice Chancellor (Chairperson, IQAC)	 20/12/17
2	Prof. (Dr.) MP Kaushik	Pro Vice Chancellor (Vice Chairperson, IQAC)	 20/12/17
3	Dr. J Girish	Vice President, RBEF (Representative of Management)	
4	Col. Rahul Kapahi (Retd.)	Vice President, Punj Loyd (Industry Nominee)	
5	Mr. Shubham Jain	Entrepreneur & Owner (Rishi Galav School) (Alumni)	
6	Prof. (Dr.) Anil Vashisht	Director (ABS), Dean (Student Welfare) & Dy. Dean (Academics) (Director & Coordinator - IQAC)	
7	Prof. (Dr.) RS Tomar	Dean Academics (Senior Academician, IQAC)	
8	Prof. (Dr.) SP Bajpai	Dean Research (Senior Academician, IQAC)	 20/12/17
9	Maj. Gen. (Dr.) SC Jain, VSM** (Retd.)	Director - ASET (Senior Academician, IQAC)	 20/XII
10	Prof. (Dr.) Iti Roychowdhury	Director - ASCENT (Senior Academician, IQAC)	 20.12.17
11	Brig (Dr) J Matta	Controller of Examination (Invited Member)	 20/12/17
12	Mr. Rajat Pathak	Director CRC (Invited Member)	 20/12/2017
13	Mr. Rajesh Jain	Registrar (Senior Administrative Officer)	 20/12/2017
14	Dr. Devendra Kumar Pandey	Associate Professor (ABS) (Teacher)	
15	Dr. Manisha Singh	Associate Professor (ASET) (Teacher)	 20/12/17

  
Registrar