

MINUTES

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

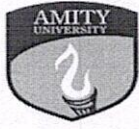
DATE : 31 July 2019

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)

MEETING OF INTERNAL QUALITY ASSURANCE CELL

31 July 2019

AGENDA ITEMS

Item No.	Item
Item No. 1	Welcome address by the Chairperson-IQAC
Item No. 2	Review of progress against points decided in IQAC Meeting held on 26 March 2019
Item No. 3	Review of preparedness for new academic session
Item No. 4	Review of progress of LMS
Item No.5	Sensitization for NAAC Accreditation
Item No. 6	Any Other Items with the Permission of the Chair





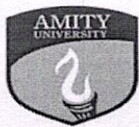
Date: 31.07.2019

**MINUTES OF THE MEETING OF INTERNAL QUALITY
ASSURANCE CELL OF AMITY UNIVERSITY MADHYA
PRADESH, HELD ON
31 JULY 2019**

1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 31 July 2019 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 and its functioning is given heavy weightage in NAAC Accreditation. He also specified that only 30 percent of the total scores are allocated through the campus visit of the NAAC committee, whereas 70 percent of the scores are calculated on the basis of university data available online. Therefore a regular environmental scan related to the courses, like new trends in particular stream, prevalent student choices, employment trends etc., becomes important for the growth of the university. He also emphasized upon creating a positive public perception through regular communication with Alumni and Parents. Thereafter he invited Prof. (Dr.) Anil Vashisht, Director and Coordinator IQAC to take the proceedings further.


Registrar



5. **Agenda Item 02: Review of progress against points decided in IQAC Meeting held on 26 March 2019**

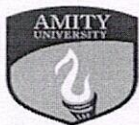
The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht, Presented a detailed report on the progress against the actionable points decided in the IQAC Meeting held on 26 March 2019. He informed Chairman IQAC that all Instts are having their Vision and Mission statements. It was decided that all HoIs will get their Instts' Vision and Mission approved by Pro Vice Chancellor and Hon'ble Vice Chancellor by 15th Sept 2019.

6. **Agenda Item 03: Review of preparedness for new academic session**

The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht invited all HOIs to share the status of their preparedness for the upcoming academic session pertaining to academics, faculty recruitment, class room requirement, laboratories, books, and other infrastructural issues. Some major issues under discussion were as under:

- i. All HOIs shared their preparedness pertaining to the new academic session. Major areas in this regard were readiness with Question Banks, Welcome Letters sent to the new students and their parents, uploading of session plans on Amizone and preparations for Orientation Programme.
- ii. Chairman IQAC directed that all academic as well as administrative departments must complete the advance planning for the infrastructure requirements for the next academic year (2020). The requirements should be made in line with the guidelines of the institutional Statutory Bodies. A deadline of 30th August 2019 was set for the completion of this task. **Col. S. K. Sethi, Dir. Administration, to compile the report and present the same to Hon'ble VC.**
- iii. Director ABS, Dr. Anil Vashisht suggested a requirement of a store room and a common room in academic block C. To this, Chief Proctor and Director Hostels Brig. Rajesh Gangele suggested for a need of a Central Common Room which can be utilized as a venue for student activities organized on weekends.

Registrar

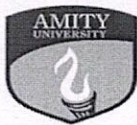


AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

- iv. Chairman IQAC directed that prompt action should be taken against the students who have not submitted their fees. All departments must prepare a list of such students and forward it to the Registrar for initiating necessary action.
- v. Chairman IQAC enquired about the recording status of Lectures under Amity Digital Resource Centre (ADRC) and directed Dr. Sumit Narula, Director ASCO to start recordings immediately with the available resources while other requirements can be fulfilled gradually.
- vi. All Directors shared their preparedness regarding the Orientation Programme for the newly admitted batch to which Chairman IQAC suggested that some prerequisite assignment including general aptitude and basic subject knowledge be mailed to the new students.
- vii. Director Admissions shared the status of admissions so far. He suggested that departmental intervention can minimize student withdrawals. He requested that a department-wise list of failed students be shared with the Admissions Department so that they can be counseled to take admission in some other course instead of taking withdrawal.
- viii. Dean Academics, Prof. (Dr.) R. S. Tomar raised the issue of calls going unattended in Admissions Department due to which prospective admissions get diverted to other institutions. To this Chairman IQAC directed that the intercom connections of Admissions Department be replaced with direct lines, if required, so that no call related to admissions is missed.
- ix. Chairman IQAC reiterated that Ph.D. is the minimum requirement for Assistant Professors, and underlined that all faculty members enrolled in Ph. D. must be sensitized to expedite their thesis work.
- x. COE presented a report on the progress of automation of examination process. To this Chairman IQAC pointed out that the GSSC students should be sensitized about the prerequisites of taking the Back Papers and an undertaking be taken from them.
- xi. Chairman IQAC said that the Admissions Department must send the student files to the departments for the first level verification. A deadline of 05 August was set for this task. To this the Registrar Mr. Rajesh Jain added that the names of the students should be verified from the class 12 mark sheet to avoid future problems.



7. **Agenda Item 04: Review of progress of LMS**

Director ASET, Maj. Gen. S. C. Jain presented a detailed report on the progress of LMS. He said that four-level training has been conducted in all departments to familiarize the faculty members with the LMS platform and its usage.

- i. He pointed out that LMS has become functional and faculty members should start creating their teaching sessions on this platform.
- ii. He also informed that Mr. Arvind Kr. Upadhyay, Professor CSE, has been nominated as coordinator LMS and all problems and queries should be routed to him.

8. **Agenda Item 05: Sensitization for NAAC Accreditation**

Dean Academics, Prof. (Dr.) R. S. Tomar presented a comprehensive report on NAAC Guidelines to prepare Self-Study Report (SSR) and the preparedness of AUMP for NAAC Accreditation. He outlined the seven criteria that serve as the basis of NAAC assessment (printout of the presentation is attached at *Appendix – C*). A comparative analysis of the NAAC Criteria vis-à-vis preparedness of AUMP was done. Following were some of the highlights and actionable points raised by Chairman IQAC:

- i. All alumni be brought online so that good scores can be secured in the component of Student Satisfaction Survey. - **Responsibility – Director CRC by 28 Aug 2019.**
- ii. Programme Outcome/ Course Outcome/ Learning Outcome to be designed and verified by all departments. - **Responsibility – All HOIs by 30 Aug 2019**
- iii. ALS, ASAP and AIP students should now take up CBCS courses so that better scores in the NAAC criterion 1.2.2 ‘Percentage of Programmes in which Choice Based Credit System has been Implemented’ can be achieved.
- **Responsibility – Director ALS/ASAP/AIP and Dean (A)**
- iv. Systematic feedback from Employers, Alumni, Parents and Students to be recorded for NAAC criterion 1.4.1 ‘Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents’
- **Responsibility – Employers, Alumni: Director CRC by 30 Sept 2019.**
- **Parents, Teachers, Students: All HoIs by 30 Sept 2019.**


Registrar



AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

v. All Institutes must start compiling five years' data and prepare institutional SSR (Self Study Report) for NAAC inspection.

- Responsibility – All HOIs by 30 Sept 2019.

vi. A central format of Self Study Report to be circulated to all HOIs by Dean-Academics. The same is to be filled-in by all HOIs by 30th Sept 2019.

- Responsibility – Dean-Academics, All HOIs

9. **Agenda Item 06: 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 : 31.07.2019

Place : Gwalior

Prof. (Dr.) Anil Vashisht

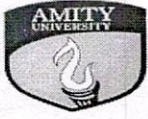
Director and Co-ordinator IQAC

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



AMITY UNIVERSITY

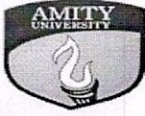
MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Attendance sheet for IQAC Meeting dated 31.07.2019

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.	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.	Prof. (Dr.) Venkatadri Marriboyina	Professor (ASET)	
8.	Prof. (Dr.) Devendra Kumar Pandey	Professor (ABS)	
9.	Mr. Rajesh Jain	Registrar (Senior Administrative Officer)	
10.	Dr. J Girish	Vice President, RBEF (Representative of Management)	
11.	Mr. Shubham Jain	Entrepreneur & Owner (Rishi Galav School) (Alumni)	
12.	Col. Rahul Kapahi (Retd.)	Vice President, Punj Llyod (Industry Nominee)	
13.	Mr Avinash Sharma	General Manager-Godrej	
14.	Mr. Sunil Shrivastava	Sr. Manager- HR, Britannia Industries Ltd.	
15.	Mr. Santhosh Pathak	DGM HR, SRF Ltd. Malanpur	
16.	Dr Anand K Shrivastava-ABS	Associate Professor (ABS)	
17.	Mr Ashish Sharma	Associate Professor (ASAP)	
18.	Dr. Sudha Mishra	Assistant Professor (ASCENT)	
19.	Mr Ashutosh Barua	Assistant Professor (ASET)	
20.	Mr. Gaurav Kumar Niwariya	MBA- I Sem, AUMP	
21.	Prof. (Dr.) Anil Vashisht	Director (ABS), Dean (Student Welfare) & Dy. Dean (Academics) (Director & Coordinator - IQAC)	
22.	Maj. Gen. Rajinder Kumar, AVSM, SM, VSM (Retd.)	Director - ALS (Invited Member)	
23.	Prof. Lalitesh Kumar Jain	Professor & Director – ASAP (Invited Member)	
24.	Prof. (Dr.) Anantha Naik Nagappa	Director AIP (Invited Member)	
25.	Dr. Sumit Narula	Director - ASCO(Invited Member)	
26.	Brig (Dr) J Matta	Controller of Examination (Invited Member)	
27.	Brig. Rajesh Gangele (Retd)	Director-Hostel & Chief Proctor(Invited Member)	

Registrar
Amity University Madhya Pradesh
Gwalior



AMITY UNIVERSITY

MADHYA PRADESH

Established vide Government of Madhya Pradesh Act No. 27 of 2010

Attendance sheet for IQAC Meeting dated 31.07.2019

S.No.	NAME	DESIGNATION	ATTENDANCE
28.	Col. S. K. Sethi ✓	Director Administration (Invited Member) ✓	Present
29.	Mr. Rajat Pathak ✓	Director CRC (Invited Member)	Present
30.	Mr. Swopnil Agrawal ✓	Director - Admissions & Marketing (Invited Member)	Present
31.	Dr. Deepa Pandey ✓	Officiating HOI - AIBAS (Invited Member)	Present
32.	Ms. Anshu Singh Choudhary ✓	Officiating HOI - ASFDT (Invited Member)	Present
33.	Mr. Amanpreet Randhawa ✓	Dy. Director HR (Invited Member) ✓	Present
34.	Mr. Rakesh Kant Sharma ✓	Director (Liaison)	Present
35.	Dr. A. N. Nageshwar ✓	Director AIP	Present
36.	Dr. A. K. Upadhyay ✓	Prof. (CSE), ASET	Present

Ujjwal Jain

Registrar
Amity University Madhya Pradesh
Gwalior