

AMITY UNIVERSITY

MADHYA PRADESH

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

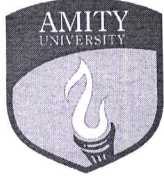
MINUTES

INTERNAL QUALITY ASSURANCE CELL MEETING

DATE : 23 March 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)

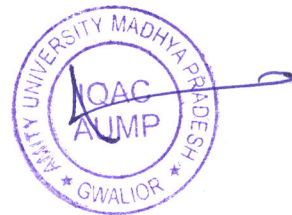
INTERNAL QUALITY ASSURANCE CELL MEETING:

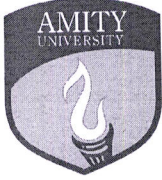
23 March 2018

AGENDA ITEMS

Item No.	Item
Item No. 1	Welcome address by the Chairman- IQAC & Hon'ble Vice Chancellor- AUMP
Item No. 2	Review of progress against points decided in 1st Meeting of IQAC
Item No. 3	Presentation on Departmental Quality Audit Report – 2018
Item No. 4	Any Other Items with the Permission of the Chair.

Registrar
Amity University Madhya Pradesh
Gwalior





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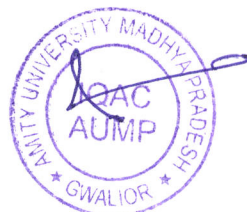
Date: 23 March 2018

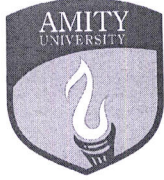
**MINUTES OF THE MEETING OF INTERNAL QUALITY
ASSURANCE CELL OF AMITY UNIVERSITY MADHYA
PRADESH, HELD ON
23 MARCH 2018**

1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 23 March 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), 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 Chairman of IQAC welcomed the members. Stressing upon the significant role of IQAC in smooth functioning of any institution, he initiated the Department/Instt wise review of Actionable Points decided in 1st IQAC meeting.
4. **Agenda No. 2: Review of progress against points decided in 1st IQAC meeting:**
Point wise replies by the HoIs are as under:
 - a) 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.

Responsibility -Director-CRC

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Director CRC informed that CRC Department is still awaiting the support from HO Noida to start the process of enrollment in corporate summits.

Hon'ble VC Sir advised Director CRC to expedite the follow-up and make efforts for at least one membership by July 2018.

- b) 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.

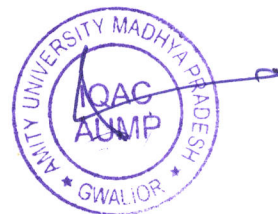
Responsibility - CoE & Registrar

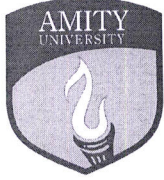
Registrar informed that around 87% students getting SC/OBC scholarships from MP Govt have been scoring more than 5 CGPA. 50% students of these categories have scored 6 and above CGPA.

SUMMARY OF CGPA OF STUDENTS OBC / SC CATEGORY (FROM 2014 - 2017) GETTING MP GOVT SCHOLARSHIP

Ser. No.	Batch	No. of Students	CGPA / SGPA					
			<=4.99	5.00 to 5.99	6.00 to 6.99	7.00 to 7.99	8.00 to 8.99	9.00 & above
1	2012-2013	3	0	1	2	0	0	0
2	2013 - 2014	3	0	0	1	0	2	0


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3	2014 - 2015	16	0	4	7	5	0	0	
4	2015 - 2016	18	3	6	1	7	1	0	
5	2016 - 2017	38	6	11	6	7	8	0	
6	2017 - 2018	16	3	3	4	2	4	0	
Total		94	12	25	21	21	15	0	
			13%	27%	22%	22%	16%	0%	
			87%						

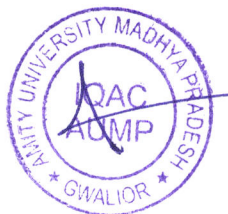
Hon'ble VC Sir has advised that remedial classes on the basis of cast (SC/ST/OBC) are not required. However it should be offered to any student, from any cast, who is not performing well in any subject, in the form of Guided Self Study Course (GSSC).

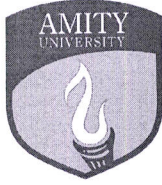
- c) Dr. J. Girish, Representative of Management, Vice President RBEF, suggested the need of designing new programmes after taking the feedback from all stakeholders including students, parents and industry. A formal exercise should be done and documented. Lt.Gen.VK Sharma (AVSM) Retd, Vice Chancellor, AUMP and Chairperson pointed out that new programmes should be launched only if they are listed in AICTE/UGC's approved program list. Accordingly, HoIs may recommend any new programme that they wish to launch.

Responsibility- All HoIs/HoDs

Only Mechanical Engineering Deptt is planning to start a new course in B.Sc. (Agriculture). Hon'ble VC advised that all formalities should be done and documented as per above point (c).

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Gwalior





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- d) 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.

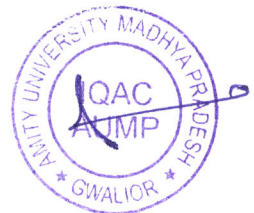
Responsibility –

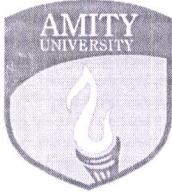
- HoIs to plan Parents' week once in every semester.
 - Registrar to plan Alumni meet once in a year, preferably alongwith the convocation ceremony.
 - CRC to get feedback from employers.
-
- **Parents' week:** Some Instts/ Deptts (ABS, ECE, CSE & Civil) have already completed the Parents' week program. Other deptts/Instt have planned the same in 1st week of April 2018. Hon'ble VC Sir has advised all HoIs to conduct Parents' week in formal way and document the visits properly.
 - **Alumni Meet:** Registrar has confirmed that the Alumni meet can only be planned alongwith convocation as students are repeatedly asking for the date of convocation and it will be very difficult for us to invite them for Alumni meet without convocation.
 - **Feedback from employers:** Director CRC has informed that the CRC Department is regularly taking feedbacks from the employers and the feedback forms are filled and recorded with the department.
-
- e) 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.

Responsibility-ASCENT/All HoIs/HoDs

ABS has started 2 sessions per week on SES- Skill Enhancement Sessions for its MBA-II students to increase their communication, presentation and interview skills. Other deptts are also doing communication classes through ASCENT.


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Gwalior





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5. Agenda No. 3: Presentation on Departmental Quality Audit Report-2018

The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht, presented a detailed report on Departmental Quality Audit conducted during February-March 2018. The presentation included the quality audit report of all the departments in following areas:

- i Faculty load w.r.t. courses assigned
- ii Faculty registers
- iii Session plans uploaded by faculty as per credits
- iv Course Manuals
- v Academic/ Event Calendar
- vi CR meeting records
- vii Mentor Mentee record
- viii Course Completion Certificates

6. Agenda No. 4: Any Other Items with the Permission of the Chair.

There being no other point by any member, the meeting was concluded at 1145 hrs with thanks to the Chair.

Date : 23.03.2018

Place : Gwalior



Prof.(Dr.) Anil Vashisht

Director and Co-ordinator IQAC

Director - IQAC

Amity University Madhya Pradesh
Gwalior

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



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.)



Appendix - A


(Refer to Para 2)

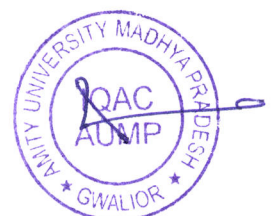
INTERNAL QUALITY ASSURANCE CELL MEETING :
21 DECEMBER 2017

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

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Amity University Madhya Pradesh
Gwalior

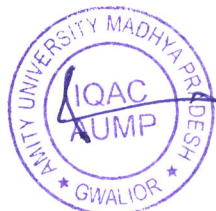




**MINUTES OF THE MEETING OF INTERNAL QUALITY
ASSURANCE CELL OF AMITY UNIVERSITY MADHYA
PRADESH, HELD ON
20 DECEMBER 2017**

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).





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.**

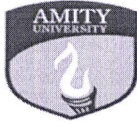
The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht presented a comprehensive report on

- 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.





(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:**

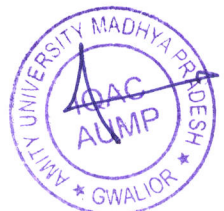
Prof.(Dr.) S.P. Bajpai, Dean –Research informed the members that Directorate of Research has been established in the University with a view of motivating and improving the overall performance of institutional research. He further added that to narrow down the gap in Research and Development, faculties 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*.

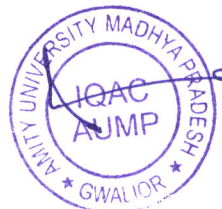
(iv) **Industry Interaction & Placements:**

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*.





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.

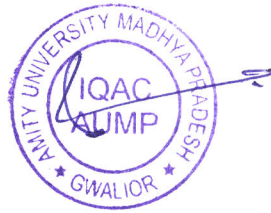
- (iv) Dr. J. Girish also suggested to conduct regular meetings with Alumni, employers and parents separately to obtain their opinion on AUMP academics, performance of students, suggestions on curriculum updation etc and record to be maintained. Suggestion is taken for implementation.
- (v) Col. Rahul 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

Director - IQAC
Amity University Madhya Pradesh
Gwalior

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