

MINUTES

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DATE : 30 June 2020

TIME : 05:00 PM

VENUE : Online Mode (on MS Teams)



Appendix – A

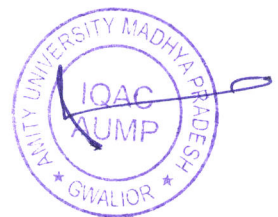
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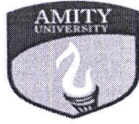
INTERNAL QUALITY ASSURANCE CELL MEETING:

30 JUNE 2020

AGENDA ITEMS

Item No.	Item
Item No. 1	Welcome address by the Chairperson-IQAC
Item No. 2	Discussion on ongoing lockdown till further order
Item No. 3	Discussion on Online Yoga Sessions for faculty/Staff/Students of AUMP
Item No. 4	Discussion on Constitution of Apex Student Support and Wellbeing Committee
Item No.5	Discussion on instruction/guidelines for online classes
Item No. 6	Discussion on conduct of Online End Semester Exam
Item No. 7	Any Other Items with the Permission of the Chair.





Date: 30.06.2020

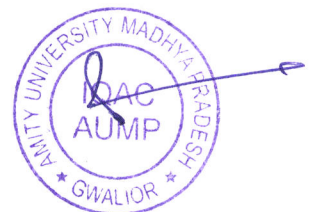
**MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF
AMITY UNIVERSITY MADHYA PRADESH, HELD ON
30 JUNE 2020**

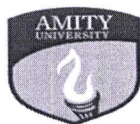
1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 30 June 2020 at 1700 hours on MS teams. The meeting was held under the Chairmanship of Lt Gen V K Sharma, AVSM (Retd), the Vice Chancellor, AUMP, Gwalior.
2. The Agenda Points proposed to 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, 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 reiterated the preponderance given to the Institution's IQAC and its functioning in NAAC Accreditation. He emphasised on creating a positive student perception through regular communication with them and their parents. Thereafter he invited Prof. (Dr.) Anil Vashisht, Director and Coordinator IQAC to take the proceedings further.

5. **Agenda Item 02: Discussion on ongoing lockdown till further order:**

The Hon'ble Vice-Chancellor of the University and Chairperson directed all HoIs that in keeping with the directions of the Government; the Campus would continue to be closed down till further orders. Along with the ongoing Live Online Classes, other events like Webinars, Guest Lectures, Mentor/Mentee Sessions etc and other value added Programmes like Yoga sessions would continue to be organized on online platforms





during the extended period of lockdown. Further, Deans, HoIs, HoDs, Faculty members, and Staff would be directed to abide by the Rules and Norms of Lockdown and also strictly follow the Government Advisories/ Directions issued from time to time as applicable to their place of residence.

6. **Agenda Item 03: Discussion on Online Yoga Sessions for faculty/Staff/Students of AUMP:**

The Hon'ble Vice-Chancellor of the University and Chairperson IQAC directed that to ensure the mental and physical well being of the faculty, staff and students, Online Yoga Classes would be conducted by Mrs. Bhumika Singh Kushwah, the university sports officer, **on every Monday and Friday between 8:00 a.m. to 8:45 a.m.** on MS Teams till such time the situation due to widespread outbreak of COVID-19 is brought under control. He further asked HoIs to motivate faculty, staff and students to participate in these online Yoga sessions.

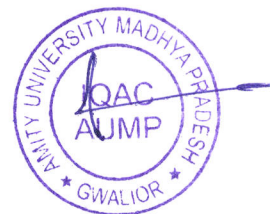
7. **Agenda Item 04: Discussion on Constitution of Apex Student Support and Wellbeing Committee:**

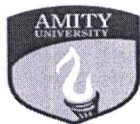
Registrar AUMP, Mr. Rajesh Jain informed all HoIs regarding constitution of Apex Student Support and Well Being Committee. He further elaborated that any issues/problems which do not get resolved to the satisfaction of the student concerned at the level of Institute Students Support and Well Being Team will be referred to the Apex Student Support and Well Being Committee for redressal.

8. **Agenda Item 05: Discussion on instruction/guidelines for online classes:**

A comprehensive discussion was taken up regarding the amelioration of online classes and outcome-based teaching. The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht, presented the following guidelines to be followed for online classes.

- i. Faculty to be professionally dressed while taking their classes online. (Male - Trouser and shirt with Tie and Female - Sari or Indian Formals)
- ii. Faculty to maintain their Laptop in good condition and to conduct their classes on Laptop at all times - no classes to be conducted on Mobile Phones.



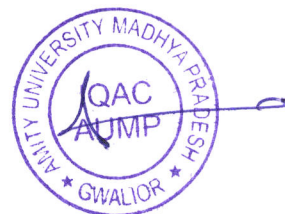


- iii. Faculty to keep their video on at all times during their sessions and to use both video and audio for their sessions.
- iv. Faculty to keep a formal and non-distracting background while taking their sessions. Preferably it should be a blank wall.
- v. Faculty to be well prepared with their PPT's, Notes, study material and should be able to conduct their classes for the full time allotted.
- vi. Faculty to keep their data pack fully charged so that there is no impediment in the conduct of class due to internet problem.
- vii. In case a faculty is not well or unable to take their scheduled class - they should inform the respective CC and should also adjust their classes in advance. CC's to further inform the PC and HOI.
- viii. Faculty should use means to make their session interactive and interesting and should involve/allow all students to participate.
- ix. Faculty to take attendance of each session and should upload the same on amizone within 24 hrs.
- x. Faculty to start their classes on time and should not wait for all the students to join. Also students who join late should be warned and should not be allowed to attend the session if the same is repeated.

9. **Agenda Item 06: Discussion on conduct of Online End Semester Exam:**

The Hon'ble Vice-Chancellor of the University and Chairperson updated all HoIs about the modalities for the conduct of Online End Semester Exam. He underlined the following in this regard:

- i. A specific Link as **OE.AMIZONE.NET** is being created on AMIZONE for conduct of the Online ESE, and it will be visible to all faculty /staff / students. The link is being created separately for all Universities and the data for students is being configured / picked up from the student's online exam forms. The data will include courses /subjects / codes etc.
- ii. In the first step the CoE will upload the exam schedule, details of courses/subjects /codes as per the dates of exams. Data of authorized faculty and moderator will also be uploaded against the relevant paper.





AMITY UNIVERSITY

MADHYA PRADESH

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

- iii. The HoI's shall have the choice to decide on mode of exam (MCQ or OBE) for each subject – there are no compulsions w.r.t. Core Subjects or PG Subjects being examined through OBE. They may be examined through MCQ mode also.
- iv. As per the details received from various institutes, CoE will allot the paper setter & moderator on AMIZONE.

10. **Agenda Item 07: Any Other Items with the Permission of the Chair**

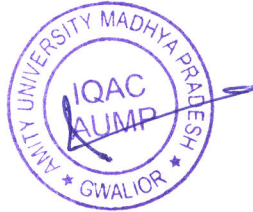
There being no other point raised by any member, the meeting was concluded at 1700 hrs with thanks to the Chair.

Prof. (Dr.) Anil Vashisht

Director and Co-ordinator IQAC

Date : 30.06.2020

Place : Gwalior



Director - IQAC
Amity University Madhya Pradesh
Gwalior

Copy to:

1. All members of IQAC.
2. IQAC File.

Registrar
Amity University Madhya Pradesh
Gwalior



MINUTES

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DATE : 31 March 2020

TIME : 05:00 PM

VENUE : Online Mode (on MS Teams)



AMITY UNIVERSITY

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Appendix – A

(Refer to Para 2)

INTERNAL QUALITY ASSURANCE CELL MEETING:

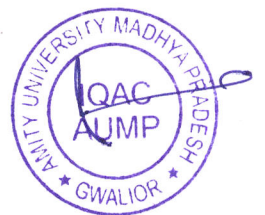
31 March 2020

AGENDA ITEMS

Item No.	Item
Item No. 1	Welcome address by the Chairperson-IQAC
Item No. 2	Discussion on Action taken report w.r.t. feedback analysis and points raised by various stakeholders
Item No. 3	Presentation on Departmental Quality Audit Report – 2020
Item No. 4	Discussion on Note regarding COVID-19 (Advisory for Universities)
Item No.5	Discussion on UGC letter ‘Say No To Drugs’
Item No. 6	Discussion on tools & modalities for online classes
Item No. 7	Discussion on Implementation of work from Home
Item No. 8	Any Other Items with the Permission of the Chair.

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Registrar
Amity University Madhya Pradesh
Gwalior



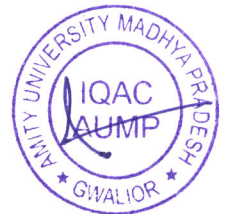


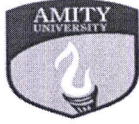
Date: 31.03.2020

MINUTES OF THE MEETING OF INTERNAL QUALITY
ASSURANCE CELL OF
AMITY UNIVERSITY MADHYA PRADESH,
HELD ON 31 MARCH 2020

1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 31 March 2020 at 1700 hours on MS Teams Platform. 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 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. Stressing upon the high significance of IQAC and its performance in NAAC Accreditation and institutional rankings, he specified that AUMP is very close to submitting the Self Study Report for NAAC. He also emphasised on creating a positive student perception about the university through regular communication with them and their parents. He further underlined that keeping in mind the safety and security of students and staff members during the lockdown due to COVID pandemic, the classes must be conducted in online mode. Thereafter he invited Prof. (Dr.) Anil Vashisht, Director and Coordinator IQAC to take the proceedings further.
5. **Agenda Item 02: Discussion on Action taken report w.r.t. feedback analysis and points raised by various stakeholders**





The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht presented a comprehensive report on actions taken on various suggestions received from the stakeholders through structured feedback. He then invited all HOIs to share the status of the institutional initiatives and actions in order to redress the issues raised by students, alumni and parents. Detailed report is attached as Appendix C.

6. **Agenda No. 3: Presentation on Departmental Quality Audit Report – 2020**

The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht, Presented a detailed report on Departmental Quality Audit conducted during January-February 2020. 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

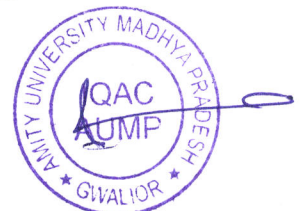
7. **Agenda Item 04: Discussion on Note regarding COVID-19 (Advisory for Universities)**

The Hon'ble Vice-Chancellor of the University and Chairperson of IQAC directed all HoIs to sensitize all students and staff members regarding precautions to be taken to prevent spread of COVID-19. He also directed Director - Administration and Director - Hostels to ensure implementation of enhanced hygiene measures w.r.t. washrooms, classrooms, common areas, dining areas, kitchens, cafeterias, offices and eating joints within campus. Instructions were given to IT dept. to be prepared to implement measures and infrastructure for online learning.

8. **Agenda Item 05: Discussion on UGC letter 'Say No To Drugs'**

Hon'ble Vice Chancellor of the University and Chairperson of IQAC directed all HoIs to sensitize mentors to interact with students at regular intervals and train them to act as 'Early Warning Systems' to report observed instances of drug abuse amongst students.

9. **Agenda Item 06: Discussion on tools & modalities for online classes**





Pro Vice Chancellor Prof. M.P. Kaushik directed all HoIs to make use of various online tools for online conduct of classes (Microsoft Teams, Zoom and Google Classroom) to ensure continuous teaching and minimal loss to learning. He further added Amizone – LMS can also be used for sharing the content and monitoring the students.

IT department Head Mr. R.S. Tomar informed all HoIs that Class Groups and Schedule has been created on “Microsoft Teams” and feedback from faculty members has also been obtained.

10. **Agenda Item 07: Discussion on Implementation of work from Home**

Hon’ble Vice-Chancellor of the University and Chairperson of IQAC directed that faculty members as well as non-essential non-teaching staff will continue to work from home till further instructions. He further underpinned that no dilution of standards will be acceptable as far as academic delivery is concerned. Considering the role of Non Teaching staff, he further stated that Admissions, Placements, Security and Medical Services are considered essential elements of institutional functioning and no compromise will be made on these.

11. **Agenda Item 08: Any other item with the permission of chair**

There being no other point raised by any member, the meeting was concluded at 1330 hrs with thanks to the Chair.

Date : 31.03.2020

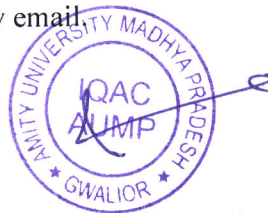
Place : Gwalior


Prof. (Dr.) Anil Vashisht

Director and Co-ordinator IQAC

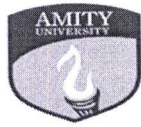
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1. All members of IQAC- by email
2. IQAC File.



Director - IQAC
Amity University Madhya Pradesh
Gwalior





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.)



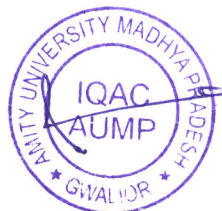
Appendix - A

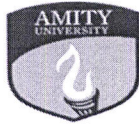
(Refer to Para 2)

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



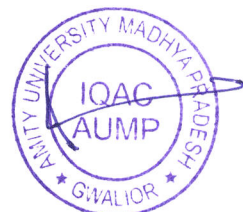


Date: 21. 01. 2020

**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.

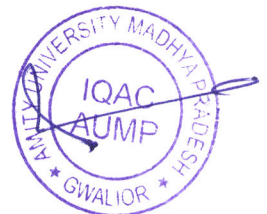




5. **Agenda Item 02: Approval of University AQAR 2018-19.**

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, Sidharth 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.





- 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:

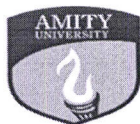
- Systematic feedback from Employers, Alumni and Parents to be recorded for NAAC criterion 1.4.1 ‘Structured feedback to be received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents – Achieved
- All Institutes must start compiling five years’ data and prepare institutional SSR (Self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

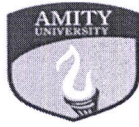
- Systematic feedback from students in the following areas:
 - o Academics: including academic governance, curriculum, teaching-learning, assessment/ continuous evaluation/ examination, faculty, student support and placements



- 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:



- 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.

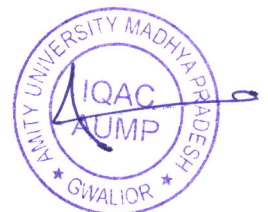
(iii) A presentation on Quality Assurance Plans of Action for the next academic year was made by Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht. Keeping in mind the areas of improvement for NAAC accreditation, he outlined the following plan of action:

- 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:**





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**).

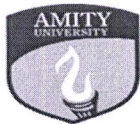
(ii) **Research/ Consultancy/Projects/Patents:**

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.

Director - IQAC
Amity University Madhya Pradesh
Gwalior



Registrar
Amity University Madhya Pradesh
Gwalior



MINUTES

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DATE : 18 October 2019

TIME : 11:00 AM

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



Appendix – A

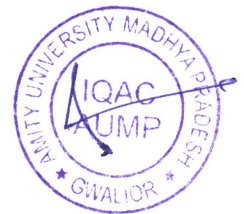
(Refer to Para 2)

MEETING OF INTERNAL QUALITY ASSURANCE CELL

18 OCTOBER 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 31 July 2019
Item No. 3	Review of Preparedness for NIRF
Item No. 4	Review of Preparedness for NAAC Accreditation
Item No. 5	Any Other Items with the Permission of the Chair



2

Registrar
Amity University Madhya Pradesh
Gwalior



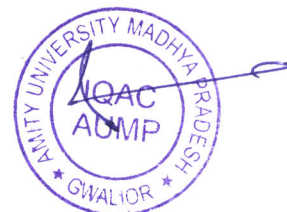
Date: 18.10.2019

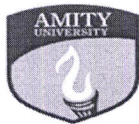
**MINUTES OF THE MEETING OF INTERNAL QUALITY
ASSURANCE CELL OF AMITY UNIVERSITY MADHYA
PRADESH, HELD ON
18 OCTOBER 2019**

1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 18 October 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. After establishing the significant role of the IQAC in NAAC Accreditation, he emphasized that all departments must speed up their preparations for the upcoming NAAC visit. He reiterated that IQAC should keep a regular audit to assess the preparedness of each department in terms of documentation of information needed to be furnished for NAAC visit. Thereafter he invited Prof. (Dr.) Anil Vashisht, Director and Coordinator IQAC to take the proceedings further.

5. **Agenda Item 02: Review of progress against points decided in IQAC Meeting held on 31 July 2019**





The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht, Presented a detailed report on the progress against the actionable points raised in the IQAC Meeting held on 31 July 2019. He reported that all departments are ready with their documentation pertaining to NAAC Accreditation and will submit their SSR by 30 November 2019. He reported the committee on the progress against following actionable points:

- i. 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 10 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.**

– **Responsibility: Dir. Administration**

Present Status: Dir. Administration confirmed that the report has been prepared and submitted.

- ii. 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.

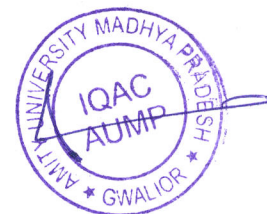
Present Status: It was confirmed that a provision for the common rooms has been made in the plan of the new Academic Block, and the same will be made available once the block comes up by July 2020.

- iii. Chairman IQAC directed that a 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.

Present Status: All HOIs confirmed the said action has been taken.

- iv. Chairman IQAC enquired about the status of the recording of lectures under Amity Digital Resource Centre (ADRC) and directed Dr. Sumit Narula, Director ASCO to start the recordings immediately with the available resources while other requirements can be fulfilled gradually.


Registrar
Amity University Madhya Pradesh
Gwalior





Present Status: Implemented.

- v. Director Admissions 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.

Present Status: Implemented.

- vi. 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 so that no call related to admissions is missed.

Present Status: Implemented.

- vii. Chairman IQAC stressed 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.

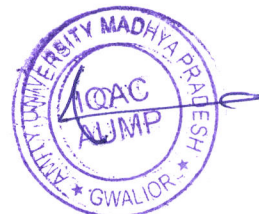
Present Status: Implemented.

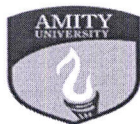
- viii. COE presented a report on the progress of automation of examination process. To this Chairman IQAC pointed out that the GSSC students should be sensitized about the prerequisites of taking the Back Papers and an undertaking be taken from them.

Present Status: Implemented.

- ix. 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.

Present Status: Implemented.





- x. Director ASET Maj. Gen. S. C. Jain pointed out that LMS has become functional and faculty members should start creating their teaching sessions on this platform.

Present Status: Implemented.

- xi. 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.

Present Status: It was confirmed by all that the said route is being followed.

6. **Agenda Item 03: Review of Preparedness for NIRF**

Chairman IQAC reiterated that AUMP is applying for the prestigious NIRF Ranking both at department level (ASET and ABS) as well as University level, and all departments must prepare for the same. He directed that the process of online form filling be completed by 15 November. He further said that the concerned HOIs should carry out the gap analysis and begin the documentation accordingly. He also underlined that all data pertaining to this must be vetted through registrar office.

7. **Agenda Item 04: Review of Preparedness for NAAC Accreditation**

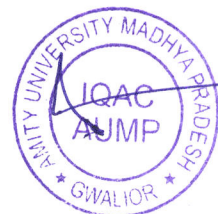
Chairman IQAC enquired about the readiness of all departments for the upcoming NAAC visit. A comprehensive report of the present status of preparedness against the following actionable points raised in the IQAC meeting held on 31 July 2019 was presented by Dean Academics Prof. (Dr.) R. S. Tomar:

- 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

Present Status: Director CRC confirmed that the task has been implemented.

- ii. Programme Outcome/ Course Outcome/ Learning Outcome to be designed and verified by all departments - Responsibility – All HOIs by 30 Aug 2019

Present Status: All HOIs confirmed that the task is in progress and will be completed by 30 November.





- 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)**

Present Status: Dean Academics confirmed that the said action has been implemented.

- iv. 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

- **Responsibility – Employers, Alumni: Director CRC by 30 Sep 2019**

- **Parents, Teachers, Students: All HOIs by 30 Sep 2019**

Present Status: Director CRC and all HOIS confirmed that the task is in progress and will be completed by 30 November 2019.

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

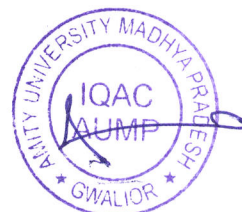
- **Responsibility – All HOIs by 30 Sep 2019.**

Present Status: All HOIS confirmed that the task is in progress and will be completed by 30 November 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 30 September 2019.

- **Responsibility – Dean Academics - All HOIs**

Present Status: The format has been circulated to all HOIs and the data has been compiled by all departments. The SSR reports will be completed by 15 November 2019.





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8. **Agenda Item 05: 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 : 18.10.2019

Place : Gwalior

Prof. (Dr.) Anil Vashisht

Director and Co-ordinator IQAC

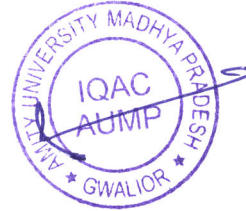
Director - IQAC

Amity University Madhya Pradesh

Gwalior

Copy to:

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



Registrar
Amity University Madhya Pradesh
Gwalior



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.)



Appendix – A

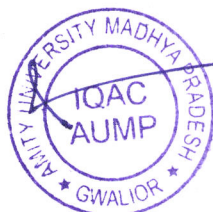
(Refer to Para 2)

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



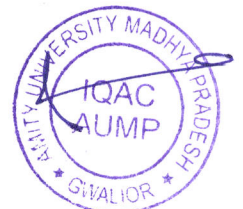


Date: 31.07.2019

**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.





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.



- 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.**



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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.

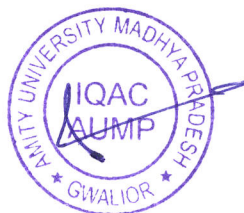
- Responsibility – Dean-Academics, All HOIs

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

Director - IQAC
Amity University Madhya Pradesh
Gwalior

Copy to:

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Registrar
Amity University Madhya Pradesh
Gwalior