



## MINUTES

### MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DATE : 20 May 2021

TIME : 11:00 AM

VENUE : Online Mode (on MS Teams)



Appendix – A

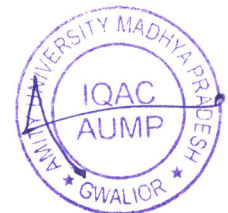
(Refer to Para 2)

## INTERNAL QUALITY ASSURANCE CELL MEETING:

20 May 2021

### 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 – 2021
Item No. 4	Review of Preparedness for Reopening of the Campus in July
Item No.5	Any Other Items with the Permission of the Chair.



*Signature*

Registrar  
Amity University Madhya Pradesh  
Gwalior

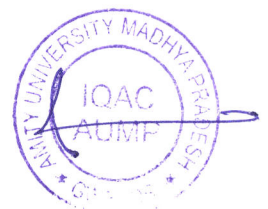


Date: 31.03.2020

**MINUTES OF THE MEETING OF INTERNAL QUALITY**  
**ASSURANCE CELL OF**  
**AMITY UNIVERSITY MADHYA PRADESH,**  
**HELD ON 20 MAY 2021**

1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 20 May 2021 at 1100 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. He pointed out that the scheduled meeting in April last week could not be held due to unprecedented 2nd wave of Covid. He expressed grief over the demise of staff, students and their family members. Hon'ble VC also announced all sort of medical and moral support to all affected staff members and students. He announced that to support the students who have lost their earning parent, and are facing financial difficulties the University has decided to sponsor all their remaining academic fees for the entirety of the program. This decision should be conveyed to all students immediately. Stressing upon safety measures to be taken during the pandemic, Hon'ble VC also advised all concerned to be in regular touch with their student mentees, maintain "Covid Incident Report" and offer moral support. If needed, the counselling services of AIBAS should also be rendered. 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 – 2021**

The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht, Presented a detailed report on Departmental Quality Audit conducted during January-February 2021. The presentation included the quality audit report of all the departments in following areas:

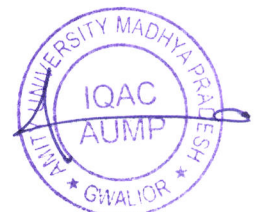
- i Faculty load w.r.t. courses assigned
- ii Faculty registers
- iii Session plans uploaded by faculty as per credits
- iv Course Manuals
- v Academic/ Event Calendar
- vi CR meeting records
- vii Mentor Mentee record
- viii Course Completion Certificates

7. **Agenda Item 04: Review of Preparedness for Reopening of the Campus in July**

The Hon'ble Vice-Chancellor of the University and Chairperson of IQAC detailed about the plans for physical opening of the University Premise from July 2021. He outlined that only vaccinated staff and faculty would be allowed to come to the campus. Hence all eligible Faculty and Staff must get vaccinated and update on the same on Amizone. 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.

8. **Agenda Item 05: Any other item with the permission of chair**

- To ensure mental wellbeing of all faculty staff and students Hon'ble VC decided to start Online Yoga Classes for all members of faculty, staff and students to





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develop immunity and peace of mind which will help counter the sudden spurt of Covid in the country.

- All members appreciated the initiative of 5 day On-line Workshop on “Handling Stress and Anxiety During Pandemic” organized by Amity Centre for Guidance and Counselling (ACGC) from 03 May to 07 May, 2021.
- Hon’ble VC also stressed that all staff, faculty and students must keep themselves engaged in these tough times and asked that all concerned must attend various webinars organized by the Amity group.

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

Date : 20.05.2021

Place : Gwalior

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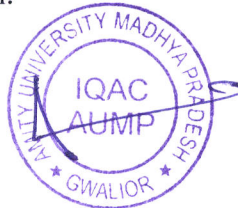
1. All members of IQAC- by email.
2. IQAC File.

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

**Director and Co-ordinator IQAC**

**Director - IQAC**

**Amity University Madhya Pradesh  
Gwalior**



Amity University Madhya Pradesh  
Gwalior



## MINUTES

### MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DATE : 27 January 2021

TIME : 11:00 AM

VENUE : Zoom (Online Platform)



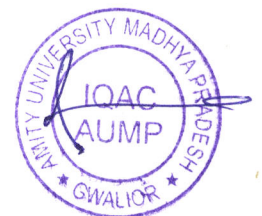
**Appendix - A**

(Refer to Para 2)

**INTERNAL QUALITY ASSURANCE CELL MEETING :**  
**27 January 2021**

**AGENDA ITEMS**

Item No.	Item
Item No. 1	Welcome address by the Hon'ble Vice Chancellor-AUMP
Item No. 2	Approval of University AQAR 2019-20
Item No. 3	Ratification of Minutes of previous IQAC Meeting
Item No. 4	Discussion on Feedback Analysis 2019-20
Item No. 5	Quality measures adopted by the university to include :- a) Gap analysis/ identification of area of improvement in last one year and progress thereon. b) New additions done/ initiatives taken in last one year by the University. c) Best practices successfully implemented by the University in last one year. d) 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 d) Industry Interaction & Placements
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: 27. 01. 2021

**MINUTES OF THE MEETING OF INTERNAL QUALITY  
ASSURANCE CELL OF AMITY UNIVERSITY MADHYA PRADESH,  
HELD ON  
27 JANUARY 2021**

1. An online meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 27 January 2021 at 1100 hours on Zoom 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 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.

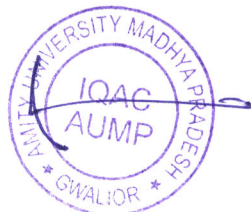
4. **Agenda Item 01: Welcome Address by Chairperson-IQAC.**

The Hon'ble Vice-Chancellor of the University and Chairperson of IQAC opened the proceedings with his welcome speech. Outlining the significance of continuous introspection and improvement for the success of any organization, he expressed his vision for such an environment at AUMP where excellence is taken as an ongoing process which is further fortified with a rigorous SWOT analysis and plans for improvement. He further emphasized upon the need for optimizing the use of virtual media for achieving maximum output with limited resources. Thereafter he invited Prof. (Dr.) Anil Vashisht, Director and Coordinator IQAC to take the proceedings further.

5. **Agenda Item 02: Ratification of Minutes of Previous IQAC Meeting**

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The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht read out the Minutes of IQAC meeting held on 29 September 2020. The statuses of the following actionable points were put up for approval:

- HOIs to ensure that all students attempt mock tests before the online exams – **Achieved**
- Training to be conducted for all faculty members for optimal use of MS Teams platform before the beginning of new semester – **Achieved**
- Taking feedback and suggestions from academic staff to improve Pedagogy during online teaching – **Achieved**

The minutes were then approved by all members.

6. **Agenda Item 03: Approval of University AQAR 2019-20.**

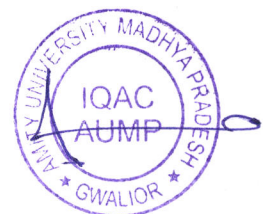
The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht, Presented a detailed Annual Quality Audit Report 2019 - 20. Major highlights of his presentation included significant contributions made by IQAC during the current year and quality enhancement outcomes achieved by the end of the academic year in terms of academic improvement, employability enhancement, placements, research, and infrastructure development. Major highlights of his presentation were:

- Creation of an eco-system which is highly conducive for research and innovations including Incubation Centre and state-of-the-art infrastructure.
- Implementation of e-governance in all areas of operation including administration, finance and accounts, student admission and support, as well as examination.
- Realization of need based, customized grooming and training of the students through a comprehensive and structured Mentor- Mentee System.
- Commitment for all aspects of social, economic and environmental sustainability.

The Annual Quality Audit Report (AQAR) constituting 7 point criteria with several key indicators under each criterion was framed as per guidelines of UGC/NAAC and was provided to all the constituent academic institutes of the University. The AQAR thus

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Amity University Madhya Pradesh  
Gwalior





obtained was then reviewed by University IQAC and a Consolidated AQAR 2019-20 in respect of the University was put up for Approval.

All the members of committee approved the AQAR 2019-20 in consensus. (The Report is attached Appendix – C1,C2).

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

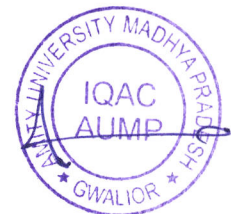
- Systematic feedback from students in the following areas:
  - Academics: including academic governance, curriculum, teaching-learning, assessment/ continuous evaluation/ examination, faculty, student support and placements
  - Administration: including library, institutional structures and institutional 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 during last one year by the University and future plan of action for next academic year were presented before the members of IQAC.

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 the following points:

- AUMP ranked as one of the Top 2 Private Universities in Madhya Pradesh by NIRF.
- AUMP successfully organized its first Convocation in February 2020.
- The university shifted to online mode of teaching within a week after the declaration of nationwide Lockdown.





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- The automation system has been further strengthened by fully Automated Admission system, self-developed Online Examination System and an Android App developed by the University for CBCS choice filling.
- The university organized brainstorming session for AUMP faculty members on "How to Improve Pedagogy during Online Teaching".
- AUMP delivered free Food packets to migrant laborers during Lockdown.
- AUMP waived off Admission Fee as Covid-19 gesture.
- AUMP organized 64 online Webinars, 21 Seminars/Conferences, and over 170 events.

(i) 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:

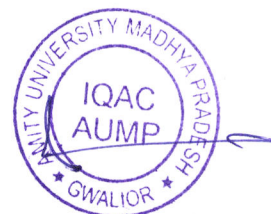
- To develop tie-ups with more professional and institutional bodies.
- To obtain more research-funded projects.
- To increase collaboration with leading industries and provide consultancy.
- To create more awareness in Faculty and Research scholars for Fake/ Cloned/ Predatory journals.
- To publish maximum number of international journal papers of repute (Indexed with SCOPUS and/or other reputed agencies).
- To improve Student Internship Programme by organising maximum SIP through CRC. To increase collaboration with leading industries and provide consultancy

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.

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*Anil Vashisht*

Amity University Madhya Pradesh  
Gwalior





(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 stressed that the academic approaches at AUMP promote the establishment and enforcement of threshold expectations in order to ensure and enhance academic achievement by monitoring, assessing, and encouraging students in a way that facilitates continuous improvement in teaching - learning process. (Printout of the presentation is attached at *Appendix – D*).

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

Dr. Swapnil Rai presented a comprehensive report on the measures implemented by the Directorate of Research and Publications (DRP) including the recording of quarterly and monthly research outcomes, the self-identified research objectives of faculty members, the guidance and encouragement of faculty members to submit research projects and the promotion of interdisciplinary project work. In addition, he presented the DRP's research metrics of the year and plans for the future. (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. Highlighting the future strategic framework, he outlined the effective automation of examination processes relating to the planning and execution of the assessments, the execution of exams, the valuation and the announcement of results. The potential features of the examination system were also illustrated, which included the online submission of question papers, online examination and evaluation. (A printout of the presentation is attached at *Appendix – F*).

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



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Dr. Rajat Pathak, Dir. CRC presented a detailed report on the best practices adopted by the university in terms of Industry Interaction & Placements. Sketching out the excellent placement records of the past four years in terms of the number of companies visiting the campus, average CTC offered and percentage of placements, he presented a typical month-wise CRC Activity Chart and updated the IQAC members that despite the limitations imposed by the lockdown due to the pandemic, 87.67% of the eligible students have already been in 92 companies which have already visited the campus, and the process is still going on. (A printout of the presentation is attached at **Appendix – G**).

10. **Agenda Item 07: Presentation on implementation of actionable points emerging from Feedback report 2018- 19:**

- (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 2018-19 as discussed and suggested by different members during the IQAC meeting of Jan 2020.
- (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) Mr. Rajesh Khanna, AVP, SRF Limited. appreciated the excellent work undertaken by Amity University Madhya Pradesh during the lockdown period. He congratulated the IQAC for the outstanding data collected through feedback from all stakeholders. However, he suggested that while analyzing the data, individual feedback should be taken into consideration in order to achieve more accurate results. Commenting on the student feedback ranging between 82-83%, he suggested more efforts to be made in filling the gap. To this, Hon'ble VC added that due action needs to be taken even if the number of unsatisfied respondents is negligible.
- (ii) Mr. Avinash Mishra, General Manager-Godrej, congratulated AUMP on its functioning extremely well even under the trying situations of the lockdown. He observed that the best



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practices adopted by AUMP are very much in-line with the corporate requirements. Further, he suggested that the University should create a platform that helps the students realize their passions and dreams.

(iii) Hon'ble VC added that Amity University helps the students in their dream fulfillment with regard to entrepreneurship by organizing trainings in EDP. It also offers funds to the students to fulfill their dreams.

(iv) Mr. Sunil Shrivastava, Sr. Manager- HR, Britannia Industries Ltd., commended the IQAC on the fantastic presentation of the AQAR. He also suggested that a separate data should be maintained on how entrepreneurship has been taken care of at AUMP. To this Prof. (Dr.) Anil Vashisht added that a 30-day EDP is organized every year in collaboration with DST for the benefit of the students. He also mentioned that Amity has an Innovation Incubation Centre.

(v) Harshit Agrawal, an alumnus of AUMP and student member of IQAC expressed his happiness at the Alumni Connect system of AUMP. He said that as an alumnus, he is always kept in loop in terms of various university activities and projects like the Gwalior Smart City Project and the Urban Learning Internship Programme.

(vi) Mr. Santosh Pathak, DGM HR, SRF Ltd. Malanpur, appreciated the presentations on university best practices. He said that the challenging Covid times have brought about a sea change in the way universities have been functioning. Therefore, we must be prepared for the upcoming competition for excellence.

## 12. Agenda Item 09: Any Other Items with the Permission of the Chair

Hon'ble VC and the Chairman IQAC invited the members to add any other suggestions for improvement.

(i) Mr. Avinash Mishra, General Manager-Godrej, stated that Universities as well as corporate houses have undergone a difficult phase of transformation. He suggested that a case study should be conducted on how different industries have survived through the pandemic situation.

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Amity University Madhya Pradesh  
Gwalior





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- (ii) Hon'ble VC welcomed the suggestion and promised a quick action on this.
- (iii) Making his concluding remarks, Hon'ble VC said that the students are the biggest stakeholders of the university. All processes related to them, therefore, should be optimized. The smallest reason for their dissatisfaction should be taken with utmost seriousness, and their problems should be dealt with greater empathy.

He further congratulated Prof. (Dr.) Anil Vashisht, Director and Coordinator of IQAC, for excellent data compilation and functioning of IQAC.

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

Date : 27.01.2021

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.



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Amity University Madhya Pradesh  
Gwalior



## MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DATE : 29 September 2020

TIME : 05:00 PM

VENUE : Online Mode (on MS Teams)





# AMITY UNIVERSITY

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Appendix – A

(Refer to Para 2)

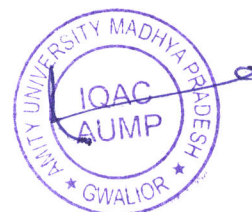
## INTERNAL QUALITY ASSURANCE CELL MEETING:

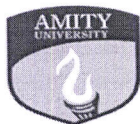
29 SEPTEMBER 2020

### AGENDA

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 30 June 2020
Item No. 3	Discussion on CBCS Choice filling and Allotment of minor track to new students
Item No. 4	Taking feedback and suggestions from academic staff to improve Pedagogy during online teaching at AUMP Gwalior
Item No.5	Review of online classes, assignment and examination procedure during online learning
Item No. 6	Any Other Items with the Permission of the Chair.

Registrar  
Amity University Madhya Pradesh  
Gwalior





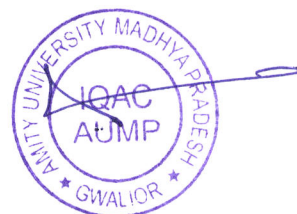
Date: 29.09.2020

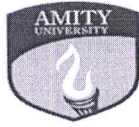
**MINUTES OF THE MEETING OF INTERNAL QUALITY  
ASSURANCE CELL OF AMITY UNIVERSITY MADHYA  
PRADESH, HELD ON  
29 SEPTEMBER 2020**

1. A meeting of the Internal Quality Assurance cell (IQAC) of Amity University Madhya Pradesh (AUMP) was held on 29 September 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 emphasised that a regular environmental scan related to the courses has become important for the growth of the university. He stressed that there should be a regular survey about various aspects of the courses being offered like new trends in a particular stream, prevailing student choices, employment trends etc. 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 30 June 2020**

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 30 June 2020. He informed Chairman IQAC that all Institutes are working in online mode as per the prescribed guidelines and also putting their best efforts to complete SSR report in due time.

6. **Agenda Item 03: Discussion on CBCS Choice filling and Allotment of minor track to new students**

Dean Academics, Prof. (Dr.) R. S. Tomar presented a comprehensive report on the system to be implemented by University for CBCS Choice filling and allotment of minor track subject to new students.

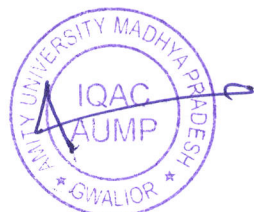
- i. He pointed out that all Institutes should nominate Institute level Coordinators for CBCS Coordination.
- ii. He also directed that all institutes to start the process of CBCS choice filling for first year students.
- iii. He also updated the committee about Android App to be used by all students of University for CBCS choice filling.

7. **Agenda Item 04: Taking feedback and suggestions from academic staff to improve Pedagogy during online teaching at AUMP Gwalior**

Pro Vice Chancellor Prof. M.P. Kaushik directed that a Brain storming session on "How to Improve Pedagogy during online teaching" should be conducted for AUMP faculty members. He asked all the HoI's to take the suggestions/comments on the topic from all faculty members and compile the suggestions. He further directed the HOI's to get virtual labs conducted for students wherever it is applicable so that their practical knowledge can also be augmented during online classes. HOI's of AIB & AIP were requested to direct faculty members of their concerned department to conduct virtual labs for the students.

8. **Agenda Item 05: Review of online classes, assignment and examination procedure during online learning**

The Director and Coordinator of IQAC, Prof. (Dr.) Anil Vashisht presented a review report of online classes being conducted during the lockdown period.





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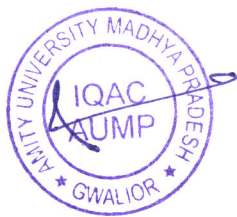
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- i. He informed that a training session is to be conducted for all the faculty members of AUMP to acquaint them with the MS Teams platform to help them in creating effective online classes on MS Teams for the new session. He requested all the HoI's to inform all the faculty members about the same.
  - ii. He also discussed about the quality of online assignment and Mid Term Exams to be conducted for students.
9. **Agenda Item 06: Any Other Items with the Permission of the Chair**
- i. The Controller of Examination Brig. J Matta discussed about the online conduct of upcoming End Semester Exams for Odd Semesters (except for 1<sup>st</sup> semester) from 01 December 2020. He urged all for utmost seriousness regarding the same.
  - ii. To this, Hon'ble VC added that the MCQ as well as OBE question papers must be set keeping in mind that they are not too easy for the students. He further directed all HOIs to ensure that all students attempt the mock tests before the exams.

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

Date : 29.09.2020

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.
2. IQAC File.

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