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Ref: 11/01/2022

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF AMITY UNIVERSITY MAHARASHTRA, HELD ON 30.12.2021

1. The 5th meeting of the Internal Quality Assurance Cell (IQAC) of Amity University Maharashtra was held on Thursday, 30.12.2021 at 10:30 AM in virtual mode on MS Teams. Lt Gen V K Sharma, AVSM (Retd), the Hon'ble Offg. Vice Chancellor and Chairman of the IQAC, AUM presided over the meeting.

2. The Agenda Points proposed to be discussed during the meeting were earlier circulated to all the members and are attached at Appendix-A.

3. The list of the members who attended the IQAC Meeting is as under:

S. No.	Name of the IQAC Member	Designation
1.	Lt Gen. VK Sharma, AVSM (Retd)	Vice Chancellor – Chairman
2.	Dr. A W Santhosh Kumar	Pro Vice Chancellor – Vice Chairman
3.	Dr. H S Vyas	Registrar
4.	Prof (Dr) Shrikant Charhate	Prof & Director – ASET. Director & Coordinator – IQAC
5.	Col. Sudeep Mehta	Director Administration
6.	Col. Sharanjit Singh	Director Hostel & Security
7.	Mr. Sandeep Gundeti	Offg. Controller of Examination
8.	CA Chandra Nahata	Chief Finance and Accounts Officer – CFAO
9.	Mr. Soomeet Bali	Deputy Director HR
10.	Mr. Sanjay Gouda	Deputy Director CRC
11.	Prof (Dr) Aparna Khanna	Dean Research & Director – AIB
12.	Prof (Dr) Gautam Gawali	Offg. Dean (DSW) & Director – AIBAS
13.	Prof (Dr) Bhawana Chanana	Professor & Director – ASFDT
14.	Dr. Bhawna Sharma	Off. Director – ABS
15.	Dr. Manoj Devare	Professor / Coordinator & Offg. HoI – AIIT
16.	Dr. Aradhana Khare	Associate Prof. / Coordinator & Offg. HoI – ASAS
17.	Dr. P S Sali	Director (Academics), RBEF
18.	Prof (Dr) Satheesh Abimannan	Prof & Deputy Director – ASET.
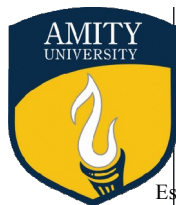
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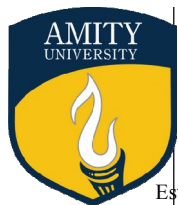|		MEMBER SECRETARY - IQAC
19.	Ms. Devyani Baghel	ASCO Student, working at Cropin (Nominee of Alumni).
20.	Mr. Nixon Joseph	President & COO – SBI Foundation (NOMINEE OF LOCAL SOCIETY)
21.	Ms. Tanya Karen Rodrigues	Nominee of Students
22.	Mr. Arijit Dutta	President & Business Head – UNO Minda Group (Nominee of Industry)
23.	Mr. Manish Shukla	Founder & CEO – Cine Riser Digital Media Pvt. Ltd. (Nominee of Employers)
24.	Mr. Deepak Goyal	Nominee of Stakeholders (Parent of Anmol Goyal, Semester 6 Student of ASET – AUM)

4. The IQAC proceeded to discuss the agenda points one by one. The detailed discussion and deliberations by members are given in following points.

The Agenda for 5th IQAC meeting is read by Dr. H S Vyas.

Agenda No. 5.1: Welcome Note by the chairman of IQAC cell, Honourable Vice Chancellor V K Sharma

Honorable Vice Chancellor V.K. Sharma stressed the global importance of IQAC in university functioning. He discussed about the know-hows of IQAC functions and ways to improve it. He emphasized to improve the quality and adherence to top management, UGC and other statutory body procedures. He listed out the critical components of IQAC such as people, processes, systems and SOPs in place, technology (Amizone web portals, webinars, etc.,). He mentioned the importance of IQAC meetings that review the developments achieved so far, not only in teaching, but administration, hostels, registrars, accounts etc too. IQAC must be holistic and ensure teaching pedagogy reach the target audience. Every education institution has three functions to perform such as dissemination of knowledge to students, creation of new knowledge through innovation and research and finally outreach to society, region and national levels, if possible. Being a student-centric university, focus should be upon them to facilitate their learning by introducing single window system for payment of fee, GSWO office, etc and make them functional. Students should be facilitated and get easy access to resources. He requested the registrar to take the Dias and mentioned that Dr. AW Santhosh Kumar is attending the meeting for the first time.

Dr. AW Santhosh Kumar, Pro-Vice chancellor is called upon to take over the meeting.

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Agenda No. 5.2: Opening Note by Dr. AW Santhosh Kumar, Pro-Vice chancellor

Dr. AW Santhosh Kumar greeted all the members and endorsed the views of Vice chancellor. He observed the history of IQAC formation as a post-evaluation task after being accredited by NAAC. Quality Assurance and Quality enhancement are two important arms in IQAC. Both academic and administrative performance should be tracked down in educational institutions to have standards. Documentation, feedback responses and acting as nodal agencies to coordinate good practices etc., are important elements to follow. He again emphasized the need for this cell as UGC committee is expected to visit in the near future.

IQAC coordinator Dr. Satheesh Abimannan is called upon to take over the meeting

Agenda No. 5.3: IQAC proceedings by IQAC coordinator Dr. Satheesh Abimannan

Dr. Satheesh Abimannan greeted everyone and introduced the members of the newly-constituted IQAC. This cell has a total of 24 members in it, under different levels such as top administration, directors, registrar, deans, faculty members, alumni, local society, industry, students, employers and stakeholders. The notification of IQAC creation was issued by the Registrar's office of AUM, reference number 'AUM/RO/IQAC/1059', dated 21st December 2021.

Agenda No.5.4: Presentation of UGC Data – Points requiring quality improvement by Dr. HS Vyas

Dr. H S Vyas, Registrar presented the UGC data points required for the quality improvement after greeting all the attendees. With an emphasis on the need to go for UGC review, as a university, he briefed about the history, incorporation, recognition, summary of Amity University-Mumbai, its facilities, 19 schools, Staff strength (197 -teaching staff; 126 - non-teaching staff; and 55 - supporting staff) and total student strength (4,917) and full-time and part-time PhD scholars (209) during the academic year 2021-2022. Further, the heads of Centers of Excellence at AUM are briefed.

He also stated that UGC inspection process is a must to undergo while the University should prepare the required documents such as (i) Legal Status (ii) Organization description (iii) Academic activities descriptions (iv) admission process (v) fee structure (vi) Financial viability (viii) Faculty (ix) infrastructure (x) Governance System (xi) Research profile and (xii) miscellaneous (11 categories, 102 parameters and 12 appendix to meet the UGC criteria). He mentioned that the Registrar's office has already started to collect the details from all the schools whereas he requested cooperation and support from all the HOI's.

He further said that these elements should be kept ready by respective entities 1) schools (course-wise curriculum), 2) examination department (results of all schools and courses) 3) admission department (year and department-wise admission details). 4) Administration department (stock register). 5) Library (learning resources), 6) Project dept. (land, building and infrastructure documents. 7) accounts department (finance-related information) and 8) CRC (placement-related information).
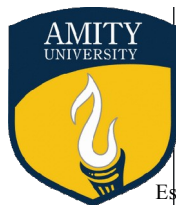
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He reiterated that registrar office is about to submit the summary to UGC after which a committee can be expected from UGC for inspection. He explained why AUM always recruits only PhD-qualified individuals as faculty and asked for suggestions from IQAC cell members to recruit PhD qualified candidates in specific domains such as law, architecture, fashion and fine arts.

Lt Gen V.K. Sharma, Vice-Chancellor suggested the constitution of internal IQAC cell for each department in all the schools from where the suggestions can be collected. The issues/suggestions from all internal IQACs should be sent to central IQAC. He mentioned that UGC checks department-wise IQAC activities too. Further, he stated that the departments should actively support HR and involve in recruitment activities to get quality faculty due to domain experience, expertise, etc.,

Dr. A W Santhosh Kumar, Pro Vice Chancellor stated that most departments do not have IQAC and advised to constitute one for internal purposes and communicate to main IQAC. Non-teaching service must be given knowledge upon quality maintenance through seminars. He further mentioned that documents with proper evidence or proof are more important. He shares the experience of preparing appendix with enough proof on documentation. He called for another meeting by Jan end or Feb first week after the constitution of internal IQACs.

Agenda No.5.5 Quality Improvement on Campus Administration Functions – by Director Admin

Col. Sudeep Mehta, Director of Administration, greeted everyone and explained the campus facilities and the plan of action. He recalled how the issues raised by QA team during their visit in August 2019, was resolved. He briefed the functions of existing water services, electrical services, transportation services, mechanical maintenance, horticulture, garbage disposal, 24x7 power supply, management of outsourcing services, event management and city office services, etc. He listed the facilities available in the campus and plans for quality improvement (staff training for multi-tasking, mechanization of infrastructure and high-class outsourcing services, app-based booking in canteen, building check-dam in campus, landscaping and increasing green cover, RWH and sewage treatment plants and garbage shredding plant and deep termite treatment). He listed the weaknesses to be addressed (restructuring of staff and hierarchy, infrastructure development such as service road, water connection etc., application of geography-based maintenance practices and fast-paced processing of vendor payments/ready availability of payments). With the presentation comes to an end, the Vice Chancellor continued to respond.

Vice-Chancellor asked the to-do list to improve quality, while the presentation given listed out the issues to be sorted out. Vice Chancellor asked for a clarification regarding water connection which was responded by the Director, Admin. Vice Chancellor suggested not to rely only on underground water and asked to keep him in loop with further updates on water and road. Further, he added that since the university is not yet opened fully, the need for staff or restructuring can be done later. He further asked other presenters to list out the priorities in respective domains.

Agenda No.5.6 Quality Improvement on Hostel & Security Functions – Col. Sharanjit Singh, Director Hostel & Security
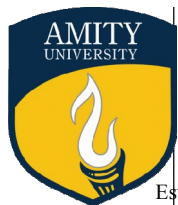
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Col. Sharanjit Singh greeted everyone and presented about the hostels and security. With aerial view as introduction, the director covers the wings headed by him (hostels, sports, security and medical wings). He introduced and provided an overview of what's happening in hostels that host diversified students from different parts of India. The roles played by Warden, assistant warden and students committee are briefed. Strength of boys hostel (8 floors building with 988 capacity) and girls hostel (6 floors building with 986 capacity). Starting from 2014-15 (26), the growth of hostel population is shown until 2019-20 (1886). He listed out the information regarding hostel room layouts, total bed capacity (988 men + 986 women = 1974 total), fees, hostel infrastructure facilities and medical facility. Further, he mentioned about Amizone (HMS - Hostel Management System), the automated online portal for online admission, fees management, room allocation and transfers, biometric attendance, generation of different reports (student capacity, attendance and their complete information, vacant rooms, stock reports and fine, due and refund reports). This enables the easy access of student information by anyone from hostel or top management.

With regards to sports, he added about the wing's role in annual sports (Sangathan), internal sports (hostel-wise, house-wise and day-to-day sports) and inter-collegiate / university participation. He listed the sports facilities available at campus and shared a few images of sports activities in hostel. The sports' curriculum followed since July 2019 is updated. He briefed about security arrangements made in the campus, facilities available (CCTV cameras, security personnel, patrolling, registration at entry-and-exit gates, emergency alerts), fire safety arrangements, medical facilities etc. He suggested the need for sports' coaches and two professional wardens instead of warden-assistant warden (who will play dual role). Though unsure, he suggested early wake-up call for students and do physical activity for an hour.

Vice-Chancellor recommended a few suggestions to **Director Hostel & Security**; to display medical emergency contact numbers, ambulance and hospital information across the university; to cut-short the lengthy process of reaching the medical assistance; to develop separate SOPs for medical emergency; and alternative ways to help the needy during emergency.
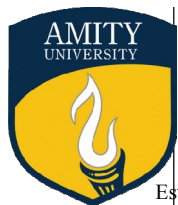
Dr. AW Santhosh Kumar, Pro-Vice chancellor added that the emergency numbers are displayed in gents and ladies hostel and informed that ambulance and support staff are readily-available. He shared his three experiences during when he got the required medical attention within a matter of few minutes.

Dr. Bhawna Sharma, mentioned that village staff (supporting staff) leave the campus or avail permission citing different reasons pertaining to cultural functions, personal reasons etc., So entry-and-exit registry should be maintained for them as well.

Vice-Chancellor stressed about compulsory tracking of biometric attendance instead of manual work to **Col. Sharanjit Singh.**

Dr. AW Santhosh Kumar, Pro-Vice chancellor added that the implementation of name-tag, out-pass and registry is done through a circular. While biometric attendance is currently unavailable, he provided his views on alternative ways.

Vice-chancellor emphasized the need for out-pass and clear procedure for it, while Dr. H S Vyas added that biometric has been made mandatory for all staff, existence of biometric machines at respective blocks, leave procedures etc.,

Agenda No.5.7 HR functions by Deputy Director, HR, Mr. Soomeet Bali

Mr. Soomeet Bali welcomed everyone and defined PPT (People, Process and Technology) methodology followed by HR. He listed the strength of teaching staff (181), non-teaching staff (131) and support staff (55). He also briefed the processes followed (recruitment, entry-to-exit and growth) and technology (MIS, TCSiON, Amizone and MS teams). He added the USPs of HR wing and functioning of HR department (in terms of employee record maintenance, automation of PBAS, CAS & F&F settlement process, employee referral scheme and faculty retention program). He projected the reporting matrix and contact details for further support.

His recommendations are as follows; digitization of employee records, automation of PBAS process, final settlement and recruitment process.

Vice-Chancellor stressed for background verification and asked for detailed procedures in this regard. Further, he added that full and final settlement process should occur in a time-bound manner and not get delayed. He mentioned that whenever an employee leaves, their complete exit process with documentation (experience certificate, his track record and activities during employment from HOIs, relieving certificate etc) should be done in a time-bound and structured manner. He added that detailed experience certificate for individuals who leave for government positions, maternity and so on, he left the option to HOIs to include or not, about the roles and responsibilities held by the employee during his/her tenure in the experience certificate. He set 10-15 working days as the timeline for complete processing of documentation and send it to head office. He added that
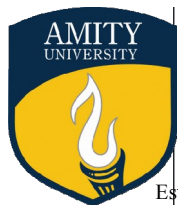
Mr. Soomeet Bali added that F&F process takes between 7-10 days. For recruitment, multiple modes are used such as Naukri.com, LinkedIn, referrals, etc.

While endorsing the views of Vice Chancellor, **Dr. AW Santhosh Kumar, Pro-Vice chancellor** mentioned the need to have a simple experience certificate instead of detailed one as suggested by Vice Chancellor.

Dr. Aradhana Khare raised a clarification on the appointment of visiting faculty since they come for a semester-basis with 12-14 lectures per week and the experienced certificate demanded by them from HR.

Mr. Soomeet Bali clarified that no appointment is given from HR department for visiting faculty since Deans & HOIs follow a separate process for the same.

When Vice Chancellor raised the possibility for a Visiting faculty-specific experience certificate, **Dr. AW Santhosh Kumar, Pro-Vice chancellor** answered that with two types of visiting faculties. 1) Continuous 3-days basis or part-time basis and 2) as & when required-basis. While the first type can be given a service letter while the decision for second type can be taken by HOIs.

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Mr. Sanjay Gouda added that with regards to sourcing of candidates, community can be created to attract the potential PhD candidates across India and the globe. Vice Chancellor cited about the existence of a UGC portal for that.
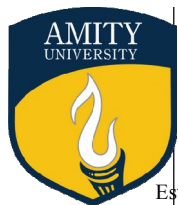
Prof (Dr) Bhawana Chanana reprised Dr. Aradhana's views on appointment letter for visiting faculty, their role in university functioning and the need to acknowledge their contribution. Vice Chancellor agreed to have an appointment letter for part-time faculty while **Mr. Soomeet Bali** added that such format is ready for roll-out for part-time faculty after permission from Pro- Vice Chancellor. Under careers page in AUM website, the opportunities available in the university, procedures and contacts are updated for prospective candidates to apply.

Agenda No.5.8 Dean, Academics, Dr. Shrikant Charhate to present on quality improvement requirement on teaching pedagogy

Dr. Shrikant Charhate greeted everyone and presented on teaching learning pedagogy and quality improvement. He thanked every school in the university on sharing their teaching learning pedagogy. He listed the programs offered at the university (18 schools, 107 programs). He called upon the need for curriculum upgradation (review, revision and implementation for an industry-ready and outcome-based education) every year and the history, functioning and application of learning management system at Amity. He presented the common teaching-learning practices (project/activity-based learning, minor tracks, online/hybrid mode and industry-guided projects) followed across the schools at AUM. He detailed about the use of ICT during pandemic, NTCC for active learning and 360-degree learning experience (different online/offline and hybrid teaching practices, learning practices and outcomes – outcome-based education) to boost entrepreneurship and start-ups. He also briefed about the events and academic activities participated and organized by students and faculty both within campus and outside the campus. He cited that BOS 2022 is important to address effective implementation of UCC (Uniform Course Coding). He noted down the penetration of mentor-mentee program at AUM and department-wise meeting reports being disseminated as a part of good practices. He listed the activities implemented based on previous IQAC meeting (2019-20) and teacher-parent meeting (GSSC, Uniform evaluation pattern being 70:30, attendance marks between 5 and 1 and internship and placement).

Measures to improve quality: Program review and positioning, program structure review (credit allocation etc.,), review of minor tracks (improvement from 13 minor tracks to 20-25) / FL (choice of FL from 2nd or 3rd year to achieve better coordination) / BS, curriculum enhancement and approval in BOS (implementation from 2022-23), NTCC and internship components such as credit review, student support (need for repository at school/university level for sharing content related to modules), project quality (creation of lecture and NTCC for 50-100 minutes), mode of teaching and learning and faculty academic audit (proposed from 2021-22).

Vice-Chancellor asked for conducting academic audits since UGC demands it. He asks academic audit initiative must be taken at department/school level. He stressed the importance and role played by faculty members in NTCC too, in terms of documentation, outcomes, etc. With regards to UCC, Vice Chancellor suggested to combine course, reduce the number of question papers and club it together through UCC. Though 35-40 has been already reduced, furthermore needs to be reduced in this regard. The board of studies need

to take initiative to club the courses. He further noted the importance of academics wing in the university.

Dr. Shrikant Charhate stressed the need for sessions to be arranged for minor tracks/FL/BS, credit review and positioning of school-specific courses after which board of studies to review.

Santhosh Kumar, Pro-Vice chancellor added that initial academic audit to be done for individual departments since courses/subjects have become retarded. The proposal of new courses from permanent and visiting faculty brings diversification while it also needs existing courses to be removed. With regards to academic delivery and pedagogy, faculty members should upgrade their knowledge to increase the standards as per bloom's taxonomy. In terms of evaluation, bottom-below approach is followed such as remembering, understanding and applying, whereas creating, analysing and applying part is missed out. UGC and NAAC also stresses for bloom's taxonomy to be followed in questionnaire for evaluation. He added to have a comprehensive seminar with HOIs with regards to this approach to improve academic audit for further proceedings (development of corporate skills)

Prof (Dr) Gautam Gawali took over the session and mentioned that statute, regulations and ordinance should be in place before UGC audit. Bloom's taxonomy is to be followed for teaching.
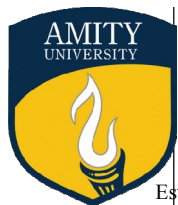
Vice Chancellor replied that ordinance can be taken care and the university can approach the government stating that UGC is expected to visit during first half of 2022 so that the ordinance can be published earlier.

Agenda No.5.9 Prof (Dr) Gautam Gawali, Dean, Student welfare quality improvement on student welfare.

Prof (Dr) Gautam Gawali greeted everyone and provided an overview of student welfare activities done so far. He mentioned about how the workshop on National Education Policy (2020) was organized on various platforms for students, parents and non-academic teaching staff. He also mentioned about the grant selected for 15 students during COVID-19 outbreak, DSW support, support through counselling centre for staff and students during COVID-19 and community outreach programs upon mental health as per UGC guidelines. He added about the implementation of behavioural safety in educational institutions during COVID-19. Further, the activities conducted and planned by students and faculty through social media and online platforms through internal and external volunteers (counselling, reducing drop-out rate of students, enrol in AUM for further studies etc.,) are listed down. He added that career guidance webinars/seminars are to be conducted in respective schools whereas employment opportunities are arranged for 10th/ 12th passed out in collaboration with state government and through career guidance programs. The steps taken for mental health and well-being are listed while SOPs for drug addiction, suicide prevention and teaching disabled students are developed for further approval.

Vice-Chancellor concluded the recommendation of a single window system for students for 360-degree solutions and easy access to resources without hassles.

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Since Dean – Research (Dr. Aparna Khanna) is unavailable, Dr. Sagar Bharge was invited as a special invitee to IQAC who took over the presentation on Quality improvement on research activity.
Agenda No.5.9. Dr. Sagar Bharge (Quality improvement on research activity)

Dr. Sagar Bharge greeted everyone and presented quality improvement on research activity. He stressed the importance of research for growth and development of university. He made a note on research contributions from researchers, scholars, faculty, students etc during the years, (2019, 2020 and 2021). He listed out the target achieved in terms of publications, projects submitted, patents filed, technologies commercialized, consultancy/training development, extension activates, awards, webinar, conferences, MoUs signed and PhD admissions. The publications increased in 2021, after a backlog in 2020 while other targets too achieved. The images regarding research seminar series (11 lectures) are presented for the year 2021. Collaborative research is encouraged through this seminar series and the outcomes were also explained (algae biomass generation, 3D bioprinting workshop and other research is conducted in collaboration with AIB-ACET). The initiatives taken are listed such as dedicated research coordinator for every school / department of AUM, conducting research seminar series, IIC (Institute Innovation consent), establishment of IBSC, IEC and IC-SCR and the constitution of MoU committee.
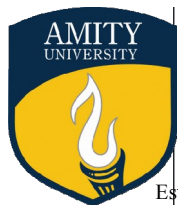
He further presented the strategies to improve research outcomes such as development of industrial research excellence and impact (COVID-19 reduced the availability of funds and brought stringent measures to scrutinize the projects. So, incubation centre must meet the industrial requirements and sustainability. Industrial collaboration is essential for which industrial research centre is to be setup), promotion of interdisciplinary research in academia, endorsing young research leaders and finally designing the research priorities.

Vice Chancellor emphasized the need to bring more students into research. With more than 200 scholars, publications of students in Scopus Index, web of science must be initiated at early stages itself. Further, graduate and PG students should also be encouraged to publish papers for which seminars/webinars to be conducted on how to write research papers. In order to credit the institution, then the journals must be from UGC approved or Scopus Index or web of science journals without which no credit or recognition is there for students nor the faculty or university. Targets have been given by Dr. shriramamoorthy to publish atleast two papers. He opined that 121 research papers is not suffice for these many number of researchers and PhD students. 30% marks of research is given for accreditation due to which this weak area must be improved. PhD scholars, students, industry collaborations and interdisciplinary areas must be leveraged to publish more papers in this regard.

Agenda No.5.10 Mr. Sandeep Gundeti to take over the presentation on quality improvement in examination

Mr. Sandeep Gundeti greeted everyone and started the presentation on quality improvements in examination, best practices and improvements in assessment system. The presentation covers organization/functions, conduct of examinations, evaluation and grading system, passing and promotion criteria and improvement process.
As per Vice chancellor's directions, Mr. Sandeep continued to present the quality improvements to be made in the cell.

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Mr. Sandeep added future plan for quality improvement such as online evaluation (for common courses like CSS, BS, MT and EVS online mode of evaluation is suggested), implementation of uniform course coding for common courses in the university, development of a simple promotion criteria for students (CGPA for year-wise grading), conducting bloom's taxonomy workshop for faculty members, compilation of question bank by COE office (like section A, B and C and automated generation of questions from the question bank, can avoid question paper leakage and confidential) and Amizone course configuration training to all Amizone coordinators (to avoid errors).

Vice Chancellor asked the departments to prepare question banks from entire syllabus to avoid malpractices. He mentioned that question bank also will be reviewed by accreditation bodies and so, it plays an important role. Minimum cut-off and CGPA is required for passing of students.

Agenda No.5.11 Mr. Sanjay Gouda is invited to present on quality improvement on CRC functioning.

Mr. Sanjay Gouda greeted everyone and presented about the quality improvements to be made on CRC functioning. He mentioned that there should be improvements made in interview and mock-up process since the conversion of students against the company which they hired is only 32%. He cited about the mismatch between the expectations and students skills, changing hiring process from conventional to recent times, etc. There is an increase in the demand from industry for industry-ready employees rather than students. He suggested to train the students with technology, analytics, solution designing and application-oriented areas. This increases the percentage of students being retained. While 70% decision making occurs in industry whereas 30% only remain in academia. So, the high expectations of the student with less industry-ready skills create a mismatch. Students remain under-prepared and less-motivated when they face interviews. So, they need to be counselled accordingly. Students further need to know about market requirements and job markets so that improvements can be done in this area. At first semester itself, students' aptitude and verbal skills need to be improved. In second semester, soft skills, personality development and industry-orientation can be given for students, while in either last semester or third semester, resume building or skill-development programs, interview techniques and entrepreneur skills can be nourished among students.

Mr. Sanjay further added that a survey of information has been initiated on industry skill sets using google form to understand the industrial skill requirements. With inputs from industry, business heads, HR team and tech- and non-tech organizations, the traditional way of learning should be upgraded to develop the skills. He mentioned that in addition to academics, regular time should be allocated for skill development classes.

Vice-chancellor suggested to have a program plan for every course students during second year or third semester. Students must be prepared during this program on what to do during interviews and be ready for industry. Vice Chancellor suggested to develop a detailed plan for this skill development course, take feedback, review it, prepare a report on industrial expectations and what went wrong earlier and to have a live interaction instead of online reporting.

Vice chancellor asked the registrar to share the feedback from alumni, parents and students based on availability.

Registrar invited the Industry nominee Mr. Arijit Dutta to share his views, while neither him nor parents/students were available for the session.
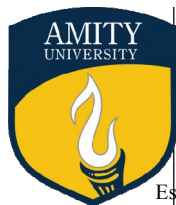
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Vice Chancellor asked all the attendees to share their inputs if any.

Dr. AW Santhosh Kumar, Pro-Vice chancellor stressed that IQAC should be more interactive and contribution must come from all in the cell. He mentioned that CRC is a collative task achieved by team members rather than the lead himself during COVID-19. There should be a timeline specified for every presentation.

Vice chancellor endorsed the Pro- Vice Chancellor's views and asked for every department's IQAC suggestions to be sent to central IQAC team so that it can be considered and implemented. The vice-chancellor further asked not to mention about the department history or functioning in future, rather than which only improvements to be done/incorporated, timeline and the mechanism behind the incorporation.

Dr. Manoj mentioned that, in the past one year, after assessment of various ranking agencies, as per World university ranking, Times higher education and QS ranking, one of the criteria considered is the number of first-generation students and the data is unavailable with AUM. Out of the entire students, only 2,000 responses have been received from students to track down this measure. So, Amizone can be involved to track this measure.

Vice-chancellor mentioned that no other amity university has demanded for the inclusion of such criteria in Amizone which invalidates the request. However, this data can be collected by different institutions about the alumni, present students (first or second generation), re-admission and enrolment of students from UG to PG, higher studies and entrepreneurs can be tracked by respective schools. Amizone's technical capability is already near saturation and cannot be included more.

Dr. AW Santhosh Kumar, Pro-Vice chancellor suggested to compare and contrast the ranking criteria and submit a summary or pointers so that the survey responses will be easy to collect.

Prof (Dr) Gautam Gawali mentioned that a counselling centre has been approved with a new extension and to start functioning before UGC committee visit.

He answered about Mr. Sandeep Gundeti presentation that syllabus is already framed in line with industry requirements and community needs based on surveys to make students industry-ready.

Vice-chancellor mentioned that counselling centre should be applicable for entire university for which he asked for a proposal to be sent to the Vice Chancellor's office. However, Dr. Gautam Gawali mentioned that a counselling center has been sanctioned under construction at 5th floor (two counselling labs, counselling center etc.,) and awaiting completion. **Dr. AW Santhosh Kumar, Pro-Vice chancellor** suggested to start the activity now itself and not to wait for the separate premises. While Dr. Gautam Gawali answered that the counselling centre is already functional and online counselling is already being provided to the needy.

Dr. Bhawana sharma added that Dr. Sagar had a situation, during when Dr. Rajeev sharma from ASET had a project with ICSSR or DSIR or some agency. During the discussion, it was found that AUM lacks certain certification like UGC-12B for applying projects with ICSSR. **Dr. Rajeev sharma** suggested that it needs to be done at AUM level itself and not with other campuses or other with partners. So, such certification should be gained to get more sanction.
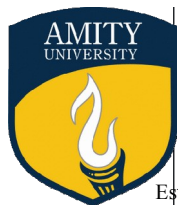
Vice-chancellor suggested to have a co-PI from outside with certification so that the project stays with AUM. If the PI is from AUM, then a co-PI from outside who is certified with the relevant certification.

Dr. AW Santhosh Kumar, Pro-Vice chancellor added that regarding UGC committee status, at first 12-F status is to be achieved followed by 12-B. The budget to be separated between AU-Mumbai and AU-Noida so that this issue can be sorted out. **Dr. Bhawana** clarified that AUM already has 12-F while 12-B is for project and research accreditation and AUN has 12-B already. **Dr. AW Santhosh Kumar, Pro-Vice chancellor** added that after some time getting 12-F, 12B can be achieved since it is a separate system.

For the concern raised by **Mr. Sanjay, Dr. Bhawana sharma** clarified about the conversion from placement into job opportunity and mentioned that at ABS, a placement buddy or mentor is attached with every five students. This helps the students in getting placement through regular skill development. So, she suggested the same policy to CRC as well.

The vice-chancellor asked to concentrate on internal resources and to rely less upon external resources. Instead of relying upon head office, internal potentials need to be leveraged so as to improve the quality. He called for meeting in January and February 2022 too for further reviews and thanked everyone for participating in the meeting.