

# AMITY UNIVERSITY

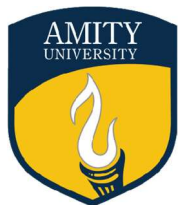
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Ref: AUM/DAC-IQAC

## **MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF AMITY UNIVERSITY MAHARASHTRA, HELD ON 23<sup>rd</sup> February 2022**

1. The 6th meeting of the Internal Quality Assurance Cell (IQAC) of Amity University Maharashtra was held on Wednesday, 23<sup>rd</sup> February 2022 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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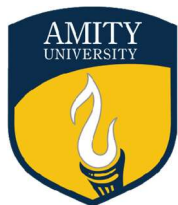
		MEMBER SECRETARY - IQAC
19.	Ms. Devyani Baghel	ASCO Student, working at Cropin (Nominee of Alumni).
20.	Mr. Nixon Joseph	President & COO – SBI Foundation (NOMINEE OF LOCAL SOCIETY)
21.	Ms. Tanya Karen Rodrigues	Nominee of Students
22.	Mr. Arijit Dutta	President & Business Head – UNO Minda Group (Nominee of Industry)
23.	Mr. Manish Shukla	Founder & CEO – Cine Riser Digital Media Pvt. Ltd. (Nominee of Employeers)
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.

After getting permission from Chairman and Vice-Chancellor (VC), Dr. H S Vyas, Registrar, Amity University, Maharashtra set the Agenda for 6<sup>th</sup> IQAC meeting for AUM and first IQAC meeting in 2022. He invited Hon'ble Vice Chancellor, the chairman of IQAC to welcome the members of IQAC and for opening remarks.

## **Agenda No. 6.1: Welcome Note by the chairman of IQAC cell, Honourable Vice Chancellor V K Sharma**

Honourable Vice Chancellor welcomed the IQAC members and detailed about quality assessment. He mentioned that quality is of paramount importance in all the aspects of life, anywhere, anytime and it plays an important role in maintaining personal conduct, grooming of children, respecting parents and dealing with others. It has prime importance in educational institutions since it involves the future of students and responsibility is upon us in grooming them, to give them quality education, involve them in research and developing their overall personality. Job placement of students in good jobs comes next so that they represent our university, state, nation and at international levels. Education encompasses much more things and not restricted to delivering knowledge, content etc., It has wide meaning in terms of overall experience and development of a person who is enrolled at Amity University and who interacts with all faculty members, staff (teaching and non-teaching) etc. Rather than an outsider, it is only us who can improve the quality. Bhagwad Gita quotes that 'put yourself by yourself'. We must recognize our weaknesses and improve it within the constraints of our policy, budget, rules and regulations and our capacities. There is space for improvement even in the presence of these constraints. We are bound by limitations, restrict ourselves to explore, so we must enhance ourselves. People who did this are already excelling in international



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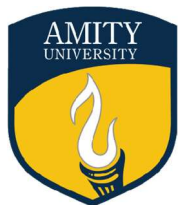
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sports, research arena, publications, innovations etc. These instances prove that constraints cannot stop one from achieving. When faculty members raise complaints about the salary structure, constraints and delays, I suggest them that we can still do well with the available facilities. This is the fundamental thing to progress in life since no field provides unlimited resources and there exists constraints always in any field. So, in today's meeting, let us focus on what's being done and what should be done. This summarizes the quality improvement since it doesn't result drastically from 20% to 80% in one day. Progress definitely happens to reach the excellence. For this, mental consciousness, clear vision towards improvement, weaknesses and knowledge on resources available are required. If this is clear, then mind gets activated to improve the system. Any organization that has people, processes and technology in line with this, can achieve success. People are the first point since we improve the system and develop university forward despite the existing constraints. Financial constraints doesn't stop scholars from achieving higher ranks. So, let's focus on what is available, what can be done within these constraints, improve the system, and make AUM the best one in the country. Location advantage is with us since AU is located in Mumbai, the financial capital of the country and Gateway to India. We further have motivated people who are prepared to put their best to make sure their departments excel. Quality starts with individuals, departments, processes, stakeholders, students, parents, teachers, staff, everybody. With this, we can achieve the vision, fulfil the dream of the Founder President Dr. Aseem Chauhan, to make AUM one of the best universities in India and make India, a knowledge superpower in 7-8 years.

**Dr. Satheesh Abimannan** acknowledged the VC's speech and agreed to follow the same. Further, after getting permission from VC, he invited Pro-Vice Chancellor, Vice chairman of IQAC, **Dr. A W Santhosh Kumar** to provide a welcome note.

## **Agenda No. 6.2: Welcome Note by the Vice chairman of IQAC cell, Honourable Pro-Vice Chancellor Dr. A W Santhosh Kumar**

I extend a warm welcome to the Chairman, VC and members and happy and honoured to be a part of IQAC meeting proceedings. We, as a team, are spearheading AUM, doing a great job and congratulate every HOI and every faculty. With regards to IQAC, its mandatory contribution to any university is to heighten the clarity and focus of institutional functionalities. This mainly represents the appropriate functioning of the institution. This is based on the internal assessment of quality as a culture. So, quality assurance must be ensured in every facet and followed as a culture in AUM. I thank all HOIs and faculty members in fine tuning the quality aspect. To enhance and integrate various activities of the institution as good practices. We have different mandates and lot of activities to be mandatorily completed on a monthly/yearly basis. This is another important facilitation by the IQAC. The third mandate is to provide a sound basis for decision in institutional functioning. The sound basis of decision is always made by peer-reviews, peer-pressure, student and faculty feedback and others' feedback which are really mandate for any other accreditation point of view. The fourth one would be important 'change agent' in any institution. So, this IQAC has to be the one of the important change agents which needs to be solidified. Every department in the university has to be focused and then come to the university as a whole. The fifth is to ensure best internal communication between faculty and members of the university so that everyone work in unison in achieving this quality. These five important mandates to facilitate and



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contribute towards quality and I am certain about achieving this since as a young university, we've won many accolades like placements, admissions etc. This momentum has to be maintained and fine-tuned as a part of deliberation of IQAC. Thank you everyone for the opportunity.

**Dr. Satheesh Abimannan** thanked pro-VC for valuable suggestions. After getting permission from VC for proceeding to Agenda 6.3. **Mr. Arijit Dutta** requested permission from VC to add a few points prior to next agenda. After VC agreed, **Mr. Arijit** extended a warm welcome and started his speech.

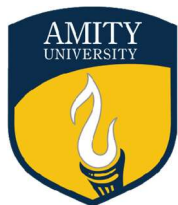
I am participating IQAC proceedings for the second time. I presented at the last IQAC meeting. Before we start the meeting, I would like to define 'what is quality', since I am from industry background. Quality is, in process, any process delivering quality output. If a process needs to deliver quality, the most important thing required is 'who is the customer'? Customer can be an internal one too, not mandatorily external one. So, every department which delivers the process must know who is the customer. It can be an internal customer, like student-delivery, professor delivering lecture to the students, so student is the customer here. So, how do we define quality? The quality is making the customer expectation with minimum variances in the profit. All the customer requirements are met every time. So, any process has two parameters i.e., mean and standard deviation. In terms of quality purpose, when there is a deviation is minimum and mean maintained. So, whenever any kind of action is taken in the university, we must know who is the customer? What he requires? The process should deliver the customer requirements with minimum deviations. This is how quality is defined and if this helps, from industry point of view, we can deliberate and align with process.

**Dr. Satheesh Abimannan** thanked **Mr. Arijit** for the valuable suggestions in terms of quality in industry management. After getting permission from VC for proceeding to Agenda 6.3 (**Ratification of the 5<sup>th</sup> IQAC meeting**), he described about the proceedings of 5<sup>th</sup> IQAC meeting (conducted on 30<sup>th</sup> December 2021).

## **Agenda No. 6.3: Ratification of the 5<sup>th</sup> IQAC meeting**

**Dr. Satheesh Abimannan** mentioned about the participants in 5<sup>th</sup> IQAC meeting (held on 30<sup>th</sup> December 2021) such as 24 IQAC members, Chairperson, Vice-chair person, senior administrative officers, teacher and management representatives, alumni and student nominee, industry and local nominees, employee nominees and stakeholder nominees. He detailed about every agenda point as follows,

1. Agenda 5.1: Chairperson, VC shared important information and highlighted the global importance of IQAC in university functioning. He listed out the critical components of IQAC such as people, processes, systems and SOPs in place for technologies. He highlighted on three functions for an education instruction to perform such as dissemination of knowledge to students, creation of knowledge through innovation and research and finally outreach to society, region and national levels
2. Agenda 5.2: Vice-Chair of IQAC, Pro-VC mentioned that quality assurance and quality enhancements are two important aspects of IQAC. He emphasized the maintenance of documentation, feedback response and acting as a nodal agency that coordinate important practices for the IQAC cell.
3. Agenda 5.3: Member secretary introduced the industry and alumni members
4. Agenda 5.4: Registrar presented the UGC data points required to improve quality. He briefed about history, incorporation, recognitions, summary of AUM and facilities available. He further stated that during UGC inspections, respective departments and

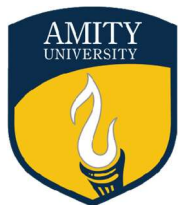


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- schools must be ready with complete documentation. For example, 1) schools (course-wise curriculum), 2) examination department (results of all schools and courses) 3) admission department (year and department-wise admission details). 4) Administration department (stock register). 5) Library (learning resources) and 6) Project dept. (land, building and infrastructure documents). He also stated that UGC inspection process is a must to undergo while the university must prepare the required documents like legal status, organization description, academic activity description, admission process, fees structure, financial viability, faculty, infrastructure, governance systems, research profiles and other miscellaneous activities
5. Agenda 5.5: Dir-Admin, Col. Sudeep Mehta presented in his meeting note on campus quality improvement. He explained the campus facilities and the plan of action. 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.
  6. Agenda 5.6: Col. Sharanjit singh presented on Quality Improvement on Hostel & Security Functions. 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). He introduced about wing's role in annual sports (Sangathan), internal sports (hostel-wise, house-wise and day-to-day sports) and inter-collegiate / university participation.
  7. Agenda 5.7: Mr. Soomeet Bali deputy director briefed the HR functionalities. He highlighted (People, Process and Technology) methodology. He also briefed the processes followed (recruitment, entry-to-exit and growth) and technology (MIS, TCSiON, Amizone and MS teams)
  8. Agenda 5.8: Dean, Academics, Dr. Shrikant Charhate presented on teaching learning pedagogy and quality improvement. 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 also briefed about the events and academic activities participated and organized by students and faculty both within campus and outside the campus.
  9. Agenda 5.9: Gautam Gawali, Dean presented on student welfare quality improvement on student welfare. In his speech, 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 that career guidance webinars/seminars are to be conducted in respective schools whereas employment opportunities are arranged for 10<sup>th</sup>/ 12<sup>th</sup> passed out in collaboration with state government and through career guidance programs.
  10. Agenda no: 5.9: Quality improvement on research activity, Dr. Sagar Bharge 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. 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





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and brought stringent measures to scrutinize the projects). 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.

11. Agenda 5.10: Mr. Sandeep Gundeti presented on quality improvement in examination. The presentation covers organization/functions, conduct of examinations, evaluation and grading system, passing and promotion criteria and improvement process. Mr. Sandeep added future plan for quality improvement such as online examination.
12. Agenda 5.11: Mr. Sanjay Gouda presented on quality improvement on CRC functioning. He highlighted that 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%. 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. 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. 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.

With this brief, the ratification of 5<sup>th</sup> IQAC meeting is done.

Vice chancellor V K Sharma asked for suggestions from IQAC members and in case of no suggestions, he wanted the fifth IQAC meeting proceedings be ratified.

Dr. HS Vyas, Registrar, raised a request upon VC to introduce Mr. Nixon Joseph (President & COO – SBI Foundation, Nominee of local society) who joined the meeting. VC welcomed Mr. Nixon Joseph. Mr. Nixon Joseph greeted everyone and the members reciprocated.

Dr. HS Vyas, Registrar requested Dr. Satheesh Abimannan to continue the meeting proceedings.

Dr. Satheesh, after getting permission from VC, proceeded with next Agenda 6.4 Progress on quality initiatives. Requested registrar to provide an overview of registrar office about the progress from last IQAC meeting.

## **Agenda 6.4 Dr. HS Vyas, Registrar on Progress on quality initiatives**

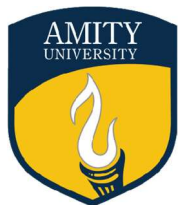
Dr. HS Vyas, after getting permission from VC and IQAC members shared a brief presentation on quality initiatives taken at registrar office, AUM after 5<sup>th</sup> IQAC meeting which happened on 30<sup>th</sup> December 2021.

He briefed that as per the legal provisions, all the universities must undergo inspection. AUM has filled the UGC inspection proforma as per UGC guidelines and other regulatory bodies. It is under review at head office for verification and suggestions. The information is collated under 16 clauses, 102 sub-clauses, 22 annexures and 17 appendix for this task.

Vice-Chancellor asked the registrar that the presentation is sent to senior vice president Dr. KK Trivedi, at his C6 office, asking his review this data with their self, and politely remind him to review the data so that we can file it at UGC portal soon.

Dr. HS Vyas agreed and continued the presentation

He detailed about National Academic Depository (NAD), a 24x7 online repository, its functioning, storage of academic documents and inclusiveness of academic institutions and how AUM students' degree certificates have been uploaded in NAD Digilocker platform from



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2015 to 2020. The 2021 passed out certificates will be uploaded soon. Further, an overview of students' data uploaded so far (1813 records uploaded and published in NAD Digilocker) from 2015 to 2020. Another quality initiative taken by registrar office is successful uploading of all data about AUM in AISHE portal (All India Survey on Higher Education) by MHRD. Every year, all the information about the university/education institutions must be uploaded in this portal. Though the deadline was 28<sup>th</sup> February 2022, we've completed it last week.

Data submission for NIRF ranking for University participation for 2022. The first year students undergone third level verification at AUM in alignment with UGC rules and regulations. Out of 2,020 students, 1833 files were verified and regularized on Amizone.

We've also worked on on-admission of merit scholarship at AUM in line with approved policy document of Amity University.

781 students have been recommended for scholarships among which financial support for the complete year would be 5.81 crores.

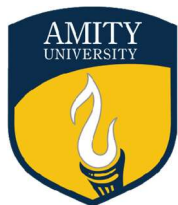
We are also gearing for university inspection and submitted the documents for verification to the head office. Further documents are being compiled for the UGC committee meeting.

After acknowledgement from VC about the presentation, Dr. Satheesh abimannan, with the permission from VC, mentioned about next Agenda 6.5 Campus administration department and invited Col. Sudeep Mehta.

## **Agenda 6.5: Col. Sudeep Mehta presented on Campus Administration department**

He greeted VC, Pro-VC and members and extended a warm welcome to his presentation about quality improvement in campus administration functions. Two points discussed on 30<sup>th</sup> December 2021 IQAC meeting

- 1) Reduce dependency on borewell on campus. We must pursue the case for a pipeline. The case is concurrently being pursued with a case for service road to AUM. The project department is closely monitoring the progress of this and by the end of the year, the road should be available for usage. Once the road is through, the pipeline would be concurrently laid. Since the campus is getting fully opening up, restructuring of administration department will be pursued as per the directions from Chairman. Fresh cases processed as on Feb 2022. These cases are mostly processed to HO for approval. Most will be undertaken by our construction department.
  - a. External façade cleaning of campus: Requires major effort.
  - b. Selecting internal painting in all buildings: We shall be undertaking this.
  - c. Horticulture and landscaping of balance areas:
  - d. Procurement of Car Innova Crysta to replace aging fleet in a stage-wise manner
  - e. Additional classroom furniture to meet the increasing student strength i.e., 5000 now
- 2) To do list for future quality improvement
  - a. Case to be processed for changeover of power supply from rural to urban grid through Amity Power management Department.
  - b. Existing infrastructure should be improved through mechanization such as housekeeping, gardening etc.
  - c. As brought at last, hunger box app is being developed to avoid overcrowding at canteens and to conduct financial transactions through it.



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- d. Rainwater Harvesting project has been restarted. Construction department is working on this structure.
- e. Proposed to buy a dry garbage shredding plant to HO which is under consideration

Once the presentation is over, Dr. Satheesh abimannan thanked Col. Sudeep Mehta and obtained permission from VC to proceed to next Agenda 6.6 and asked Col. Sharanjit Singh to present on quality progress in hostel and security department.

## **Agenda 6.6 Col. Sharanjit Singh presented on quality progress in Hostel and security department**

Col. Sharanjit singh greeted VC, Pro-VC and everyone. He mentioned that the hostels are open from 02<sup>nd</sup> February 2022 while the applications received so far was 1,717 with 849 students enrolled in hostel so far. The number of applications received from girl was 983 while 986 seats are available in girls hostel. With 734 applications from boys, 988 seats are available in boys hostel. With 347 boys and 502 girls have reported to the hostel. If high prime mode is continued, it is expected that a total of 1200 students will be reporting. If we come to offline, the hotel is expected to be full soon. So, for smooth functioning in the organization, manpower requirements have been raised. With hostels being divided into two parts, section A and Section B, every section has 500 seats. Out of which, 1 warden, 1 asst. warden and 2 supervisors. For 500 students/seats, 4 people are required. In case of leave or falling sick, substitution should be available. Likewise, in girls' hostel too, organizational structure remains the same. At present, 1 asst. warden and 1 supervisor in boys' hostel. One newly hired warden will report by 01<sup>st</sup> March 2022. We've hired one sports coach also, but approval is yet to come. In terms of girls' hotel, one senior warden is required. Two warden and 1 supervisor are at present managing the girls' hostel. When the strength improves, additional manpower will be required for smooth functioning. The immediate requirement is to have one senior warden and one asst. warden or supervisor in the girls' hostel. One supervisor and one asst. warden in boys' hotel are required immediately with the available student enrolment.

With regards to sports, there is no sport coach available. Since pro-VC has already observed the participation of students in sports during evening, infrastructure, ground and fields are not sufficient for 2000 students staying in hostels. With 2 volleyball courts, 2 football courts, it is insufficient. So, the available area should be converted into more playground area. The project department is requested to develop the sports fields also. The immediate requirement is a gym since it is important. Area is already earmarked under the basement of boys' hostel. The project department is requested to develop the gym as well.

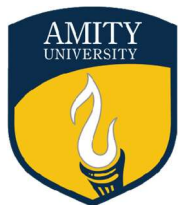
For security is concerned, boom barriers are required at the main gate while we are already equipped with sufficient cameras and manpower. If there is requirement for security guards, I will update with VC sir.

For medical is concerned, we have two medical assistants and when the hostel is full by next season or so, one more medical assistant is required, the MI room will be functional 24x7. Because each staff would be put on duty for 8 hours. So, no one has to wake up continuously the medical assistant. He will remain in the medical room and when a patient visits there, they can attend. We've already taken the case for a full-time doctor also and is expected to fulfil.

Col. Sharanjit singh completed the presentation. As far as gym is concerned, VC mentioned that gym can be outsourced one, if the students want to become members, it should be on paid basis for which a module should be worked upon.

Pro-VC mentioned that he already talked extensively with Col. Sharanjit singh in terms of gym set up. Two prospects already visited the campus out of which one is an alumni of AU





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who is interested in setting up gym here. Col. Sharanjit singh agreed to Pro-VC and said the gym reciprocates as in AU, Noida. Pro-VC continued that he and Col. Sharanjit singh visited the premises and asked for a quote from one of the bidders for gym outsourcing. Further, we also have couple of prospects who need to upgrade the space available to convert it to a gym.

VC thanked Pro-VC and said that things need to be taken forward while in case of gym, it should be a household one, and the model is followed across all AUs. Regarding boom barriers, the request should be taken forward to project department with wherever required. It should be present in the campus while one is already there. Boom barriers should be present at the gate. This should be taken forward to project department. Regarding the manpower, as the strength increases, the manpower will also be recruited.

The presentation is over while Dr. Satheesh abimannan obtained permission from VC to proceed to next Agenda 6.7 and asked Deputy Director (HR) Mr. Soomeet Bali to present on progress in HR department.

## **Agenda 6.7 Deputy Director (HR) Mr. Soomeet Bali on progress in HR department**

Mr. Soomeet Bali greeted VC, Pro-VC and everyone in the meeting. Through mobile, he is attending the meeting and said the reasons for the same. Quoting the last meeting point, final settlement process which used to take more than a month to less than 15 days. It is expected to further decrease to less than 7 days with improvement in final settlement process. Regarding the visiting faculty point, settlements for them, the process has also improved while the settlements has become highly robust. With the permissions coming as early as possible, at present, 369 staff members are in campus working with AUM. Regarding the appointment letter for visiting and part-time faculty members, the letters are being given for part-time faculty members by the HR department while for visiting faculties, the letters would be given by the HOIs of the particular department as discussed. Regarding the recruitment process, we have improved the process and visibility of AUM team. We've also career pages portal on the website regarding job openings. Recently, we've conducted offline induction programs for the new joiners.

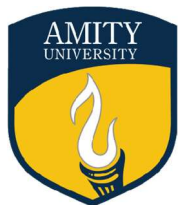
Presentation is completed

VC asked about the background check for all the employees joining AUM. Mr. soomeet mentioned that the process is already present. VC mentioned about the SOP for background check since even after joining the AUM, a person's permanent data should be available during the probationary period of 6 months. During this probationary period, background check should be carried out and if anything is adverse, action should be initiated against the person. We are not doing this background check which is very essential and it should be done.

Mr. soomeet Bali agreed on this. VC added that all the members, after the presentation, if they have any views, they are free to present it then and there rather than at the end. He asked any points need to be added to HR. Since there was no points, While Dr. Satheesh abimannan obtained permission from VC to proceed to next Agenda 6.8 and asked Dean Academic Prof (Dr) Shrikant Charhate to present on the updates on Academic department.

## **Agenda 6.8 Dean Academic Prof (Dr) Shrikant Charhate on updates in Academic department**

Dr. Shrikant Charhate greeted VC, Pro-VC, Dr. Satheesh, Dr. HS Vyas, Mr. Arijit Dutta, Mr. Nixon, colleagues, HOIs and students. The presentation is about Academics: Quality improvement from the last IQAC meeting for the period spanned between 30<sup>th</sup> December



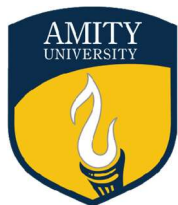
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2021 and 22<sup>nd</sup> February 2022. The main agenda is for these two months, as per instructions from VC are to complete the board of studies meeting in the month of January, February 2022 and to put it in the academic council. Most of the programs were restructured in terms of credit, in terms of detailed syllabus, in terms of adjustment in the course curriculum of courses. The addition/deletion with respect to latest technology changes and next step is to put this particular MoM in academic council approval to be held in March 2022. Meeting new curriculum and program structures which are going to be introduced in 2022-23, the next academic session. The following ASET programs i.e., Electronics and communication will be suspended, Electronics and computer engineering will be introduced in the next session. Its in pipeline. There is B.Tech integrated Six years courses - MBA Tech and M Tech, Amity Business School (MBA analytics, MBA-IT), Applied Sciences (M.Sc Organic chemistry, and sustainable development), ASFDT (Journalism and Fashion retail), Liberal arts (BSc science), AIBAS (Dip. in mental health) and ASCO (MSc in animation and multimedia). These courses are designing these sort of syllabus. We are pitching in for Outcome-Based Education (OBE). This is to accentuate the outcome-based education for measuring students' performance at different levels.

We've also introduced a sample template which is followed and is expected to be implemented in first year. The other streams can also follow it after deliberation and discussion about the changes required in this template. The sample template will have information on what is the mission of OBE and what will be provided to the students. (Sample template is shown). This specific template contains course name, course code, course credits, contact hours, credit assigned, theory, evaluation pattern, practical and oral. In the template, rationale and objectives should be updated and have a detailed curriculum, course module and contact hours. This is prepared in line with bloom's taxonomy and OBE and what is exactly required at the end of the course completion. Contribution to outcome, internal assessment (how it will be conducted) and end semester examination, recommended books for references and textbooks. These information will be covered in sample template. It is therefore required to have some deliberation on these aspects. The focus would be NEP implementation with integrated courses (like six year course). We can have like exit after three years diploma and after six years of degree. Like for MBA tech, the exit can be after 4 years of engineering and after 5<sup>th</sup> year as MBA tech. These are in alignment with NEP implementation as followed in amity structure. Quality doesn't mean only for the students, but for faculty too. Under the guidance of VC and Pro-VC, the faculty also acquainted with recent happenings. In this scenario, we already conducted a program, Faculty Development Program called 'Capacity Building' program for faculty.

The keynote speakers were VC, Pro-VC and prof. Chakraborty from Head office, on various aspects such as leadership, soft skills, accreditation policy and everything. It was organized in the month of first week of January from 7-11<sup>th</sup> of March. Further, other programs were also organized such as IPR was organized in the last month. Faculty induction program was also conducted so that the faculty can get to know the qualities expected from a faculty member at campus as per Amity structure. (Further, the posters of a few training programs 10-20% were listed from different schools). An international conference is also planned to be organized on 10-11<sup>th</sup> March 2022. This quarter was very short, however we made some progress. Program review and positioning has already been conducted. Program structure review is over for most of the schools, especially credit allocation. Further, most schools finished curriculum enhancement and approval in BOS. NTCC, internship, exam patterns and evaluation, also quality in terms of accreditation agencies, we've already submitted the proposals of



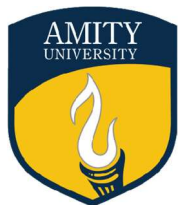
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The following are aimed for next quarter. Students support – through study materials preparation like PPT (we are already working on it), research papers (links of eminent speakers etc.). Under project quality – SIP and Dissertation with more than 4 credits, lecture slots for NTCC for 50-100 minutes per week, if not for current semester, from next term. Under review of minor tracks/foreign languages and behavioural sciences, credits, placing and evaluation are still awaited, as far as faculty-academic coordination, it will be implemented from this semester onwards. I would like to propose that academic, research, administration functions that go hand-in-hand, there is a need exists for integrity, responsibility, response and execution in overall quality improvement of every faculty and more disciplined efforts to achieve quality in all these aspects. In addition to academics, other fields should also be inclusive. Every faculty, every stakeholder must be responsible of the university to bring in quality.

Thanked everyone and completed the presentation. VC thanked Dr. Shrikant and added that academics is the most important aspect of the university, the presentation should be given special attention with much measures to be taken, what can be done to improve quality etc., Let us start the repository of video lectures with us, we are making video lectures for online distance learning for Noida campus. From the taskforce, specific lectures are given to us which is under preparation under the directors, dean academics, Dr. Manoj Tiwari and other faculty members also preparing it. Demo lectures should be developed for each department on some important topics and is maintained as knowledge base at centre place. The students can access it and the university-knowledge network can be created so that it can be produced as an own knowledge database. This is not a one-day process, but a continuous one, year or two. With domain experts, subject knowledge people, faculty members, it should be started for every particular field. Select a few topics, make videos and video recording should be of top quality, approved (and/or) improved by the subject matter expert and maintain it. After some years, abundant knowledge is available which can be made online in website so that students can access it free for knowledge and clarifications.

Pro-VC added that pertaining to the regular sequences of academia carried out, it is the owner's response of the each HOI to make their faculty to see the course plan, course schedule and PowerPoint uploaded in Amizone. Many faculties are not doing this, as I reviewed it. So, it should be updated. With regards to video, Amizone further has a provision for this and we have lot of faculty members asking for part of making moot scores, we find it in the reports. This moot scores can be done, but they are doing it on jettison mode, things are not coming on a common mode. This has to be taken care so that it can be made as a common tool. VC agreed Pro-VC's comments that knowledge on Amizone is yet to be fully tapped. Many mistakes are also in there such as course structure, credits for particular subject. Wrong codes are uploaded. Exam preparation time, these errors are found, amendments received and incorporated which should not be the way forward. Course structure is a highly sensitive issue so there should not be any clerical issues in this regard. This directly affects the reputation of the university too. Similarly, uploading session plans and lesson plans on Amizone should be done and ensured for its placement. I request all members in forum to review and recheck the course curriculum, take a certificate from program coordinators and course coordinators on what has been uploaded in correct and there is no further change required. In case of changes required, let the change must be done once for all. Every year, every semester, it has to be



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amended and modified based on the board of studies. It is not only the coordinators are responsible, but everyone who executes it. So, it's the responsibility of everyone to check once in a while and an integrative data must be maintained. Pro-VC added that academic team must be applauded for the template (as a draft) prepared by Dr. Charhate and team which is based on NAAC accreditation. We have a solid IQAC team within the departments, where in other departments, it is either defunct or non-functional. The committee should be constituted with 3 people who in turn report to the main institutional accreditation committee. They should be given responsibility of the individual departments for a common pool so that common templates can be developed.

VC thanked the Pro-VC and asked Mr. Arijit Dutta for his comments. Mr. Arijit Dutta mentioned that every course content should be cracked upon with industry departments. This is parameter that should be monitored continuously so as to check the updates of the department aligning with industry. A joint review for 6 months can be arranged with industry people. For example, social media marketing is given lot of pressure in recent times i.e., digital marketing. So, teaching should be done in alignment with latest requirements of industry. Regular maintenance and progress are required in this areas.

VC endorsed Mr. Arijit Dutta's comments and added that industry representative should be present in board of studies and seek their reviews. Even before that, industry-academic interaction should occur in all the departments and not department-specific. Industry interaction is important, represented by industry experts. Courses must be aligned according to this. If this is done so, the students are not industry-ready. He highlighted the point again and thanked Mr. Arijit's inputs in this regard.

Dr. Shrikant added that these aspects have already been taken care, not only with industry person, but our ex-students and from parents too, suggestions are received. So, all the stakeholders are considered for inputs for board of students and curriculum development every year. We revise our curriculum once in a year while amity, as a policy, does it. We incorporate 10-20% of market changes and technological changes while content is also added at par industry standards and global levels. AU is not only competitive to Indian universities, but global ones too.

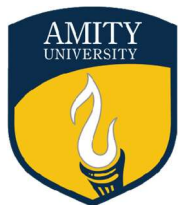
VC asked Prof (Dr) Gautam Gawali's views on this while Dr. Gautam endorsed Mr. Arijit's points in having industry-based curriculum. In addition to this, we also conduct community need survey. This is also important in psychological perspectives. As a part of community outreach program, we take this survey, include the suggestions, difficulties faced, problems identified in field are added in the syllabus, which makes it robust.

VC asked Mr. Sanjay Gouda's views while Mr. Sanjay added that in placement cell, they follow a consistent procedure followed monthly. A small CRF kind of Google form is shared with industry experts/HRs of companies recruited in four years. We take feedback on what courses are required, we observed that out of 1,500 questionnaire, 86 only responded. So, we place this request to Mr. Nixon and Mr. Arijit for suggestions to get more responses from industry. This really helps the placement.

VC added that he wants to measure this in my experience, industry do not spare any quality time, as per past 10 years of experience, to interact with us. They do not spend time and in-depth analysis, but just do lip service on interaction between industry-academia.

VC asked Dr. Bhawna Sharma about her views. To respond Mr. Arijit, at ABS, we do have certain marketing programs that need to be updated, we have industry feedbacks on-board,





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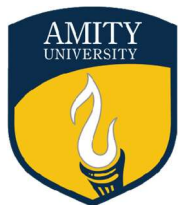
especially for MBA. We have already implemented this under Advisory board, while stream coordinators connect with the industry people and take their feedback on syllabus. Any specific point, advised by industry experts, we are incorporating and taking due approval from POS. For MBA, we are doing this.

Mr. Arijit Dutta thanked everyone for the feedbacks while mentioned that he has only recent association with AU and added about what occurs during physical interaction between industry-academia about the changes required. Having designed courses, special course on innovation covers information on what is required by the industry as per their understanding. With dynamic industry requirements and ever-changing subjects, certain interventions are augmented to answer Mr. Sanjay's questions. We can have more physical interaction rather than emails. After COVID, physical interaction today can enhance the feedback. Endorsing the views of VC, exceptions are also available in which the industry persons will be interested to interact with academia, to improve knowledge base of both country and the university. Such people must be leveraged. This should be a continuous effort so that more and more interested people can be found to provide insights on industry requirements.

VC asked Mr. Nixon's views and Mr. Nixon endorsed Mr. Arijit's views. In-person interactions would be effective. Such industry professionals must be invited to have effective participation. According to me, industry-interactions occur in large compared to previous times. Though unfamiliar about AU in detail, I gave more than 250 lecture in universities, educational institutions during COVID-19 lockdown (2020-21). This becomes a good learning experience as academics are looking forward to learn something in industry. While industry people also learn something out of academia such as student's thought process etc., This requires continuous persuasion of industry people. Further, other observations, though analytics is focused, equal importance should be given to ethics, entrepreneurship, corporate social responsibility, corporate governance, GST etc., since they gained much importance in recent years. Many investments are not happening or only happening if they know GST. Further, scams also happening like NSE scam. So, corporate governance and ethics are important and integrated into curriculum. Only 1% weightage is given for corporate governance and ethics in question papers these days. Students are deceived that academic scores are important rather than ethics, CG, CSR, Sustainable Development Goals etc. These are needed for industry and has to be taken care of. Google can provide such information for academics while for industry-interaction, it should be for at least once in a week. Various industries are passionate about interacting with students, spend time with them etc., Happy with university aligning with NEP and compared to last quarter, the measures taken such as DigiLocker are improving in a true sense.

Thanking Mr. Nixon, VC asked the views from Prof (Dr) Bhawana Chanana. She started her speech and endorsed the views of Mr. Nixon. Fashion school is already in good synchronization with industry. We had encouraging response from industry by their participation in juries, colloquiums, summer projects and internships. We are also regularly interacting with lead designers, trend analysts, quality assurance professionals and so on. Fashion school has had a classroom project with Liva and Pantaloons in the past three years consecutively. During pandemic, there was a shutdown, Liva had approached us for a project for the sixth semester students. They provided good feedback about the students in terms of designing, collections, print designs etc. With this exposure, they returned for the next two years consecutively. This thorough interaction between Pantaloons and us is interesting to





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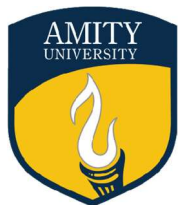
VC thanked Dr. Bhawana Chanana while Dr. Satheesh abimannan obtained permission from VC to proceed to next Agenda 6.9 and asked Director Gautam Gawali, department of student welfare to show the progress in student welfare department.

## **Agenda 6.9 Director Gautam Gawali presentation on progress in student welfare department**

Dr. Gautam Gawali greeted VC, Pro-VC, member secretary, registrar, academic dean and all other members of IQAC and presented on the progress made in student welfare department. The activities conducted upon DSW-AIBAS are listed herewith. As per UGC guidelines and communicated by Registrar, DSW proactively participates and motivates students to participate in these programs and activities. The videos of such participation are also updated in websites. The activities recently conducted after last IQAC meeting are shown in the slides such as Saksham quiz, Surya namaskar quiz, Apna sesh apna hathiyar and quiz competitions arranged by Gov. Of India. Around 750 students participated. VC encouraged these activities and response was tremendous from students. The google link has the certificates of students participation. Community outreach programs were also conducted (in general, Saturdays) at thane district tribal belt on 12<sup>th</sup> February 2022 without compromising student's academic program schedules. Students are taken there to understand difficulties, psychosocial aspects of tribal students and provide them counselling. The focus is to prevent dropout rate of 10 and 12<sup>th</sup> standard students. The video of the program is shown. Such videos are recorded for documentation purpose. Further, counselling is also given to improve their studies since many times, if they meet failure, they tend to dropout from school. So, we tried to provide them intensive counselling for such students. These activities were conducted and respective documents were also uploaded on UGC websites as well as saved with registrar office for university purposes. We conducted Matribasha Diwas on 21<sup>st</sup> February and videos of 30-40 minutes were uploaded on UGC website and again it was conducted on DSW platform as well. AMINOVA is being organized on 08<sup>th</sup> and 09<sup>th</sup> April after series of meetings with Pro-VC. Student council has been formed this year and further students are very happy to participate in this AMINOVA offline after COVID-19 lockdown with all safety precautions. With 17 student clubs being active, all are happy to eagerly waiting for this event. Both academic and cultural activities are organized by these clubs. SOP is being developed for suicide prevention and is expected to be in place soon. We've already worked on this and will discuss further with Pro-VC in this regard. Regarding drug and alcohol prevention, it has legal issues that needs to be discussed with authorities, it will be developed in the course of time. VC suggested to have a single window clearance system in past meeting for student grievances. We've gone through the documents of Gwalior who had different kinds of documents and SOPs. It can be adopted as per VC's guidance.

Dr. Gautam completed the presentation and thanked everyone.

VC mentioned single window clearance system is not only for grievances, but also for other aspects of the student like if any student passes out, the clearance also should take place without delay. It should be done online and streamlined should be done quickly for cases pending for more than 15 days and 7-15 days, since large number of cases are pending. Library books are not clear Students must also be aware of what is happening with their case. There are so many tendencies that are not clear such as depository, identity card, some students are not even aware that their identity is supposed to be given there. So if a single window clearance system is in place, the student's satisfaction level will increase. Many problems



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regarding this will get sorted out. Further, I would like to sensitize that everybody should login amizone, check the pending cases, reach out to the students and clarify them on what basis, the cases are pending. If a student doesn't deposit back their books, the library has rights to clear notice in this regard and the student must be informed about the pending books to be deposited back so that the case i.e., security deposit can be refunded. So user-friendly approach should be followed towards the students. Drug abuse and alcohol abuse, especially for students staying in hostel, should not be ruled out. Having being tempted by materialism and everything, students used to do such things. We must help them and have serious sudden checks, class on adverse effects of alcohol and drug. These two activities are important since in Punjab, it is highly prevalent. It tend to spread in hostel settings easily. So, I request director-hostels and DSW to jointly work on this while Dr. Gautam, Head of psychology to work cohesively and train our students to be mentally alert. The students must be prevented from these things.

Dr. Gautam added that workshops are being organized on drugs and suicide prevention for all amity students while VC stressed that hostel students must definitely take this workshop.

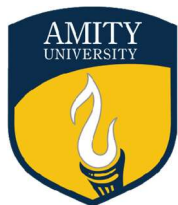
Pro-VC placed a special accolade to Dr. Gautam Gawali for his contribution towards DSW works. Regarding the clubs (17 clubs in total), a couple of clubs are focusing on your institute. I suggest to comprehend the other activities of other clubs too since if everything works in a cohesive manner with HOIs participation, it will provide a good glimpse of the university. I am monitoring the social media handles regularly and approving the posts to avoid any havoc. This is an important indicator that the students travel in a right path. I would suggest DSW to take a note on this. I also thank Col. Sharanjit singh who visit hostels for surprise checks.

Mr. Nixon added that if single window system is given for students, it is a good initiative. This becomes the routine because there is a delay in addressing the issues. It becomes that the same bureaucratic process repeats in case of the same grievance occurring again. The third point is the students have confidence to raise the grievance. Because without fear of retribution, students can raise the grievance. So single window system can repeal such concerns.

VC thanked Mr. Nixon and Dr. Satheesh abimannan obtained permission from VC to proceed to next Agenda 6.10 and asked Research Dean Prof (Dr) Aparna Khanna to present on progress on research department.

## **Agenda 6.10 Director Aparna Khanna presentation on progress on research department**

Dr. Aparna Khanna greeted VC, Pro-VC, registrar, external experts and everyone and presented the efforts taken to improve the research. In the last meeting, Dr. Sagar has showed the areas of research and the targets set for us and our achievement. This year, we've received the targets for 2022 in last week which is a lot to be achieved. Certain points raised by VC to help us improvement in quality of research, especially from research scholars. Some of the initiatives taken right now are presented. Monthly research outcome is the first point since huge volumes of information is received in terms of applying for research grants, submission from HQ. We are following the same through research coordinators and nominations are received from every department. We also started working with CoEs and the progress is impressive from these centers in last one month. Newsletters, research excellence CDs were published in the recent one month time and International talks from schools etc., we have a big research fund target to be achieved within this year end. In the next two months, we have set a plan to talk to research scholars individually, PhD coordinators and find the reasons



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behind low number of publications, we are also encouraging the research scholars to publish their works as per the last meeting. We are also communicating about grant and funding calls to faculty. We are independently following it and next quarter, progress can be expected in this regard. We have submitted number of projects and awaiting their response.

VC thanked Dr. Aparna and mentioned that lot of articles are getting published in predatory journals and non-predatory journals. At times, they are getting deliberately published. One is that, the scholar is not aware that the journal is predatory. The another scenario is that even after knowing the journal is predatory, scholars continues to do so, assuming it will not be noticed. UGC made it clear not to provide credible support to such publications. Plagiarism into research must be curbed. Now even in PhD coursework, ethics has been introduced with one credit in our system too. Hope it is already in place.

Dr. Aparna acknowledged that there is a course and also informed about predatory journals to scholars. Students are also well aware of such predatory journals while UGC already listed out such journals. So, we ask the students to check it beforehand the publication.

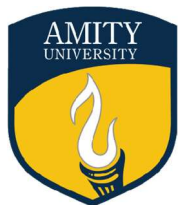
VC continued that sometimes if a journal publishes a hard-core mechanical engineering paper whereas its core theme is tourism, it can be understood it is a predatory journal since it does so for monetary reasons. They are deliberately publishing for money and without any reviews. UGC has already started working on following such cases up while we must monitor and control such approaches. Plagiarism can be checked with different systems since unethical practices are followed such as rephrasing the content etc. Such people should be tagged who are indulging in these activities and punished as per UGC norms.

VC asked for Pro-VC's views while Pro-VC suggested Dr. Aparna to circulate a list of UGC predatory journals to everyone and to PhD coordinator. A special accolade to Dr. Aparna for conducting international conference today with US people. With AIB has three centers already, she is spearheading that and the outcomes are splendid.

Dr. Satheesh abimannan obtained permission from VC to proceed to next Agenda 6.11 and asked Mr. Sandeep Gundeti, Examination department to present on the progress on quality in examination department.

## **Agenda 6.11 Examination department presented by Mr. Sandeep Gundeti on progress on examination department**

Mr. Sandeep Gundeti greeted everyone and started the presentation. The current development and further improvement in examination process is detailed in the slides. For the last odd semester 2021-22, the results were published within 15 days from the last exam date, previously it was 30 days. This was for both senior batch and first year students since we had one month of gap in between. The rechecking process was also completed for senior batch, Once the rechecking process is completed, gradecards are also being printed now. For first year students, rechecking process is currently going on and once it is done, grade cards will be printed. We've also prepared the poor performing students report and we've shared the details to registrar office and HOIs. Those students are being notified and they can improve on their performance at the end of the day as it increases the overall performance of the university too. In the last meeting, VC agreed to conduct online examinations for foreign language, minor track and EVS. We are ensuring this for the upcoming exams. Rest of the examinations will be conducted offline based on government recuse. For these common courses, FL, MT and EVS, online examinations will be conducted. We are fully prepared with staffs for offline exams with background preparation, coordination with exam coordinators



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for offline exams in May 2022. In last meeting, bloom's taxonomy workshop was discussed. So, I request VC and Pro-VC to take with all faculty members for upcoming exams, May 2022 so that question papers like academic dean mentioned, evaluation of outcome-based examination, this will help in question paper preparation. Regarding question bank to be prepared by HOIs levels in past meeting by VC, we've already prepared the question bank, compiled the last 1 year questions department-wise. Once it is done, it will be shared to the HOIs. This will help the students to prepare for their upcoming examination.

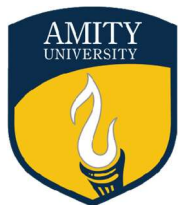
Mr. Sandeep completed the presentation

VC added that question bank must come from HOIs since if you prepare the question paper, it will be based on the question paper that has been set. It should be prepared in line with entire syllabus. That way, even if the question paper is re-classified, everybody knows that it is from the question bank. If a candidate prepares everything out of question bank, then they deserve full marks. If a question bank encompass all the possible questions that could've been framed out of a particular syllabus. This is how it should be done. It should have short answer questions, long answer questions, descriptive type of questions and click type of questions which can be set. There is an important aspect here, every HOI is emphasized again to work on it in the beginning itself. Ask the program coordinators, faculty members to prepare it chapter by chapter so that maximum number of questions is made. All our PHD theses must be uploaded in Shodhganga. There should be a MoU and contract signed with them quickly. So, thesis should be uploaded as soon as possible. I request the registrar and controller of examinations to work on it jointly to get registered on Shodhganga at the earliest. About the re-evaluation process, in case of too much difference, it shows the poor attitude of faculty members who corrected it earlier. The confidence level of students goes down in case of too much difference before evaluation and after evaluation. In ideal cases, all revaluation students should fail. Few cases are there where the faculty inadvertently missed out. In one of the earlier cases, the first reviewer gave 5 marks where revaluation given them 60 marks and 2 marks replaced with 45 marks. Correction should also be done and taken forward from student's perspective too as they face multiple challenges. So, please ensure evaluation is done with proper application of mind, total marks and there is no space for students to ask for revaluation.

Pro-VC added that in case of revaluation, when I reviewed the examination department, in addition to the question bank from HOI, in-house question bank should also be in hand at exam department for every subject. In case of shuffling required in exams, it can be done easily. The COE must evaluate the rubric to understand the performance of students versus last year's and this year. A matrix should be developed for question setting pattern or the standard of question setting pattern. This can be evaluated. I suggest the chairman to take more into consideration for the evaluation of students which has more importance in any IQAC setup.

Dr. Shrikant added that with specific to revaluation, large difference between evaluation and revaluation, whatever in terms of marks, if the variation is more than 20-30%, it should be considered as a special case and third review is expected. Because first and second persons are independents. With third person, we can conclude which between the two is wrong. Since sometimes, second person also may do the same in hurry. Special cases can be revaluated with third person too. VC added that at Gwalior, we are already doing this and agreed towards the input.





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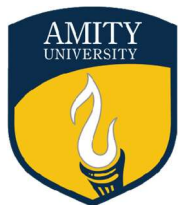
VC asked for Dr. Aradhana Khare's inputs while she continued. We should have the previous years' question papers' copy in library. Student should understand the exam pattern since no copies are available anywhere. VC agreed and wanted to incorporate. Dr. Aradhana said that Library has past ten years question papers should be in there. VC agreed further and asked that all the question papers are sent to the library for further proceedings. Pro-VC mentioned that a copy of question papers must be marked for HOI as well so that the concerned school has such copy for easy reference. VC agreed on this. Dr. Aradhana said that departments usually have their soft copy and questions are repeated many times. Hard copy avoid this issue. VC agreed and thanked Dr. Aradhana.

Dr. Satheesh abimannan obtained permission from VC to proceed to next Agenda 6.12 and asked Mr. Sanjay gouda to present the progress on CRC department.

## **Agenda 6.12 CRC department progress by Mr. Sanjay Gouda**

Mr. Sanjay greeted everyone and started his presentation on improvement on CRC department planned for next quarter. Three points are covered in the presentation. As per the meeting progress from 5<sup>th</sup> IQAC meeting, 32% of students getting converted though 290 companies visited the campus for recruitment. Plan of action has been worked upon and is presented herewith. After complete research and speaking with students and few faculties and companies, to overcome the points raised at 5<sup>th</sup> IQAC meeting, the following steps were taken. The first step is to work upon aptitude, verbal ability and alumni interaction. 60% of work is to be done on aptitude, verbal ability (30%) and alumni interaction (10%) respectively. In step 2, we are covering employability skills (70%), personality development (25%) and industry-orientation (5%). Coming to resume building (40%), Specific skill development, certification (40%) and interview skills (20%). In step 4, mock group discussion and personal interview (50%), Start-up and entrepreneur (20%) and JD-based training (SCPS) & alumni interaction (20%). These are the steps taken to overcome the challenges discussed in earlier meeting. The 32% student conversion is expected to increase up to 68% in next fourth months of time if regularly done. In order to achieve this, few plans of action are already in place. We already conducted resume making with students of all 17 schools one by one so that they can get to know what is required in the resume and synchronize the skills required by the recruiting HR/company and skills of the student. This way, the resume will be clear. In terms of networking system, in last 1.5 years, with no physical meetings or no physical networking sessions. So, we are inviting lot of new people across the verticals and industry. We invite them physically too to have an interaction. This way, result in skill development, training our students in specific models, business analytics, finance (focused upon investment banking), etc., The last POA is placing right candidate for the right job. We understand that there are schools like language schools, travel and tourism who face challenge in placing their students in core job roles. We are trying our best to achieve that. In the coming quarter, March-April-June, two improvements are going to be focused such as branding of AU such as women excellence award in-house activities. I also invite suggestions from everyone about these two areas. As Mr. Nixon pointed out that we have already realized Amity has a brand name across India and global countries. While AUM is not visible for industry-academic interaction and feedback from them. So, this has to be focused and planning to have women excellence awards. We are inviting more than 10 CEOs, CFOs and HRs of different verticals and organisations, and sectors. This provides a great exposure to AUM and the kind of courses/17 schools that we have. We also have association with schools that get extra mileage for AUM. As a student/faculty, blogs should be given more focus since 15-25% of the time, people come





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visit the campus while most other people, digital media and other forms of media such as journals, pages, newsletters are important, because it is quick, 75% visibility is achieved during promotion of the organization. These areas are expected to be worked in the next quarter. I request all the HOIs to interact with industry professionals and not only from CRC, but also directly interact with key personnel with organizations and write to them. They can get lots of materials and publish it as industry-linked newsletter. Newsletter is not only focused to any specific department or school. Industry insights can provide much more help. The second focus would be to in next quarter, international placements is planned to be achieved. The current scenario is 3% international placements occur. While we do have more scope in this area. Only 24% international internships are currently under progress. This is expected to increase in the next 6 months. A formal international placement committee will be formed to improve the placement up to 25%.

VC thanked Mr. Sanjay and asked for others' inputs. Pro-VC congratulated Mr. Sanjay for his good work on placement. He added that as a suggestion, at present only two departments are being focused now, while we are dealing with elite student and many data regarding placements are escaping from your end. We need to have a system to ensure data privacy. Certain other departments like tourism and travel and language, HOIs should be unison and interact with CRC team. While CRC team has an individual member who is liaison with other departments, two departments should be strengthened that has no strong relationship. With regards to dept. contribution to companies and the list of companies that need to be tapped, this is an important goal to be achieved. The HOIs are more aware of their domains. With couple of activities being lined up, it is happy to know the progress.

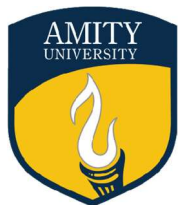
Dr. Shrikant appreciated Mr. Sanjay while added that, as discussed with last IQAC meeting about data dissemination to various schools, about placement companies, internships and early joining also, it is yet to be mentioned to the schools.

Mr. Sanjay replied that the google links have already been shared with HOIs in which they can see the companies coming for recruitment and their current requirement.

Dr. Shrikant added that core companies for some specific programs, for example computer science engineering, many more companies come for recruitment because the number of students is high with heavy requirement. So, the suggestion is that every student cannot go for marketing or software job. Choice has to be acknowledged. So, admissions in core programs need to be done. This has to be worked upon rigorously. Every stakeholder in the system must feel their inclusiveness rather than numbers. I would like to discuss with CRC team as many inputs are coming from student side and faculty side. This needs to be addressed as this becomes a priority. This becomes a part of quality improvement initiatives. Unless there is a placement at good company, they are being promoted for start-up and other innovative approaches, the university will also get appreciation. Please discuss with all HOIs so that we can come to a conclusion on how things can be proceeded.

Dr. Gautam added a few suggestions. We have basic friendly syllabus for industry requirements. If psychology students get placement into non-psychology jobs, resistance is expected. While after completion of programs, they will be happy to be in the field of psychology because they are trained for that. So, please get inputs from HOIs and we will provide a list of sources for us. This way, things can be taken forwarded.

VC added that placement is not a responsibility of CRC alone. All HOIs, teachers, non-teaching staff and complete university should be involved in placement process in addition to



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CRC. HOIs must work with CRC to get more companies, better packages, provide more contacts, enabling the students to get placement. CRC is only the coordinator for the university to hold their responsibility. The product is of department's. CRC is trying to sell the product. Grooming and saleability of the products i.e., students is to be done by HOIs. We must excel in getting high packages and placing students in companies like Google, Amazon or such type of companies. The HOIs need to identify top 10% students and then these students can be given preferential or tough training to crack the interviews. There are some fame packages on computer, internet or interviews, training and coding etc., In all technical subjects and in other jobs, it is of paramount importance, people get stayed out in the coding itself. We train our people and the product should be ready for decibel for the industry. Good practices for placement, after a company visited the university and hired and went back, some students can go to vice-chancellor, reaching out to them, other latent techniques should also be intimated. I am sure that there is an arduous improvement and quality improvement are possible. VC thanked Mr. Sanjay.

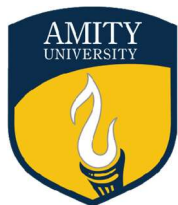
Dr. Satheesh abimannan obtained permission from VC to proceed to next Agenda 6.13 and asked suggestions regarding best practices from the members.

VC reprised the same and mentioned that if suggestions, any other than the discussed, are most welcome.

Pro-VC suggested that each and every department has to make their own IQAC committee. VC completely endorsed the views and added that all the departments must have their own internal IQAC department while they should come up with the points. Any accreditation reviews such as NAAC etc., they are not only going to check the main IQAC, but department-wise IQAC too. Meeting points, actions taken are required for every department. With no such data, it would be considered as disqualifier. Pro-VC mentioned about academic audit and revamping. List of files to be followed in each and every department. List of files that are commonly present in the registrar office, maintained by IQAC etc., have to be detailed and circulated by IQAC. The third point is collaboration between individual departments. With activities already in action, some goals are already in place while they follow it. They also need to have collaboration out of their departments while this is not happening. Reporting the outcomes of certain important things and cross-disciplinary initiatives can come up.

VC asked other's suggestions while Dr. Shrikant pitched for detaining of syllabus, curriculum. The current syllabus is not as per outcome-based education while going for NAAC, this comes as an issue. So, we must come with course outcome, program outcome and as per bloom's taxonomy. Because question paper also to be mapped against the curriculum. This comes as an important part in achieving 100 marks in both NAAC as well as NEP also. They inquire about the curriculum, delivery of curriculum to the course, outcome as per industry requirements. This is the method adopted by all schools. The sample template should be prepared, after any suggestions, and implement it across the university structure.

Dr. Arijit Dutta added that in continuation of points raised by Pro-VC, one slide on action taken, status (yellow or green or red), final date responsible and the date completed. This slide is important which reduces the meeting time so that other important points are discussed. One slide on action taken, status (on yellow), responsible person and timeline taken. This is as per industry standards for any kind of action to have a focused discussion.



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VC thanked Dr. Arijit for the suggestions since time is of prime importance for all the members. Both registrar and secretary should ensure that the slide is time-bound and issues are discussed within this.

VC asked Dr. Bhawana Sharma about her views while she added that for mapping of the programs, learning outcomes should be mapped against programs, the events' outcomes should also be mapped since the number of events conducted is high. Student-learning outcomes are expected while if the programs are mapped, both outcomes, purpose and success of the programs are visible.

VC replied that a director is nominated for the conference or any kind of events and the outcomes should be submitted as a report. I wonder whether it is followed or not, Pro-VC, can you please check and confirm.

Pro-VC confirmed that earlier, Mr. Chetan was nominated as director-outcome who may be unfit now. I would suggest any one of the HOIs should be the director-outcome. When I was talking to Dr. Divya pandey and she is a best fit for this. The professor of ABS, though not a HOI, who should be nominated as director-outcome. Though events are conducted, the event reports are not being submitted to Kapil Sharma or the former president or with universities. Though we may do plenty of things, only the reports are sent, they will know that we are doing.

Pro-VC stressed again for the nomination of Dr. Divya pandey while VC asked about Dr. Divya's willingness on this responsibility on a separate discussion. Dr. Divya pandey agreed for a separate discussion in this regard. She added that as part of CDC, we send outcome reports of events to registrar office on a monthly basis. There is also a format followed to update the outcomes of the event conducted and the report is sent to registrar office.

VC instructed Dr. Divya to get in touch with DK pandey. (Dr. Devendar pandey). The outcome reports of the events must be sent within 72 hours since so many events are happening. Based on the format suggested, the outcome reports need to be sent across to the registrar. All the international conferences, events should be reported so that in case of special events, these can be showcased. In case of accreditation teams visiting university, they just stay for 2-3 days during which the records must be produced in hand to showcase the university. Even in case of no performance, if records are maintained properly, 'A' accreditation is achieved. Even with performance, if no records are maintained, only C grade accreditation is achieved. It is not only performance, but records and documentation and showcase of the work is important.

VC asked other's suggestions while with no one raising their hands, VC thanked everyone for the opportunity in organizing this IQAC meeting. Mr. Arijit and Mr. Nixon in joining the meeting from outside and for their inputs. All HOIs, members of the community were thanked. While let's not wait for next IQAC meeting, if there are any good ideas, circulate with HOIs and other departments, registrar, Pro-VC who are ready to implement it.

The meeting got ended with all members signing out.