

Proceedings of the Meeting of the IQAC held on July 30, 2016 at 2.00 pm in the Board Room of A-Block, MRIU

The following members attended the meeting:

Dr N C Wadhwa, Vice-Chancellor	In Chair
Dr M M Kathuria	
Dr Naresh Grover	
Prof I K Kilam	
Dr M K Soni	
Dr Sarita Sachdeva	
Dr. Virender Narula	
Mr. Sabyasachi Sen	
Wg Cdr P.K Sinha	
Dr. Neemo Dhar	
Mr. R.K Arora	
Mr. Vikram Kr Sharma	
Dr. G.L Khanna	
Ms. Ritika Singh	
Mr. Jayant Sundaresan (for Dean, FMS)	
Dr Suresh Bedi, Director, IQAC	

The proceedings for the meeting are as follows:

At the outset, the Chairman, welcomed the new members and thanked the outgoing members for their contribution to IQAC. He pointed out that the world is changing fast and there is need to bring about continuous improvement in quality to be globally competitive. The quality improvement was also needed for accreditation and wider recognition. He specially highlighted the need to make landmark improvements in the teaching-learning system to enhance employability and placements of students.

Agenda Item No. 1:

To confirm the minutes of the last meeting of the IQAC held on Oct 7, 2015

The minutes of the meeting were unanimously confirmed as no objection or comments were received.

Agenda Item 2:

To consider Action Taken Report on the decisions of the last IQAC meeting held on Oct 7, 2015

It was decided that all the faculties be asked to provide details of the action taken at the departmental level as per decisions of the previous IQAC meeting held on Oct 7, 2015 and the same be presented at the next meeting of the IQAC.

Action Required by:

Deans of faculties. Action to be completed and report to be sent to IQAC latest by **August 30, 2016**

Agenda Item No.3

To lay the quality road map for the academic year 2016-17.

It was resolved that all the departments be asked to submit to specific road maps in respect of:

- A. Curriculum designing and improvement
- B. Development and adoption of application oriented courses
- C. Innovation in teaching methodology
- D. Employability enhancement and placements
- E. Research development and consultancy
- F. Industry interaction/ collaboration

The road map must include milestones, timelines, approaches and expected outcomes.

Action Required by:

Deans of faculties. Action to be completed and report to be sent to IQAC latest by **August 30, 2016**

Agenda Item No.4

To consider and decide quality improvement strategies for:

1. *Curriculum Development*
2. *Teaching and learning*
3. *Examination and Evaluation*

4. *Research and Development*
5. *Library, ICT and physical infrastructure/ instrumentation*
6. *Human Resource Management*
7. *Faculty and Staff Recruitment*
8. *Industry interaction/ collaboration*
9. *Admission of students*

Resolved that the concerned departments and administrative units be asked to develop and send quality improvement strategies for their respective areas. It was further decided that the quality improvement strategies be put before the next meeting of the IQAC for consideration. Further resolved that **Prof. N.K Chadha** will organize in the first quarter of the current academic year i.e. by Sep 30, 2016, a workshop for research scholars and Ph.D. guides for improving the quality of doctoral research.

Action Required by:

- Deans of the Faculties for item 4.1
- Deans of the Faculties for item 4.2
- Controller of Examinations for item 4.3
- Chairperson, Research and Development for item 4.4
- The University Librarian for item 4.5
- The Registrar for item 4.6
- Dean Academics (Faculty) and Registrar (Staff) for item 4.7
- Director CRC (for Industry Interaction) and Dean Academics (Collaboration) for item 4.8
- Director Admissions for item 4.9

All the above actions to be completed and report to be sent to IQAC latest by **August 30, 2016**.

Agenda Item No.5

To consider and approve the system of internal academic audit for the university departments.

It was decided that the system of internal academic audit for the university departments be approved as such. All the departments will work intensively on the areas of improvements as pointed out in the periodic academic audits conducted from time to time. The audit will be conducted at least once in an academic year.

Action Required by:

Deans of the faculties. The plan of action to work on the areas of improvement to be sent to IQAC latest by **August 30, 2016**.

Agenda Item No.6

To decide the number of faculty and staff development programmes along with the areas to be conducted during the academic year 2016-17.

It was resolved as follows:

1. Director IQAC will identify the gap areas and organize FDPs of inter-departmental interest.
2. He will prepare a schedule of FDPs in consultation with the Dean Academics and the Registrar and in sync with the university academic calendar.
3. It was further resolved that IQAC will organize a 5-day FDP during Nov-Dec 2016.
4. Director IQAC and the Registrar will jointly explore the FDP resources of National Institute of Technical Teachers Training and Research (NITTR).

Action Required by:

- Director IQAC for Item 4(1), 4(2), 4(3)
- Director IQAC and the Registrar for Item 4(4)

The actions to be completed by **August 30, 2016**.

Agenda Item No.7

To consider measures for sensitizing/ promoting research climate in the university.

It was decided that all the departments will:

1. Incorporate research-oriented components in the different programs of study and engage the students in research related activities.
2. Undertake special efforts for tie-ups with research institutions in their respective domains.
3. Focus on creating experimental and experiential learning opportunities for the students.
4. Ensure that the industry visits are followed by experience sharing and analysis of the outcomes achieved after every industry visit.
5. Undertake special steps for inculcating critical thinking and a spirit of innovation among the students.

The departments will submit their specific plans in respect of the above for the current academic year for discussion in the next meeting of the IQAC.

Action Required by:

Deans of the faculties. The action plans to be sent to IQAC latest by **August 30, 2016**.

Agenda Item No.8

To consider the formation of the NCC unit in the university as a part of the extension activities.

It was resolved that at least one unit of NCC be established in the university. **Mr. I.K. Kilam, Dean Student Welfare** will undertake all the necessary steps to set up the unit in the current academic year.

Action Required by:

Deans Student Welfare. The action to be initiated immediately with the target to set up the unit latest by **December 31, 2016**. Mid-course progress of steps to be sent to IQAC by **September 30**.

Agenda Item No.9

To consider measures for enhancing awareness about the student support services.

It was resolved that the university will set up a single window service for students which will cater to all academic and administrative requirements of the students.

Mr. R.K Arora, Registrar, will lead the project and put up a comprehensive proposal before the next meeting of the IQAC. **GM (IT)** will provide the technical support.

Action Required by: The proposal to be completed and send to IQAC.

Mr. I.K. Kilam, Dean Student Welfare will prepare and arranged to display the same at prominent places of the university frequently visited by the university.

Action Required by: The action to be completed by **August 30, 2016**.

GM(IT) will organize a workshop on ***How to handle IT Equipments and Service***.

Action Required by: The action to be completed by **September 9, 2016**.

Agenda Item No.10

To consider and approve revised Quality Manual for the university.

It was resolved that the revised draft Quality Manual be approved. Further resolved that the same be finalized by Director IQAC and Prof. Sarita Sachdeva after getting the same vetted by Dean Academics.

Action Required by: The action to be completed by August 30, 2016.

The meeting ended with a vote of thanks to the Chair.

Dr Suresh Bedi
Director-IQAC and Dean, FCBS