

**Proceedings of the Meeting of the IQAC held on
March 4, 2017 at 2:30pm 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. G.L Khanna

Dr. Chavi Bhargava

Dr. Neemo Dhar

Dr. Anjali Krishan Sharma

Dr.Sarita Sachdeva

Mr. R.K Arora

Mr. K.C Dadhwal

Brig SN Setia

Mr. Sabyasachi Sen

Mr. Vikram Kr Sharma

Dr. Virender Narula

Ms. Rakhi Pruthi

Dr. Sandeep Grover (External Expert)

Dr. Suresh Bedi, Director IQAC

The proceedings of the meeting are as follows:

The decisions were taken as follows:

Agenda Item No 1

To confirm the minutes of last meeting held on December 12, 2016.

The minutes were confirmed.

Agenda Item No 2

To consider and approve the action taken report on decisions taken in the previous meeting held on December 12, 2016.

The ATR as presented was approved. The following decisions were taken on the recommendations of the various IQAC sub-committees constituted for the respective areas:

1. Quality Assurance System and Review

- I. An MIS will be created for effective monitoring of the **IQAC** initiatives and decisions at the departmental level. **Dean Academics** will direct the exercise in consultation with **Director IQAC**.
- II. An FDP will be conducted by **MRASC** in collaboration with **IQAC** for faculty drawn from each department on the feedback system of the university. In this programme content, spirit and other details of feedback taken from different stakeholder groups will be discussed. Each department will analyze all feedbacks and take appropriate action for further improvement of departmental standards. Copies of feedback analysis and recommendations for improvement will be sent to the office of **IQAC**.
- III. **Each department** will analyze course attainment levels and initiate specific action to cover the gaps with a report of such actions sent to the office of **Director IQAC**.

2. Curriculum and Teaching-Learning Quality

- I) In the process of curriculum development outcome based education be suitably incorporated. **Each program** of study will have well-defined program educational objectives, course outcomes, programme outcomes and programme specific outcomes. Course outcomes should be duly mapped with programme outcomes and program specific outcomes stating the correlation as low, moderate and high.
- II) **Each department** will evolve a suitable methodology for the measurement of the attainment level of course outcomes. It may be done through cumulative internal assessment and end-semester examinations and will be properly recorded. **Departments** will take suitable remedial action for any shortfall in attainment levels for course outcomes.
- III) **Each department** will document the process by which it determines the extent of compliance of curriculum for attaining program outcomes and programme specific outcomes.
- IV) **Each department** will undertake comprehensive curriculum revision at least once in three years, though minor modifications can be carried out in view of stakeholders' feedback. For comprehensive revision, a department will take the following steps:
 - a. An internal departmental committee will prepare a draft revised curricula by taking into account the inputs taken from the various during the implementation of existing curriculum.
 - b. A workshop will be conducted by **each department** by inviting experts from industry and academia to further take their valuable inputs on the draft curricula prepared by the committee.
 - c. The committee will put up a consolidated curriculum booklet (including study

scheme) in a standardized form (as notified by the University authority) after incorporating the valuable suggestions / recommendations made by the experts during the deliberations in the workshop the BOS / BOF for further recommendation to the Academic Council for final approval.

- V) **Each department** will produce recommendations on the standard process to be used to measure the attainment levels of course objectives, programme objectives and programme specific objectives and send the same to **IQAC**.
- VI) **IQAC** in association with **MRASC** will organize a Faculty Development Programme (FDP) covering the above areas before the commencement of the next academic session.
- VII) **Moderation Committees** will be appointed in different subject areas to check the standard and quality of question papers in relation to curriculum. **The departments** will communicate internal panels (course-wise) for such committees to the **office of the COE** well before the commencement of End-Semester Examinations. Further resolved that the matter be taken to Academic Council for approval.

3. Admission Quality and Induction Programme

- I. The overall admission process will be further streamlined with all relevant information displayed to the admission seekers. **Faculty coordinators** will be actively associated in the process.
- II. Merit scholarships, fee waivers and sports scholarships should be increased to improve the quality of student intake and it was resolved that the recommendation be forwarded to the **Board of Management** for approval.
- III. The induction programme will be comprehensive to apprise the students about the academic, administrative and student support resources of the university. The

programme must adequately expose the students to the culture and values of the university.

4. Student Support Services

- I. The details of all student support services including those provided by **Career Development Center (CDC), Corporate Resource Center (CRC) and Directorate of Sports** will be widely disseminated throughout the campus for the benefit of the students.
- II. There will be a centralized arrangement for general counseling as a measure of student support in the **Office of the DSW**. This will be in addition to the counseling provided by the individual departments.
- III. **Each faculty, administrative and student support unit** of the university will have a *Complaint and Suggestion Box* which will be opened on a daily basis for necessary action. Each unit will maintain a register which will contain date wise record of complaints and suggestions received and action taken therefore.

5. Administrative Quality

- I. The induction programme will be conducted for each newly recruited employee in administration to apprise him of Manav Rachna quality standards and to make him fit well in the culture of the organization. The function will be handled by **MRASC**.
- II. **MRASC** will conduct regular in-service training for different categories of employees in administration. **MRASC** will identify skill gaps and design training programmes to cover the gaps and improve the overall quality of administration. The mechanism for gap identification will be documented and sent to **IQAC** for further action.
- III. **MRASC** will undertake regular programmes for employees for improving communication skills,

computer skills and improving efficiency in office procedure and documentation.

- IV. The office of the **Registrar** will take steps to streamline and strengthen online payment of fees for better efficiency. It will also take steps for faster processing of student applications for scholarships and other purposes.
- V. Each employee in administration will have a clearly-defined role and job description. The same will be developed and updated from time to time by the office of the **Registrar** and communicated to the concerned employees.
- VI. The single window system for students, as already decided, will be located as soon as possible in the office of the **Registrar**. It will be managed professionally by qualified staff.
- VII. Suitable bandwidth will be provided to all the units of the university in relation to their requirements. **GM-IT** will make an assessment of requirements in consultation with the respective heads of the departments and administrative units, identify the gaps and take steps to cover them.

6. Quality of FDPs

- I. All FDPs will be centrally organized by **MRASC** in collaboration/association with **IQAC** or Faculty or Department from where the FDP proposal is initiated. In specialized domains FDPs may be organized by the concerned department with the support of **MRASC**.
- II. FDPs will be planned in advance and in consultation with the **Faculty Deans**.
- III. FDPs will be domain specific, inter-disciplinary and research oriented. These will also cover such areas as soft skills, social awareness, communication skills, academic quality or in such areas that may correspond to the emerging needs.
- IV. **At the faculty/departmental level**, faculty development will also be targeted through research seminar series, peer group learning,

- faculty recharge programmes and experience sharing sessions.
- V. Feedback on each FDPs will be analyzed for further improvement of FDP quality and the same will be documented.
 - VI. Each FDP will have its objectives and expected outcomes. At the end of each FDP an appraisal will be done to assess the extent to which the expected outcomes have been achieved.
 - VII. Outside resource persons for FDPs will be from reputed institutions including academia and industry.

7. R&D and Consultation Policy

- I. **Each department** will take steps to ensure that the outcomes of its quality research are integrated with the teaching processes for the benefit of student.
- II. **Dean Research** will conduct an exercise to identify faculty members in the University with their skill sets and proficiencies who can work on research and consultancy projects. The database will be regularly updated.
- III. **Dean Research** will review the existing consultancy policy to make it procedurally simple and motivating so that there is greater participation of the faculty in this vital area. For this purpose consultancy policies of the Department of Technical Education, Government of Haryana and Aligarh Muslim University will be consulted. The proposal will be sent to Director IQAC to be put up before the next meeting of the IQAC.
- IV. **All the Departments** will propose consultancy areas in which their faculty possesses the necessary expertise and send such lists to **Dean Research** for further action.

8. Governance Standards and Feedback Policy

- I. All the statutory and non- statutory committees of the university will be re-constituted, wherever needed, as per Ordinances and Statutes of the University.
- II. The meetings of the statutory committees will be notified with detailed agenda and notes at least two weeks in advance and the proceedings of all such committees will be formally documented and sent to all concerned. Action taken report (ATR) will be an integral part of the agenda and the proceedings.

Agenda Item No 3

It was noted with satisfaction that the University has made substantial progress in the field of networking with reputed educational institutions. It was resolved that **the departments** having collaborations and tie-ups with other institutions will deepen their relationships in terms of student exchange, faculty exchange, sharing of best practices, academic resource sharing, sharing of research output and common deliberations on matters of education quality. **Departments** will ensure that the objectives of collaborations and tie-ups are progressively achieved.

Agenda Item No.4

Resolved that all **the departments/ faculties** will identify their best classroom practices (including labs and workshops) and send the same to **the office of IQAC** for compilation and sharing across. **MRASC** in collaboration with **IQAC** will organize an interdepartmental experience sharing seminar on ***Best Classroom Practices.***

Agenda Item No.5

Resolved that **Deans Student Welfare (DSW)** will design and organize a student seminar on *Education Seminar* in each semester including current academic year.

Agenda Item No.6

No item was presented.

The meeting ended with a note of thanks to the chair.

Prof. Suresh Bedi

Director IQAC