

Proceedings^{1st} Quarterly meeting of IQAC (Academic Year 2019-20)

First Quarterly meeting of IQAC for the Academic Year 2019-20 was held under the chairmanship of the Vice Chancellor on October 15th 2019 at 02.00pm in the A Block Board Room. The following IQAC members attended the meeting:

- Dr. Sanjay Srivastava, Vice Chancellor, MRIIRS
- Dr. M.K. Soni, Pro-Vice Chancellor, MRIIRS
- Sh. R.K. Arora, Registrar, MRIIRS
- Dr. N.K. Chadha, Chairperson, CDP
- Dr. Chavi Bhargava Sharma, ED & Dean FBSS, MRIIRS
- Dr. Aparna Prashant Goyal, Dean FCBS, MRIIRS
- Dr. Arundeeep Singh, Principal, Dental, MRIIRS
- Prof. Sunil Arora, Dean FAD, MRIIRS
- Dr. S.S. Tyagi, Dean FCA, MRIIRS
- Dr. Geeta Nijhawan, Associate Dean FET
- Mr. N.K. Sharma, COE, MRIIRS
- Dr. Vikram Sharma, University Librarian, MRIIRS
- Mr. Gautam Srivastava, General Manager- CRCMC
- Dr. Gurjeet Chawla, Associate DSW, MRIIRS
- Sh. Sabyasachi Sen, General Manager-IT, MRIIRS
- Dr. Virender Narula, Associate Professor- M.E, FET, MRIIRS
- Dr. Rashima Mahajan, Associate Professor, CSE, FET
- Dr. Dipali Bansal, Director IQAC, MRIIRS

The following IQAC members could not attend the meeting as they were pre occupied.

- Dr. M.M. Kathuria, Gen.Secy, MRIIRS, Mgmt Representative
- Dr. Naresh Grover, Dean Academics, MRIIRS
- Dr. Nand Lal Dhamija, Dean FMS, MRIIRS
- Dr. Sarita Sachdeva, Dean Research, MRIIRS
- Ms. Rakhi Pruthi, General Manager-CRCMC
- Ms. Kanupriya, Dy. Director (Admissions), MRIIRS
- Dr. Deepti Dabas, HOD-Management, FMS, MRIIRS
- Dr. Naresh Sharma, Professor, Dental, MRIIRS
- Ms. Shilpa Arora, Assistant Professor, FMS, MRIIRS
- Shri Navdeep Chawla, Industrialist, Faridabad
- Shri S.K. Jain, Civil Society, Representative
- Dr. Sandeep Grover, Civil Society, Representative
- Ms. Shirin Sehgal, AVP, H.R., Deloitte Consulting
- Dr. Vinod Gupta, Parent Representative
- Ms. Dipti Sahu, Alumni Representative
- Mr. Arunabh Bohra, Student Representative

The following special invitees attended the meeting:

- Dr. Harish C. Rai, Dean FET
- Dr. Suresh Kumar, HOD CSE
- Dr. Brijesh Kumar, HOD CSE - IBM
- Dr. Abhiruchi Passi, HOD ECE
- Dr. Abhilasha, HOD BT
- Dr. Devendra Vashisth, HOD – Auto
- Dr. Manu Srivastava, HOD Mech
- Dr. Sadiqa Abbas, HOD Civil
- Ms. Ritika Singh, HOD HM
- Dr. Shaveta Bhatia, HOD FCA
- Dr. Pooja Anand, HOD Physiotherapy
- Dr. Jayendra Verma, HOD Commerce
- Mr. Sushil K Pasricha, HOD BS
- Dr. Nimai Das, HOD Economics
- Dr. K.M. Tripathi, HOD Psychology
- Mr. Manoj Raut, HOD JMC
- Dr. Shivani Vashisth, HOD Eng
- Mr. Sanjay Surya, HOD FAD
- Dr. M. Raza Rizvi, Prof. FAS
- Ms. Hitesh Gandhi

In the opening remarks, the Chairman welcomed all the members of IQAC. He emphasized on the need of inculcating a culture of quality in the University Campus.

Members of IQAC deliberated the Agenda Notes in detail and the following decisions were taken.

Agenda Item No. 1

To confirm the minutes of the 4th quarterly meeting of IQAC held on June 24th, 2019. (Proceedings were circulated among the stake holders on July 12th, 2019).

Action: The minutes of 4th quarterly meeting of IQAC held on June 24th 2019 were placed before the members. After deliberations the same were approved and confirmed unanimously.

Agenda Item No.2

To consider and approve the Action Taken Report on the decisions taken in the 4th quarterly meeting of the IQAC held on June 24th, 2019.

Action: Annexure I (FDP, STC, Activity Details – July 19 till Sept 19), Annexure II (AAA Audit & SWOC Analysis), Annexure III (Administrative Audit Clusters), Annexure IV (ISO status as on Oct 2019), and Annexure V (Stakeholder Feedback Response & Analysis) were presented on the Table. No observation has been received from any member, so all Annexure stand to be approved and confirmed.

Agenda Item No.3

To review the AAA Audit for all academic departments and Administrative Audit for the central units of the University for the AY 2018-19.

Action: Action Taken Reports (ATR) and SWOC analysis on the observations during AAA Audit for all the departments was shared with the IQAC members. Department of N&D (FAS) have meticulously presented the report. It was decided that other departments should re-submit the ATR report by November 20th 2019. It was resolved that Cluster Heads for Administrative Audit of Central Units shall expedite the task and submit the report to IQAC by November 30th 2019.

Agenda Item No.4

To review preparation for NAAC re-assessment which is due in 2020.

Action: First review cycle for NAAC readiness is complete for all the seven criteria. It was decided to form a Strategic Mentoring Committee constituting of veteran academicians to mentor and support the University NAAC Team. It was also decided that the Team leaders shall identify a vice captain for their respective Criteria and a review meeting shall be coordinated every fortnight.

Agenda Item No.5

To review assessment done by external expert for internal ISO audit for CRCMC & Library and to review preparation of Examination Centre for ISO Audit.

Action: It was decided that internal ISO audits for CRCMC, Examination cell and Library shall be conducted once again by internal IQAC members during November 2019. It was resolved that the final ISO 9001:2015 Audit for these central units shall be conducted by end of December 2019. Dr. Virendra Narula has to present the comparative analysis of quotation received from Audit Firms to the team constituting PVC, Registrar and Dean FET to finalize the Audit Firm for ISO Certification.

Agenda Item No.6

Participation for ABET Accreditation (Readiness Review Submission).

Action: ABET Readiness Review Report has been submitted on ABET Portal on October 01st 2019. It was resolved that the complete SSR shall be prepared by November 30th 2019.

Agenda Item No.7

To present the final version of following Hand Books: (To be presented by Head SFC- Ms Kanupriya) Recruiter's Hand Book and Alumni Hand Book

Action: The draft version of aforementioned books which was shared by Head SFC, Ms Kanupriya, was presented by Director IQAC and it was resolved that more number of Alumni Testimonials (atleast 50) be included in both the books. The departments were asked to share the details with SFC in this regard.

Agenda Item No.8

To review preparation of following Code of Conduct Manuals:

- Hand book / Manual for Human values & professional ethics (To be presented by ED FBSS- Dr. Chavi B. Sharma)
- Code of conduct for governing body, administration including VC / Director /& Support Staff.

Action: It was resolved that Dr. Chavi Bhargava Sharma, ED & Dean FBSS & Team would present the final Hand book / Manual for Human values & professional ethics and The University Code of Conduct for governing body, administration including VC / Director / Principles / Official & Support Staff by 20th November 2019.

Agenda Item No.9

To discuss revised Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) for all programs. (To be presented by Associate Dean FET- Dr. Geeta Nijhawan)

Action: Dr. Geeta Nijhawan shared her concerns on this matter. It was resolved that the departments that have still not finalized their POs, PSOs, and COs shall complete the task by the first week of November 2019. Dr Geeta shall coordinate a session on Blooms for Dental.

Agenda Item No.10

To review Feedback Response from prime stake holders (Students, Faculty, Alumni, Employers, Parents) for all the departments.

Action: Online Feedback received from various stakeholders and the analysis were presented during the meeting. It was observed that feedback from Employers needs to be strengthened. It was resolved that Team CRC and each department shall make an extra effort in this direction. It was further resolved that all the departments shall analyze the feedback report and present the ATR by November 15th 2019 to IQAC.

Agenda Item No.11

To finalize the Learning Outcome assessment strategy.

Action: It was resolved that Dr. M. Raza Rizvi, Professor (FAS) shall finalize the Learning Outcome assessment strategy in consultation with the Dean Academics.

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

**Dipali Bansal
Director IQAC**