

**Proceedings of the 1st Quarterly Meeting of IQAC for the Academic Year 2018-19
held under the Chairmanship of the Vice Chancellor in the Board Room of A-
Block on September 29, 2018**

The following members attended the meeting:

1. Dr. N C Wadhwa, Vice-Chancellor, MRIIRS In Chair
2. Dr. M M Kathuria, Management Representative
3. Dr. M K Soni, Pro Vice Chancellor, MRIIRS
4. Mr. R.K Arora, Registrar
5. Dr. Krishan kant, ED & Dean FET
6. Dr. Sarita Sachdeva, Dean Research and Dean FAS
7. Prof. Sunil Arora, Dean FAD
8. Dr. S.S Tyagi, Dean FCA
9. Dr. Aparna Prashyant Goyal, Dean FCBS
10. Dr. Geeta Nijhawan, Prof, FET
11. Dr. N.k Sharma, Dy COE (representing COE)
12. Mr. Vikram Sharma, University Librarian
13. Mr. Virender Narula, Associate Professor, FET
14. Mr. Nitesh Shankar (representing Director CRCMC)
15. Ms. Priyanka Verma, Asst. Prof, FCBS
16. Ms. Shubhi Aggarwal, Student Representative , FCBS
17. Mr. Navdeep Chawla, Industrialist
18. Prof. Sandeep Grover, Civil Society Representative
19. Ms. Manisha Grover, Coordinator IQAC
20. Dr. Suresh Bedi, Director IQAC
21. Special Invitees-Heads of different departments

In the opening remarks, the Chairman welcome the new members of IQAC. He stressed upon the need to spread a culture of quality throughout the institution and bring quality into every aspect of the functioning of the university.

The decisions taken in the meeting are as follows:

Agenda Item No. 1

To confirm the minutes of the last meeting of IQAC held on June 28, 2018 (minutes already circulated on July 4, 2018).

The minutes were confirmed.

Agenda Item No.2

To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on June 28, 2018.

The action taken report was approved and the following further decisions were made under the item:

- a) **The HoDs** will ensure that all the decisions of IQAC are fully conveyed to the faculty members, students and the administrative staff.
- b) The draft strategies prepared by different committees in various functional areas were approved and it was resolved that these will be finalized by **Director IQAC** for putting up on the university website.
- c) Resolved that **Dr. Virender Narula** will drive the total process of ISO certification for Library, CRCMC and the office of COE. It was further resolved that ISO certification be sought for Admin and infrastructure. The Heads of the concerned units for ISO will work in close coordination with Dr. Virender Narula.
- d) Resolved that the **Office of the DSW** will conduct a Student Satisfaction Survey across all departments of the university as per questionnaire and methodology prepared by the existing committee headed by **Prof. Sarita Sachdeva**. Further resolved that the committee will finalize the questionnaire and methodology latest by **October 22, 2018**.
- e) Resolved that the Code of Conduct Handbooks will be completed in all respects by the respective committees latest by **October 22, 2018**.

Agenda Item No.3

To consider the modalities for implementation of the UGC Quality Mandate 2018.

Resolved that responsibility allocation and specific tasks to be undertaken under each item of the Quality Mandate will be as follows:

S.NO	UGC Quality Mandate (to be achieved by 2022)	Responsibility Allocation	Specific Tasks
1.	Improve the graduate outcomes for the students, so that at least 50% of them secure access to employment/self-employment or engage themselves in pursuit of higher education.	1. Mr. Amit Bhatnagar, Director CRCMC 2. HoDs	1. Director CRCMC to prepare specific plan of action for 2018-19 for proportionate progress in this area latest by October 22, 2018 for implementation after approval. 2. HoDs will prepare a set of measures for improving the quality of student induction programme at the departmental level. 3. HoDs will ensure that their curricula have well- mapped POs and Cos for each programme of study,. They must conduct a review of the existing mapping latest by October 22, 2018 and incorporate changes in the curriculum, if any.

			<p>4. The HoDs will ensure that ICT based learning tools are continuously used for teaching effectiveness.</p> <p>5. HoDs will lay down an elaborate system for tracking of student progress after completion of courses with active involvement of alumni coordinators latest by October 22, 2018.</p>
2	Promote link of the students with the society/industry such that at least 2/3rd of the students engage in socially productive activities during their period of study in the institutions	<ol style="list-style-type: none"> 1. Heads of the department 2. Prof Sarita Sachdeva 	<ol style="list-style-type: none"> 1. Each HoD to prepare plan of action 2018-19 for proportionate progress in this area latest by October 22, 2018. 2. Prof Sarita Sachdeva will identify atleast 5 villages along with specific areas for exchange of knowledge and overall development of the village communities latest by October 22, 2018.
3	Train the students in essential professional and soft skills such as team work, communication skills, leadership skills, time management skills etc; inculcate human values and professional ethics, and the spirit of innovation/entrepreneurship and critical thinking among the students and promote avenues for display of these talents.	<ol style="list-style-type: none"> 1. Dr. Pardeep Varshney 2. Mr. Amit Bhatnagar 3. HoDs 	<ol style="list-style-type: none"> 1. Director MRIIRC to prepare specific plan of action for innovation/ entrepreneurship latest by October 22, 2018 and Director CRCMC to prepare plan of action for other areas under the item latest by October 22, 2018. 2. HoDs in consultaion with Director CRCMC and Clan Chiefs will assign appropriate no of hours for soft skills duly integrated into the time-table.
4	Ensure that teacher vacancies at any point of time does not exceed 10% of the sanctioned strength; and 100% of the teachers are	1. Registrar MRIIRS(for filling teacher vacancies)	1. Registrar MRIIRS to ensure that teacher vacancies at any point of time do not exceed 10% of the

	oriented about the latest and emerging trends in their respective domains of knowledge, and the pedagogies that translate their knowledge to the students.	2. HoDs (for faculty orientation and pedagogies)	sanctioned strength. 2. Each HoD to organize at least one academic programme in each year for exposing the faculty to the contemporary trends in the concerned domains and to update the faculty on relevant pedagogies for effective teaching.
5	Every institution shall get NAAC accreditation with a minimum score of 2.5 by 2022.	All HoDs	All HoDs will ensure that their respective departments fully comply to the NAAC accreditation norms on a continuous basis.

Agenda Item No.4

To consider introduction of a system of exit examination as a part of the examination reforms.

Resolved that the committee consisting of the following will raise a proposal on the modalities for the introduction of a system of Exit Examinations for the university latest by **October 22, 2018**. The committee will also suggest the examination reforms for effective assessment of the students through the test of concepts and applications:

1. Dr. R.V Singh
2. Mr. Sushil Pasricha
3. Mr N K Sharma

Agenda Item No.5

To discuss the mode of implementation of the mandatory leadership/management training programme for all educational administrators of the University.

- A. Resolved that **Director IQAC** will identify opportunities for leadership/management training by such institutions as NITTR, AICTE, UGC or other national/ regional level academic/training bodies for all educational administrators of MRIIRS and raise proposals for approval by the competent authority. In-house training opportunities through acknowledged experts in the areas of academic leadership will also be explored.
- B. Further resolved that all existing full time regular teachers of MRIIRS will undergo annual refresher training conducted by 75 (as of now) National Resource Centers (NRCs) notified the HRD Ministry for online refresher programme for higher education faculty through SWAYAM. Concerned **HoDs** will take leadership in this regard and ensure that each teacher is covered by the end of the current academic year. This would be in addition to the regular induction training programme being conducted for new teachers.

Agenda Item No.6

Any other Item with the permission of the Chair.

- A. Resolved that the **Dean Research** will prepare a policy note for promotion of quality research by faculty and creation of new knowledge and propose a specific set of measures by **October 22, 2018** for the same in fulfillment of the UGC Quality Mandate 2018 related to this item.
- B. Resolved that MRIIRS as a NAAC Accredited institution will mentor neighboring institution to enable them to get NAAC Accreditation with a minimum score of 2.5 by 2022 as per UGC Quality Mandate 2018. Further decided that the university will apply to UGC for grant of status as a Mentoring Institution.

The meeting ended with the vote of thanks to the chair.

Dr. Suresh Bedi
Director IQAC