

Proceedings of the 3rd and 4th Quarterly Meeting of IQAC for the Academic Year 2017-18 held under the Chairmanship of the Vice Chancellor in the Board Room of A-Block on June 28, 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. Dr. Naresh Grover, Dean Academics
5. Mr. R.K Arora, Registrar
6. Dr. Krishan kant, ED & Dean FET
7. Dr. Chavi Bhargava, Ed FBSS
8. Dr. N.K Chadha, Professor and Chairperson R&D
9. Dr. Neemo Dhar, Dean FMeh
10. Dr. Sarita Sachdeva, Dean Research and Dean FAS
11. Mr. K C Dadhwal, COE
12. Mr. Vikram Sharma, University Librarian
13. Mr. Sabyasachi Sen, GM IT
14. Mr. Virender Narula, Associate Professor, FET
15. Mr. Navdeep Chawla, Industrialist
16. Prof. Sandeep Grover, Civil Society Representative
17. Dr. Suresh Bedi, Director IQAC
18. Ms. Manisha Grover, Coordinator IQAC

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 December 22, 2017 (minutes already circulated on January 16, 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 December 22, 2017.

The Action Taken Report (ATR) pertaining to different departments and administrative units of the university was approved. It was further decided as follows:

- a) The SOPs on Quality Assurance Manual will be finalized by the original members who drafted the procedures.
- b) Hods will make presentation before the IQAC Review Committee on the actions taken on the Academic reports for the year 2016-17 and the plan of action to be taken on the Academic audit reports for the year 2017-18 after getting the audit conducted. The presentations will be made on August 6, 2018 (for FET depts) and August 7, 2018 (for Non-FET depts).
- c) Prof Suresh Bedi, Director IQAC will conduct training sessions for Hods in innovative pedagogy in the month of August/ September, 2018.

Agenda Item No.3

To note the revised NAAC guidelines dated 23.05.2018 for IQAC and AQAR (soft copy already circulated among members on June 26, 2018).

A presentation on the revised NAAC guidelines dated 23.05.18 for IQAC and AQAR applicable w.e.f July 1, 2018 was made by Prof. Suresh Bedi, Director IQAC before the members. A soft copy of the new guidelines was already circulated earlier. The presentation highlighted the main points of the new guidelines as well as the changes from the previous NAAC guidelines of October 2013. It was resolved that the deans and Hods will communicate the new guidelines to all the faculty members and administrative staff working under their respective departments.

The members noted the new provisions.

Agenda Item No.4

To note the operationalization of the various components of the Quality Assurance Manual as already approved by the Academic Council.

The director IQAC informed the members the various quality achievements relating to curriculum revision, orientation programmes, scholarship support to students, mentoring and counseling process, faculty recruitments, result analysis, extra-curricular and ISR activities, research and consultancy, awards won by students in research and innovation competitions, tie-ups with Indian and foreign institutions, library standards, alumni affairs, faculty and staff appraisal and academic & administrative audits under the various provisions approved by the Academic Council.

It was decided that the academic relations under the tie-ups be deepened and student and faculty as well as new areas of academic cooperation be explored. ***The heads of the department will initiate measures in this regard.***

It was further decided that as per resolution on the Agenda item no 2(c) of IQAC meeting held on December 22, 2017, ***the HODs will make a presentation before the IQAC Review Committee regarding the action taken on the departmental audit reports for the academic year 2016-17 and initiate steps to***

get the academic audit conducted as per the provisions of the Quality Assurance Manual for academic year 2017-18 with in the month of July 2018.

On the similar lines, on the administrative side, a nominee of the registrar will make presentation on the action taken on the administrative audit reports for the academic year 2016-17 and conduct the administrative audit for the year 2017-18.

Agenda Item No.5

To lay down quality improvement strategies in the following areas for the year 2018-19. The following teams will be constituted to prepare draft strategies in the following areas:

S.no	Area	Committee
1.	Curriculum development	Dr. Suresh Bedi, Dr. Geeta Nijhawan
2.	Teaching and Learning	Dr. Suresh Bedi, Dr. Geeta Nijhawan
3.	Examination and evaluation	Mr. K.C Dhadhwal, Dr. Ran Vijay Singh, Mr. Sushil Pasricha
4.	Research and development	M.K Soni, Dr. Sarita Sachdeva
5.	Library	Dr. Vikram Sharma, Ms. Neha Gupta
6.	ICT	Mr. Sabyasachi Sen, Dr. Rashmi Aggarwal
7.	Physical Infrastructure	Mr. Paramjit Verma, Dr. Shobha Srivastava
8.	Instrumentation	Dr. Geeta Nijhawan, Dr. Manoj Nayak
9.	Human resource management	Mr. Ishwar Singh, Ms. Payal Mehta
10.	Industry interaction	Mr. Amit Bhatnagar. Dr. Anil Sarin
11.	Student admissions	Dr. Shyam Tyagi, Ms Latika Chaudhary

It was further decided that the team leaders (the first-named persons) will give a presentation before IQAC Review Committee on **August 6-7, 2018** (schedule to be conveyed later).

Agenda Item No.6

To identify a unit of MRIIRS for ISO Certification.

It was resolved that the following units be taken up in the first instance for ISO certification:

- a) Examination Branch
- b) Corporate Relationship and Career Management Center (CRCMC)
- c) OP Bhalla Central Library

To Carry out the total process of certification the following team were constituted:

- a) Examination Branch
 - i. Mr. K.C Dadhwal (Convener)
 - ii. Dr. Virender Narula
 - iii. Dr. Vikram Sharma
- b) Corporate Relationship and Career Management Center (CRCMC)
 - i. Mr. Amit Bhatnagar
 - ii. Dr. Virender Narula
 - iii. Dr. Vikram Sharma
- c) OP Bhalla Central Library
 - i. Dr. Vikram Sharma
 - ii. Dr. Virender Narula
 - iii. Dr. Anindita Chatterjee

The committee will draw up the alignment plan of these units and make arrangements for certification as per the latest applicable ISO standards.

Agenda Item No.7

To consider for approval the Plan of Action of IQAC for the academic year 2018-19. **(Annexure II)**

The Quality Calendar as proposed by Director IQAC was approved subject to the adjustment of dates as per the university calendar. Further resolved that director IQAC will prepare a note on the plan of action of IQAC for presentations before the next meeting of the IQAC.

Agenda Item No.8

To discuss the modalities for conducting the **Student Satisfaction Survey (SSS)** on MRIIRS including questionnaire construction and laying down of survey methodology.

It was decided that MRIIRS will conduct on a yearly basis a Student Satisfaction Survey (SSS) at the institutional level as per NAAC norms. Resolved that the following committee be constituted to lay

down the survey methodology, set up the implementation plan and make arrangements for its implementation:

- 1) Dr. Sarita Sachdeva
- 2) Ms. Gurjeet Chawla
- 3) Dr. Dipali Bansal

The committee will later analyze the survey results and propose the specific plan of action for bringing about further improvement in the level of student satisfaction.

A presentation on the above aspects will be made by the committee before the IQAC review committee on August 7, 2017.

Agenda Item No.9

To decide preparation and publication of code of conduct handbooks for different stakeholders.

It was resolved that the Code of Conduct handbooks be prepared for (a) students, (b) alumni and (c) recruiters as per the NAAC guidelines. The following committee was constituted to prepare the draft:

S.no	Handbook	Drafting Committee
1.	Students	Dr. Dipali Bansal, Dr. Pooja Anand
2.	Alumni	Ms. Gurjeet Chawla, Dr. Abhiruchi
3.	Recruiters	Mr. Amit Bhatnagar, Dr. R.K Sharma

Agenda Item No.10

Any other item with the permission of the Chair.

Constitution of the IQAC Review Committee

It was resolved that the IQAC Review Committee be constituted as follows:

- 1) Dr. M.K Soni (Chairman)
- 2) Dr. Naresh Grover
- 3) Mr. R.K Arora
- 4) Mr. Navdeep Chawla (Industrialist)/ Dr. Sandeep Grover, YMCA
- 5) Dr. Deepti Hazarika

The committee will go through the presentations made by the committees constituted by the IQAC from time to time.

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