

## Action Taken Report 4<sup>th</sup> Quarterly Meeting of IQAC (Academic Year 2018-19)

**Action Taken Report (ATR) on the decisions taken in the 4<sup>th</sup> Quarterly meeting of IQAC AY 2018-19 held on June 24<sup>th</sup> 2019, to be presented during 1<sup>st</sup> Quarterly meeting of IQAC AY 2019-20 to be held on October 15<sup>th</sup> 2019.**

| Agenda Item No.   | Resolution   | Follow-up action taken   |
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| <p>Agenda Item No.3</p> <p>To prepare an action plan of IQAC for the Academic year 2019-20 commencing from July 2019.</p> | <p>The Action Plan was presented on the table and Proposed Calendar was discussed.</p> <p>It was decided to organize sessions that can empower the Faculty &amp; Staff members build their attitude and aptitude both. Both IQAC and departments to take such quality initiatives.</p> <p>It was decided to conduct AAA and Administrative Audit for AY 2018-19.</p> | <p>Series of sessions on Communication &amp; Attitude building being organized for selected members of CSE (FET) and FCA, by team CDC (Mr. Nitesh Shankar &amp; Ms. Ritika Kharbanda)</p> <p>Sessions on IPR and Research Tools Organized. Week long sessions organized through ICT Mode. Series of session on research awakening &amp; holistic development were organized.</p> <p>Details placed at <b>Annexure I</b> (FDP, STC, Activity – July '19 till Sept '19). <b>Annexure II</b> details AAA Audit &amp; SWOC Analysis of each department. <b>Annexure III</b> (Administrative Audit Clusters formed)</p> |
| <p>Agenda Item No.4</p> <p>To initiate preparation for NAAC re-assessment, due in 2020</p>                                | <p>Team Leaders of each Criteria along with their team members were required to present the data collated w.r.t their respective key indicators.</p>   | <p>First cycle of review is complete.</p> <p>Review sessions were held under the guidance of Padmashri Dr Pritam Singh, DG-MREI Dr. N.C. Wadhwa, VC-MRU Dr. I.K. Bhat, VC-MRIIRS Dr. Sanjay Srivastava, PVC Dr. M.K.Soni, Registrar Shri R.K.Arora and Dean Academics Dr. Naresh Grover.</p> <p>Second review cycle is planned in the third week of October 2019.</p>  |

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| <p>Agenda Item No.5</p> <p>To conduct internal ISO audit by external experts for CRCMC and Library</p>   | <p>It was resolved to conduct the internal ISO 9001:2015 Audit of CRCMC and Library by external expert on July 23<sup>rd</sup>2019.</p> <p>It was decided to assist the Office of the COE for ISO pre-internal assessment.</p>   | <p>An External ISO expert Dr. Sunil Thiman visited the campus on August 6<sup>th</sup> 2019 and gave valuable inputs to improve our system at CRCMC and the Library.</p> <p><b>Annexure IV</b> (ISO Status as on Oct 2019)</p> <p>IQAC team visited the office of COE to assist them in preparing documents for ISO.</p> |
| <p>Agenda Item No.6.</p> <p>To participate in NIRF - India Ranking 2020</p>  | <p>It was resolved that the process of participation in NIRF - India Ranking 2020 for Dental, Engineering, Management and Overall Categories shall be initiated.</p>   | <p>We have registered for NIRF - India Ranking 2020 for Dental, Engineering, Management and Overall Categories successfully.</p>   |
| <p>Agenda Item No.7</p> <p>To present the final version of following Hand Books:</p> <ul style="list-style-type: none"> <li>•Student's Hand Book</li> <li>•Recruiter's Hand Book</li> <li>•Alumni Hand Book</li> </ul>   | <p>The draft version of aforementioned books was presented by Deputy Director- Admissions Ms. Kanupriya and it was resolved that these hand books would be emailed to the Deans for their valuable remarks and for further finalization by Aug 30<sup>th</sup>19.</p>  | <p>The Student's Hand Book has been circulated.</p> <p>The Recruiter's Hand Book and Alumni Hand Book are in their final stages to be approved by competent authorities.</p>   |
| <p>Agenda Item No.8</p> <p>To prepare the following manuals:</p> <ul style="list-style-type: none"> <li>-Hand book / Manual for Human values &amp; professional ethics</li> <li>-University Code of Conduct for Teachers</li> <li>-Code of conduct for governing body, administration, Support Staff.</li> </ul> | <p>It was resolved that Dr. Chavi Bhargava Sharma, ED &amp; Dean FBSS &amp; Team would prepare the Hand book / Manual for Human values &amp; professional ethics.</p> <p>The University Code of Conduct for Teachers and for governing body, administration etc. would be prepared by Registrar MRIIRS &amp; Team.</p> | <p>The University Code of Conduct for Teachers is in place.</p> <p>Other manuals are being prepared.</p>   |

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| <p>Agenda Item No. 9.1</p> <p>To prepare Program Outcomes (POs), Program Scientific Outcomes (PSOs) and Course Outcomes (COs) for all programs as per sample guidelines from NAAC</p> | <p>Sample POs, PSOs and COs for higher education programs as per NAAC were shared.</p> <p>It was resolved that all departments of MRIIRS would prepare POs, PSOs COs as per sample guidelines from NAAC.</p> <p>It was resolved to submit POs, PSOs and COs for all programs before August 15th 2019. It was further resolved that the process would be carried out by Dr. Geeta Nijhawan (NAAC Team Leader - Criteria II).</p> | <p>A workshop was organized on 2<sup>nd</sup> August '19 to revise the COs of all the courses being offered under every program as per Bloom's Taxonomy.</p> <p>Meetings were planned with each department separately from 19<sup>th</sup> Aug to 30<sup>th</sup> Aug 2019, for verifying COs.</p> <p>The following departments have not responded:</p> <ol style="list-style-type: none"> <li>1. FAD</li> <li>2. FCBS - BBA program</li> <li>3. FBSS</li> <li>4. FMS- Hotel Management</li> </ol> <p>The courses offered by other faculties of MRIIRS have COs as per sample guidelines from NAAC and in accordance with Bloom's Taxonomy, as reported by NAAC Criteria II Team Leader. Sessions for Dental being planned.</p> |
| <p>Agenda Item No. 9.2</p> <p>To prepare feedback form relating to curriculum for all stake holders and devise a methodology on ERP to collect and analyze the response.</p>          | <p>It was resolved that Curriculum related feedback form is to be re-designed by Dr. Manu Srivastava (NAAC Team Leader – Criteria I) under the guidance of Dean Academics for all stake holders by July 31st 2019 and a method shall be formulated to collate and analyze the feedback on ERP.</p>  | <p>Online Feedback Forms were evolved and shared with all the HODs for collating, analyzing and taking actions on the response received.</p> <p><b>Annexure V</b> presents the sample Stakeholder's Feedback Response &amp; Analysis.</p>   |
| <p>Agenda Item No. 9.3</p> <p>To devise a methodology on ERP to calculate Learning Outcomes.</p>  | <p>It was resolved to constitute a committee headed by Dr. Naresh Grover, Dean Academics for calculating Learning Outcomes.</p>   | <p>Strategy to assess &amp; evaluate Learning Outcomes attainment is being made.</p>  |