

Fourth Quarterly meeting of IQAC for the Academic Year 2018-19 was held under the chairmanship of the Vice Chancellor on June 24<sup>th</sup> 2019 at 11.30 am in the A Block Board Room.

The following members attended the meeting:

- Dr. Sanjay Srivastava, Vice Chancellor, MRIIRS
- Sh. R.K. Arora, Registrar, MRIIRS
- Dr. Naresh Grover, Dean Academics, MRIIRS
- Dr. Chavi Bhargava Sharma, ED & Dean FBSS, MRIIRS
- Dr. Nand Lal Dhamija, Dean FMS, MRIIRS
- Dr. Aparna Prashant Goyal, Dean FCBS, MRIIRS
- Dr. Neemo Dhar, Dean FMeH, MRIIRS
- Dr. Arundeeep Singh, Principal, Dental, MRIIRS
- Prof. Sunil Arora, Dean FAD, MRIIRS
- Dr. S.S. Tyagi, Dean FCA, MRIIRS
- Mr. N.K. Sharma, COE, MRIIRS
- Dr. Vikram Sharma, University Librarian, MRIIRS
- Ms. Rakhi Pruthi, General Manager-CRCMC
- Mr. Gautam Srivastava, General Manager- CRCMC
- Ms. Kanupriya, Dy. Director (Admissions), MRIIRS
- Dr. Gurjeet Chawla, Associate DSW, MRIIRS
- Dr. Virender Narula, Associate Professor- M.E, FET, MRIIRS
- Air. Cmdr Devender Sharma, HOD Aeronautical
- Dr. Sadiqa Abbas, HOD Civil
- Dr. Devi Singh, HOD Physics
- Dr. Jyoti Chawla, HOD Chemistry
- Dr. Pooja Anand, HOD Physiotherapy
- Sh. Sushil Pasricha, HOD Business Studies
- Dr. Shivani Vashist, HOD English
- Dr. K.M. Tripathi, HOD Psychology
- Ms. Mamta Kaushik, Deputy Librarian
- Ms. Hitesh Gandhi, Coordinator IQAC
- Dr. Dipali Bansal, Director IQAC, MRIIRS

The departments of CSE, ECE, EEE, Bio-Tech, Auto, Mech, Management, N&D and Commerce were represented by Ms. Simple Sharma, Associate Professor, Dr. Vimlesh Singh, Associate Professor, Dr. Leena G. Professor, Dr. Manu Solanki, Associate Professor, Mr. Sunny Bhatia, Assistant Professor, Dr. Manoj Nayak, Professor, Dr. B.P. Joshi, Associate Professor, Dr. Madhvi Awasthi, Assistant Professor and Mr. Arun Vashista, Assistant Professor respectively.

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

- Dr. M.M. Kathuria, Gen.Secy, MRIIRS, Mgmt Representative
- Dr. M.K. Soni, Pro-Vice Chancellor, MRIIRS
- Dr. N.K. Chadha, Chairperson , CDP
- Dr. Sarita Sachdeva, Dean Research, MRIIRS
- Sh. Sabyasachi Sen, General Manager-IT, 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
- Dr. Vijay Kumar, HOD Maths
- Ms. Ritika Singh, HOD Hotel Management
- Mr. Manoj Raut, HOD JMC, MRIIRS
- M. Vishal Prabhakar. HOD Visual Arts, MRIIRS
- Dr. Rashima Mahajan, Associate Professor, CSE,FET.

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 3<sup>rd</sup> quarterly meeting of IQAC held on April 06<sup>th</sup> 2019. (Proceedings circulated among the stake holders on April 15th, 2019).

**The minutes of previous meeting of 3<sup>rd</sup> quarterly meeting of IQAC held on April 06<sup>th</sup> 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 3<sup>rd</sup> quarterly meeting of the IQAC held on April 06<sup>th</sup>, 2019. [ Annex. I (3<sup>rd</sup> Q.M), Annex II (3<sup>rd</sup> Q.M), Annex III (3<sup>rd</sup> Q.M), Annex IV (3<sup>rd</sup> Q.M) and Annex V ( 3<sup>rd</sup> Q.M) to be presented on the Table].

**Annex. I (3<sup>rd</sup> Q.M), Annex. II (3<sup>rd</sup> Q.M), Annex. III (3<sup>rd</sup> Q.M), Annex. IV (3<sup>rd</sup> Q.M) and Annex. V ( 3<sup>rd</sup> Q.M) 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 prepare an action plan of IQAC for the Academic year 2019-20 commencing from July 2019.

The Action Plan was presented on table and discussed. Proposed Calendar is as below:

TITLE OF PROGRAM	RESOURCE	START DATE	END DATE
Faculty Empowerment Program (Communication & Attitude building)	Mr Nitesh Shankar & Team CDC	06/07/2019 Working Sats	30/11/19
Smart Office & Data Management (Excel & Adobe)	Mr Sen, GM - IT	06/07/19 & 03/08/19	
IPR and Research Methodology	Dr. B.S. Nagi	06/7/2019	'06/07/2019
Effective Teaching	NITTTT, Kolkata	15/07/2019	19/07/2019
Training Program on Problem Solving Tools	Industry Personnel Dr. Virendra Narula	19/07/2019	19/07/2019
Faculty Empowerment Program New techniques in Pedagogy	Dr. Babita, Dean - Education, MRU	20/07/2019 Working Sats	16/11/19
Session on SPSS	Dr. Mehak Sharma, AP, Deptt of N&D	20/07/19, 17/08/19 & 07/09/19	
Plagiarism and Library Resources	Dr. Vikram Sharma, Librarian, MRIIRS	20/07/19, 17/08/19 & 07/09/19	
Research Awakening & Methodology	Dr. Y.K. Awasthi, Assoc Prof. ECE, FET	20/07/2019 Working Sats	30/11/19
The power of Public Speaking	Ms. Diksha Bhatia, Manager Events	20/07/19, 07/09/19, 16/11/19 & 30/11/19	
Internal ISO Audit by External Expert for Library & CRCMC	External and Internal Audit Team	<b>23/07/2019</b>	
Internal Auditor Training Program on Quality Management Systems ISO 9001:2015	Industry Personnel Dr. Virendra Narula	25/07/2019	27/07/2019
Work Life Balance Holistic Development & Team Building	Dr. Gurjeet Chawla, ADSW, Dr. Shobha Srivastav DR, MRIIRS	03/08/19, 21/09/19 & 21/12/19	

Networking Protocols	Industry Personnel, Network Bulls	03/08/19	03/08/19
Advanced Manufacturing Processes	NITTTR, Kolkata	5/8/2019	9/8/2019
Image Processing and Signal Processing using Scilab	NITTTR, Chandigarh	5/8/2019	9/8/2019
Automotive/Production Core Tools (APQP, FMEA, PPAP, SPC, MSA)	Industry Personnel Dr. Virendra Narula	8/8/2019	9/8/2019
Academic & Administrative Audit (AAA) AY: 2018-19 (All Departments of MRIIRS)	Audit Team (External & Internal)	<b>2nd Week of August 2019</b>	
Accreditations & Rankings	Experts from Govt. Institutes	17/8/2019	17/8/2019
Six Sigma Methodology awareness program	Industry Personnel Dr. Virendra Narula	23/8/2019	23/8/2019
Electric Vehicle Technology	NITTTR, Chandigarh	26/8/2019	30/8/2019
Life Skills Development	NITTTR, Chandigarh	26/8/2019	30/8/2019
Reading Blue prints   Understanding Geometric Dimensioning and Tolerances.	Industry Personnel Dr. Virendra Narula	29/8/2019	30/8/2019
Internal ISO Audit by Internal Expert for Examination Department	Internal Audit Team	<b>31/08/2019</b>	
MATLAB	Industry Personnel, Mathworks	7/9/2019	7/9/2019
Defect Free Construction Repair and Maintenance	NITTTR, Chandigarh	16/9/2019	20/9/2019
Internal ISO Audit by External Expert for Examination Department	External and Internal Audit Team	<b>19/09/2019</b>	
1st Quaterly Meeting of IQAC AY: 2019-20	IQAC	<b>21/09/19</b>	
Embedded Systems and IoT	NITTTR, Chandigarh	23/09/2019	27/09/2019
Sustainable Creativity and Innovation Management in Institutions	NITTTR, Chandigarh	23/09/209	27/09/2019
Patient Management	FMS and Industry Personnel	24/09/209	25/09/2019
UGC / AICTE Norms	Experts from Govt. Institutes	05/10/19	05/10/19
Formulation & Evaluation of Research projects for funding	Dr. Ravinder Singh, ICMR	05/10/19 & 30/11/19	
Data Science using R	NITTTR, Chandigarh	14/10/2019	18/10/2019
Water Pollution and Health	NITTTR, Kolkata	21/10/2019	25/10/2019

<b>Digital Image Design</b>	Mr. Vishal Prabhakar, HOD, VA	16/11/2019	16/11/2019
<b>5G Communications</b>	NITTTR Chandigarh	18/11/2019	22/11/2019
<b>Control and Automation</b>	NITTTR, Kolkata	18/11/2019	22/11/2019
<b>Water Resources Management</b>	NITTTR Chandigarh	25/11/2019	29/11/2019
<b>How to Make Effective Presentations &amp; Office Etiquettes</b>	Mr Vikas Vohra, Head IT, Wipro	30/11/2019	30/11/2019
<b>Problem Based Learning</b>	NITTTR, Kolkata	2/12/2019	6/12/2019
<b>Curriculum Development Processes</b>	NITTTR, Chandigarh	9/12/2019	13/12/2019
<b>Operations Research for Engineers</b>	NITTTR, Chandigarh	16/12/2019	20/12/2019
<b>Effective Managerial Practices and Essentials of Finance for Organizational success</b>	Dr Deepti Dabas, HOD, FMS & Industry Professionals	21/12/2019	21/12/2019
<b>2nd Quaterly Meeting of IQAC AY: 2019-20</b>	IQAC	<b>21/12/19</b>	
<b>Workshop on Gender Sensitization &amp; Sexual Harrasment</b>	Dr Chavi B Sharma, ED FBSS & Industry Professionals	21/12/2019	21/12/2019

#### **Agenda Item No.4**

To initiate preparation for NAAC re-assessment, due in 2020

**Note:** To constitute Criteria wise teams and start preparing SSR.

**Preparation for NAAC has been initiated and following Coordinators and Team Leaders have been identified in this regard.**

**Coordinator: Dr. Dipali Bansal, Director IQAC**

**Co-coordinators: Ms. Romika, Assistant Professor – ECE, FET**

**Mr. Sachin Sharma, Assistant Professor – FCA**

#### **Team Leaders:**

S.No	Criteria	Team Leader
1.	Criterion I –Curricular Aspects	Dr. Manu Srivastava
2.	Criterion II -Teaching-Learning and Evaluation	Dr. Geeta Nijhawan
3.	Criterion III – Research, Innovation & Extension	Dr. Sarita Sachdeva
4.	Criterion IV – Infrastructure & Learning Resources	Dr. S.S Tyagi
5.	Criterion V - Student Support & Progression	Ms. Kanupriya
6.	Criterion VI –Governance, Leadership And Management	Dr. Aparna P. Goyal
7.	Criterion VII – Institutional Values And Best Practices	Dr. Chavi B. Sharma

**Team Leaders shall present the progress on first Saturday of every month.**

### **Agenda Item No.5**

To conduct internal ISO audit by external experts for CRCMC and Library

**Pre-internal ISO audits for CRCMC and Library was conducted by internal IQAC members from January to March 2019 and the departments are ready for internal assessment by external experts. 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.**

### **Agenda Item No.6**

To participate in NIRF - India Ranking 2020 for Engineering, Management and Overall Categories and also for various streams of Engineering - CSE, EEE, ME & Civil (It has been introduced this time).

**It was resolved that the process of participation in NIRF - India Ranking 2020 for Engineering, Management and Overall Categories and also for various streams of Engineering - CSE, EEE, ME & Civil shall be initiated.**

### **Agenda Item No.7**

To present the final version of following Hand Books:

- Student's Hand Book
- Recruiter's Hand Book
- Alumni Hand Book

**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 August 30<sup>th</sup> 2019. The following are the highlights of the Hand Books.**

#### **Student's Hand Book (Table of Contents)**

- General Information
- Academic Process
- Code of Conduct
- List of Institutional Resources
- Important Information
- Banking
- Student facilitation Centre
- Offices and Services
- Campus Helpline numbers

### **Recruiter's Hand Book (Table of Contents)**

- Corporate Relations and Career management Center
- Organization Chart of CRCMC
- Employability Training, Assessments & Preparation for placement
- Language Lab
- Career Guidance
- Corporate Relations
- Our Prominent Recruiters
- Recruitment Process at Corporate Relations
- Placement Policy
- Student Testimonials

### **Alumni Hand Book (Table of Contents)**

- Welcome & Introduction
- Vision & Mission
- Leadership
- Chapters
- Engagement Calendar
  - Alumni Activity Guidelines
  - Activity Calendar
  - Value Added Activities
- Alumni Bucket
- MREI Offerings
  - Manav Rachna Merchandize
  - Skill Development Workshops
  - Foreign Language Courses
- Business Alliance
  - Post a Job
  - Post Internship
  - Approach Manav Rachna as a Client
  - Corporate Trainings
- Alumni Portfolio
- Alumni Portal

### **Agenda Item No.8**

To constitute Committee to prepare the following manuals:

- Hand book / Manual for Human values & professional ethics
- University Code of Conduct for Teachers
- Code of conduct for governing body, administration including VC / Director / Principles / Official & Support Staff.

**It was resolved that Dr. Chavi Bhargava Sharma, ED & Dean FBSS & Team would prepare the Hand book / Manual for Human values & professional ethics. The University Code of Conduct for Teachers and Code of conduct for governing body, administration including VC / Director / Principles / Official & Support Staff would be prepared by Registrar MRIIRS & Team.**

**Agenda Item No.9**

**Any other item with the permission of the chair**

**Agenda Item No. 9.1**

To prepare Program outcomes (POs), Program Scientific Outcomes (PSOs) and Course Outcomes (COs) for all programs as per sample guidelines from NAAC

**Sample POs, PSOs and COs for higher education programs as per NAAC were shared. It was resolved that respective Deans and HODs from all departments of MRIIRS would prepare Program outcomes (POs), Program Scientific Outcomes (PSOs) and Course Outcomes (COs) for all programs as per sample guidelines from NAAC. It was resolved to submit POs, PSOs and COs for all programs before August 15<sup>th</sup> 2019. It was further resolved that the process would be carried out by Dr. Geeta Nijhawan (NAAC Team Leader - Criteria II) under the guidance of Dr. Naresh Grover, Dean Academics. The departments that have undergone NBA shall mentor other departments and series of workshops shall be coordinated by Dr. Geeta for re-structuring the POs, PSOs and COs.**

**Agenda Item No. 9.2**

To prepare feedback form relating to curriculum for all stake holders and devise a methodology on ERP to collect and analyze the response.

**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 Dr. Naresh Grover, Dean Academics for all stake holders by July 31<sup>st</sup> 2019 and a method shall be formulated to collate and analyze the feedback on ERP.**

**Agenda Item No. 9.3**

To devise a methodology on ERP to calculate Learning Outcomes

**It was resolved to constitute a committee (office order to be issued from the office of Registrar) headed by Dr. Naresh Grover, Dean Academics for calculating Learning Outcomes. The committee would finalize a vendor and procure software to calculate Learning Outcomes by August 15<sup>th</sup> 2019.**

**Dipali Bansal  
Director IQAC**