

**Proceedings of the 1<sup>st</sup> 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 welcomed 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).

As no comments were received, 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.

### Action Taken Report 4th Quarterly Meeting of IQAC (AY2017-18)

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<b>Agenda Item No 1:</b> To confirm the minutes of the last meeting of IQAC held on March 22, 2018 (minutes already circulated on April 5, 2018).	The minutes were confirmed and circulated to all concerned.	No action is required.
<b>Agenda Item No 2:</b> To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on March 22, 2018.	The Action Taken Report (ATR) pertaining to different departments and administrative units of the University was approved.	No action is required.
<b>Agenda Item No.3</b> To note the revised NAAC guidelines dated 23.05.2018 for IQAC and AQAR.	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.	Decision conveyed to all concerned. HoDs have been further requested to communicate the same to the faculty members.
<b>Agenda Item No.4</b> To note the operationalization of the various components of the Quality Assurance Manual as already approved by the Academic Council.	It was further decided that the HoDs will 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.  Action taken report for the same is to be submitted by 31 <sup>st</sup> July 2018.	Academic audit was conducted and ATR for the same was received.
<b>Agenda Item No.5</b> To submit and present the outcome of perspective plans as laid during the last AY 2016-17.	Academic departments submitted and presented their respective ATRs wrt the Perspective Plans of the last academic year (2017-18)	No action required.

<p>All the departments and central units are required to submit and present their ATR wrt last year perspective plans during the planned IQAC meeting.</p>	<p>including Faculty and staff achievements, reports wrt Industrial internship, Projects undertaken by the students and mentorship report.</p>	
<p><b>Agenda Item No.6</b> To present and discuss the Strategic Perspective Plan of the University for AY2018-19.</p> 	<p>Quality plan as proposed by Director IQAC was approved subject to the adjustment of dates as per the university Academic calendar for the odd semester. The strategic perspective plan of the University for AY2018-19 was presented by the Director, IQAC and deliberated in detail. Resolved that the proposed plan of the University along with Academic Calendar be approved in principle and same shall be circulated to the departments/central units after approval of Board of Management.</p>	<p>The approved Strategic Perspective Plan (Approval was obtained in 25<sup>th</sup> meeting of BoM held on 24<sup>th</sup> July 2018) of the University for AY 2018-19 was circulated among all the departments and Central Units for subsequent deployment.</p>
<p><b>Agenda Item No.7</b> To identify the units of MRIIRS for ISO Certification.</p>	<p>It was resolved that the following units be taken up in the first instance for ISO certification:</p> <ul style="list-style-type: none"> <li>a) Examination Branch</li> <li>b) Corporate Relationship and Career Management Center (CRCMC)</li> <li>c) OP Bhalla Central Library</li> </ul> <p>To carry out the total process of certification the following teams were constituted:</p> <ul style="list-style-type: none"> <li>a) Examination Branch <ul style="list-style-type: none"> <li>i. Mr. K.C Dadhwal (Convener)</li> <li>ii. Dr. Virender Narula</li> <li>iii. Dr. Vikram Sharma</li> </ul> </li> <li>b) Corporate Relationship and Career Management Center (CRCMC) <ul style="list-style-type: none"> <li>i. Mr. Amit Bhatnagar</li> </ul> </li> </ul>	<p>Awareness Training programme on ISO:9001 was organized on July 21<sup>st</sup> 2018. The resource person for the programme was Dr. Sunil Thaman (Global Principal Consultant on Management System Accreditation, Technical Advisor and IRCA- Approved Lead Trainer 9001/14001/45001.</p> <p>The different teams constituted to carry out the certification process for the allotted units/branches shall be making their presentation in the next meeting and is taken up as a separate agenda item no. 4.</p>

	<ul style="list-style-type: none"> <li>ii. Dr. Virender Narula</li> <li>iii. Dr. Vikram Sharma</li> </ul> <p>c) OP Bhalla Central Library</p> <ul style="list-style-type: none"> <li>i. Dr. Vikram Sharma</li> <li>ii. Dr. Virender Narula</li> <li>iii. Dr. Anindita Chatterjee</li> </ul> <p>The committee will draw up the alignment plan of these units and make arrangements for certification as per the latest applicable ISO standards.</p>	
<p><b>Agenda Item No.8</b></p> <p>To present and discuss the feedback analysis report and ATR on delivery of Curriculum by the respective departments.</p>	<p>All the departments presented their feedback analysis report and ATR wrt delivery on curriculum and resolved that the HoDs will arrange counselling sessions for the faculty members whose performance is found to be unsatisfactory. These counselling sessions are to be arranged with respective Deans of the Faculties.</p>	<p>The counselling sessions of such faculty members were organized by the respective HoDs.</p>
<p><b>Agenda Item No.9</b></p> <p>To present and discuss the plan of induction programme to be conducted as per the laid policy of MRIIRS:</p> <ul style="list-style-type: none"> <li>✓ For newly admitted students as per the guidelines of AICTE and the</li> <li>✓ For newly recruited Faculty and Staff members.</li> </ul>	<p>Approved Induction plan to be shared with all the involved members for subsequent action.</p>	<p>Three-week student induction programme was organized from 9th -31<sup>st</sup> July 2018 as per the guidelines of AICTE.</p> <p>The induction programme for newly recruited faculty members was conducted on 4<sup>th</sup> Aug, 2018.</p>
<p><b>Agenda Item No.10</b></p> <p>To decide preparation and publication of handbooks of different stakeholders.</p>	<p>It was resolved that the handbooks be prepared for (a) students, (b) alumni and (c) recruiters as per the NAAC guidelines. The committees were constituted to do the needful.</p>	<p>As informed by the committee members, work is in progress and the draft copy shall be submitted in the next meeting.</p>
<p><b>Agenda Item No.11</b></p> <p>To present:</p>	<p>A total of 1769 students were</p>	<p>AS informed by respective</p>

<p>a. The report on Value added courses conducted during last AY 2017-18.</p> <p>b. The list of planned Value-Added courses for next AY2018-19</p>	<p>enrolled in 86 value added courses and 1708 students successfully cleared their respective courses.</p> <p>For this AY 2018-19, a total of 85 value added courses have been planned in different domains as approved during the last meeting of Academic Council.</p> <p>The approved list to be shared with the students by respective HoDs for further enrollment on time.</p>	<p>HoDs, the certificates of Value Added Courses to the successful students were issued by the departments.</p> <p>Approved list was shared with students and a total of 1766students have enrolled themselves in 85 different courses.</p>
<p><b>Agenda Item No. 12</b></p> <p>To revise the policy of Teaching, Learning and Evaluation along with required Standard Operating Procedures.</p>	<p>It was resolved that a committee of following members to be constituted to revise the policy and SOPs of Teaching, Learning and Evaluation to complement the Model Curriculum of AICTE which is to be followed from AY 2018-19 onwards:</p> <ol style="list-style-type: none"> <li>1. Dr. S S Tyagi</li> <li>2. Dr. Geeta Nijhawan</li> <li>3. Dr. Deepti Dabbas</li> </ol> <p>Committee shall submit the revised draft within 3 weeks.</p>	<p>Draft of revised policy and SOPs for Teaching, Learning and Evaluation was received and is presented as separate agenda Item no. 5.</p>
<p><b>Agenda Item No. 13</b></p> <p>To review the preparation of all four departments of FET (CSE, ECE, Mechanical, Bio-Tech) and Department of Management Studies, MRIIRS towards the NBA inspection due in August, 2018.</p>	<p>Respective department heads presented their preparedness before the members. A core team of the following members under the Prof Naresh Grover, Dean Academics was constituted to work on different criteria of NBA for preparation of final presentations.</p> <ol style="list-style-type: none"> <li>1. Dr. Krishna Kant (Dean FET)</li> <li>2. Dr. Suresh Kumar (Professor and Head, Department of CSE, FET)</li> <li>3. Dr. Dipali Bansal (Professor and Head, Department of ECE, FET)</li> </ol>	<p>NBA visit by experts for evaluation of four B.Tech Programs and MBA programme was conducted from 24<sup>th</sup>-26<sup>th</sup> August, 2018.</p> <p>Accreditation results are awaited.</p>

	<p>4. Dr. Manoj Nayak (Professor and Head, Department of Mechanical, FET)</p> <p>5. Dr. Abhilasha Shouri (Professor and Head, Department of BioTech, FET)</p> <p>6. Dr. Deepti Dabbas (Head, Department of Management Studies, FMS)</p> <p>HoDs were asked to finalize their respective Departmental presentation and other necessary preparations for visit of NBA Team.</p>	
<p><b>Agenda Item No. 14</b></p> <p>To inform the members about planned visit of Dr. Dipali Bansal (Professor and Head-Dept of ECE, FET) to attend Workshop on Process of Accreditation by ABET (Accreditation Board for Engineering and Technology) at IDEAL (Institute for Development of Leadership Assessment) Headquarter, Baltimore, USA (06-08-2018 to 09-08-2018)</p>	<p>IQAC members appreciated the Vision of the University towards attaining the necessary Accreditations. It was resolved that Dr. Dipali shall conduct a workshop for Deans, HoDs and senior faculty members of the University post attending the workshop at USA.</p>	<p>Dr. Dipali has successfully completed the Workshop on Process of Accreditation by ABET (Accreditation Board for Engineering and Technology) at IDEAL (Institute for Development of Leadership Assessment) Headquarter, Baltimore, USA (06-08-2018 to 09-08-2018).</p> <p>Workshop for Deans, HoDs and senior faculty members of the University is planned in the month of Oct 2018.</p>
<p><b>Agenda Item No. 15</b></p> <p>To frame the concrete revised Policy for promotion of research and incentivizing the faculty for their participation in research related activities</p>	<p>It was 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 for the same in fulfillment of the UGC Quality Mandate 2018 related to this item.</p> <p>A committee of the following was constituted to present the draft Policy for Research, Innovation and Incubation.</p> <p>in the next meeting of IQAC:</p> <ul style="list-style-type: none"> <li>• Dr Sarita Sachdeva, Dean</li> </ul>	<p>Draft Copy prepared by the constituted Committee has been received and is presented as a separate Agenda Item No 13 for the expert views of the members of the IQAC.</p>

	<p>Research</p> <ul style="list-style-type: none"> <li>• Dr. Pardeep Varshney Director MRIIC</li> <li>• Dr. Deepti Dabbas (Head, Department of Management Studies, FMS)</li> </ul>	
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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) Resolved that the Handbooks (Student, Alumni, and Recruiters) will be completed in all respects by the respective committees.

### Agenda Item No.3

- a. To present the Annual Report of Examination Branch for perusal and approval of IQAC members. **Annexure Ia**
- b. To present and discuss the Annual Report of the University for perusal and approval of IQAC members. **Annexure Ib**
- c. To present and discuss the report on Anti-Ragging.
- d. To present and discuss the report on Student and Faculty induction programme. **Annexure Ic and Annexure Id**

The Annual Report of Examination Branch was presented by the Controller of Examination, MRIIRS. Following major improvements were recorded by the members.

- i) **Introduction of Open House: Wherein End Semester Answers sheets were shown to the concerned students and any anomaly in totaling or unmarked questions were taken by the concerned students in the prescribed format. The corrections were accordingly carried out by the concerned Supdt. Evaluation and revised award lists were sent to the Examination Branch.**
- ii) **Improvement in the quality of Answer-Sheets: To circumvent use of unfair means, the Answer Sheets were stitched and colors of ink was changed from blue to red. Also, supplementary sheets were discontinued.**
- iii) **Introduction to new grading policy: New grading policy on 10 points scale was introduced.**
- iv) **Revision of Examination Rules was carried out to make it more meaningful and comprehensive.**
- v) **Improvement in security features of degree certificate was carried out.**
- vi) **Time taken to declare the result was reduced from previous academic year average of 12.53 days to 12.31 days this academic year.**
- vii) **Grievance percentage was reduced from 5.02% of previous academic year to 4.79% this academic year.**

- ✓ Annual report of the University was presented by Dr. MK Soni (PVC, MRIIRS).
- ✓ IQAC members appreciated the efforts of the involved team members and examination branch.
- ✓ No case of Ragging was noticed as updated by Mr. R K Arora (Registrar, MRIIRS)
- ✓ Faculty induction programme was organized on 4<sup>th</sup> Aug 2018. Three weeks student induction programme was organized from 9<sup>th</sup> -31<sup>st</sup> July 2018 as per the guidelines of AICTE. Report is attached as Annexure 1c and 1d.

Resolved that the Annual Report of the Examination and Annual Report of the University be approved and may be presented in the upcoming meeting of BoM for ratification. It was also advised by the members that ICT integration in respect of generation of Admit Card for students for the End Semester through EMS should be initiated to ease the process of preparation and issuance of Admit Card.

#### Agenda Item No.4

To initiate the process of ISO certification for three identified units: CRCMC, Library and Examination Branch.

- a) It was recommended that an agency to be hired for formal documentation of the application process and the final application be submitted to a certified agency for the award of ISO certification.
- b) 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 initiative should also be taken for Environment and Green Audit by some Certified Agency. The Heads of the concerned units for ISO will work in close coordination with Dr. Virender Narula.

#### Agenda Item No. 5

To present the draft of revised policy on Teaching, Learning and Evaluation along with the Standard Operating Procedures for perusal and approval of IQAC. **Annexure II**

The draft was presented by Dr. Geeta Nijhawan. She emphasized on the major modification to the effect that pending courses for students shall be run in the regular semester in the form of Previous Semester Courses (PSCs) instead of hitherto summer semester. Further, enhanced ICT enabled pedagogy in conjunction with convention all chalk and board format shall follow. Revised criteria of identification for advanced and slow learners, modification in weightage of continuous internal evaluation and end semester examination for students of Batch 2018 onwards were also specified.

The presented draft was appreciated and approved by the IQAC members for subsequent implementation from AY2018-19 onwards after due approval in the forthcoming meeting of BoM.

#### Agenda Item No 6:

To present and discuss the feedback analysis report of all stakeholders.



The feedback on curricula and generic facilities was collated during the month of July 2018. All the respective departments submitted their respective analysis reports and Action Taken Reports to Feedback on Curricula Committee. Dr. Rashmi (Member Secretary- feedback on Curricula Committee) presented the compiled Feedback Report with the details of proposed new courses, new programmes and new value-added courses as per the suggestions of different stakeholders. (Annexure III)

The suggestions/recommendations made by different stakeholders and as recommended by committee on Feedback on Curricula were approved in IQAC and it was resolved that the same shall be sent to respective Head of the Departments for its due deliberation in their next BoS. The suggestions/recommendations made on generic facilities to be sent to the respective administrative heads for its implementations.

**Agenda Item No. 7:**

To initiate the process of collating Feedback on Curricula and Generic Facilities (For AY2018-19) in online mode through i-cloud EMS.

**Resolved that central EMS team will do the needful within 2 weeks. Dr. Naresh Grover (Dean Academics-MRIIRS) to get the same implemented across the University.**

**Agenda Item No. 8:**

- a. To present the admission status.
- b. To present the status of placements as on date.

Ms. Kannupriya Shekhar presented the programme wise admission status as on date. The placement status for student batch passing in June 2018 was presented by Mr. Amit Bhatnagar, Director CRCMC for information of all the members of IQAC.

**Agenda Item No. 9:**

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.	HoDs	1.HoDs will prepare a set of measures for improving the quality of student induction programme at the departmental level. 2. 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 and

			<p>incorporate changes in the curriculum, if any.</p> <p>3. The HoDs will ensure that ICT based learning tools are continuously used for teaching effectiveness.</p> <p>4. HoDs shall ensure the conduct of course exit survey and Program exit survey.</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"> <li>1. Heads of the department</li> <li>2. Prof Sarita Sachdeva</li> </ol>	<ol style="list-style-type: none"> <li>1. Each HoD to prepare plan of action 2018-19 for proportionate progress in this area.</li> <li>2. Prof Sarita Sachdeva will identify at least 5 villages along with specific areas for exchange of knowledge and overall development of the village communities.</li> </ol>
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"> <li>1. Dr. Pardeep Varshney</li> <li>2. Mr. Amit Bhatnagar</li> <li>3. HoDs</li> </ol>	<ol style="list-style-type: none"> <li>1. Director MRIIC to prepare specific plan of action for innovation/entrepreneurship and Director CRCMC to prepare plan of action for other areas under the item.</li> <li>2. HoDs in consultation with Director CRCMC and Clan Chiefs will assign appropriate no of hours for soft skills duly integrated into the time-table.</li> </ol>
4	Ensure that teacher vacancies at any point of time does not exceed 10% of the sanctioned strength; and 100% of the teachers are oriented about the latest and emerging trends in their respective domains of knowledge, and the pedagogies that translate their knowledge to the students.	<ol style="list-style-type: none"> <li>1. Registrar MRIIRS (for filling teacher vacancies)</li> <li>2. HoDs (for faculty orientation and pedagogies)</li> </ol>	<ol style="list-style-type: none"> <li>1. Registrar MRIIRS to ensure that teacher vacancies at any point of time do not exceed 10% of the sanctioned strength.</li> <li>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.</li> </ol>
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. 10**

To participate in NIRF-India Ranking 2019 and discuss the preparation for the same.

**It was resolved that the process shall be initiated by Dr. Naresh Grover (Dean Academics, MRIIRS). All the departments shall provide complete support for data collation and verification.**

#### **Agenda Item No. 11**

To prepare and submit the Annual Quality Assurance Report (AQAR) for AY2017-18 as per the revised NAAC guidelines dated 23.05.2018 for IQAC and AQAR.

**Dr. Suresh Bedi presented the draft of AQAR of AY2017-18 prepared as per the revised guidelines of IQAC and AQAR. It was resolved that the same shall be completed within a month time and presented in the forthcoming meeting of BoM for its approval before its timely submission to NAAC.**

#### **Agenda Item No.12**

To discuss the mode of implementation of the mandatory teachers/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 be motivated to undertake annual refresher training conducted by 75 (as of now) National Resource Centers (NRCs) notified by 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. 13**

To consider and approve the draft Policy for Research, Innovation and Incubation.

A committee of the following members was constituted to prepare the draft Policy for Research, Innovation and Incubation for the faculty members:

- Dr Sarita Sachdeva, Dean Research
- Dr. Pardeep Varshney Director MRIIC
- Dr. Deepti Dabbas (Head, Department of Management Studies, FMS)

The draft policy prepared by the committee members is presented here as Annexure IV for further expert views of the members.

Dean Research presented the draft prepared by the committee on Policy for Research, Innovation and Incubation.

It was appreciated by the members that it has been drafted in a balanced way by enlisting the incentives to the performers and minimum target to be achieved by all the faculty members as per their cadre and it was resolved that the same can be further presented in the forthcoming meeting of BoM for its approval after due ratification from Academic Council.

**Agenda Item No. 14**

- a. To present and discuss the Programme wise student intake proposed for next Academic Year along with the eligibility criteria and fee structure for AY 2019-20.
- b. To constitute a committee to draft a revised scholarship policy for AY2019-20 as per the recommendations of Admission Cell.

**Dr. Naresh Grover (Dean Academics, MRIIRS) presented the proposed intake for next Academic Year along with the eligibility criteria and fee structure for AY 2019-20. The same was noted by the members and shall be submitted to the upcoming BoM for required approval.**

**The committee to draft a revised scholarship policy was constituted as follows:**

- 1. Dr. Naresh Grover (Dean Academics, MRIIRS)**
- 2. Ms. Kannupriya Shekhar (Deputy Director, Admissions)**
- 3. Dr. Abhiruchi Passi (Associate Professor, ECE)**

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

-Sd/-  
**Dr. Suresh Bedi**  
**Director IQAC**

Manav Rachna International  
Institute of Research and Studies  
Deemed to be University under section  
3 of the UGC Act, 1956

**Action Taken Report 1st Quarterly Meeting of IQAC (AY2018-19)**

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p><b>Agenda Item No 1:</b> To confirm the minutes of the last meeting of IQAC held on June 28, 2018 (minutes already circulated on July 4, 2018).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p><b>Agenda Item No 2:</b> To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on June 28, 2018.</p>	<p>The Action Taken Report (ATR) pertaining to different departments and administrative units of the university was approved. It was further decided as follows:                      a) <b>The HoDs</b> will ensure that all the decisions of IQAC are fully conveyed to the faculty members, students and the administrative staff.                      b) Resolved that the Handbooks (Student, Alumni, Recruiter's) will be completed in all respects by the respective committees.</p>	<p>a) Decision conveyed to all concerned.                      b) Drafts of Student, Alumni and Recruiters Handbooks were received and are presented as separate agenda item no. 3.</p>
<p><b>Agenda Item No.3</b>                      a. To present the Annual Report of Examination for perusal and approval of IQAC members.                      b. To present and discuss the Annual Report of the University for perusal and approval of IQAC members.                      c. To present and discuss the report on Anti-Ragging.                      d. To present and discuss the report on Student and Faculty induction programme.</p>	<p>✓ The Annual Report of the examination branch was presented by the Controller of Examination, MRIIRS.                      ✓ Annual report of the University was presented by Dr. MK Soni (PVC, MRIIRS).                      ✓ IQAC members appreciated the efforts of the involved team members and examination branch.                      ✓ No case of Ragging was noticed as updated by Mr. R K Arora (Registrar, MRIIRS)                      ✓ Faculty induction programme was organized on 4<sup>th</sup> Aug 2018. Three weeks student induction programme was organized from 9<sup>th</sup> -31<sup>st</sup> July 2018 as per the guidelines of AICTE.</p> <p><b>Resolved that the Annual Report of the Examination and Annual Report of the University be approved and may be presented in the upcoming meeting of BoM for ratification. It was also advised by the members that ICT integration in respect of generation of Admit Card for students for the End Semester through EMS should be initiated to ease the process of preparation and issuance of Admit Card.</b></p>	<p>Annual Report of the Examination and Annual Report of the University were ratified in 26<sup>th</sup> BoM held on 30<sup>th</sup> Oct 2018. The Process of generating Admit Card through EMS has been incorporated and the admit cards for the ongoing End Semester Examinations have been generated through EMS.</p>

<p><b>Agenda Item No.4</b> To initiate the process of ISO certification for three identified units: CRCMC, Library and Examination Branch.</p>	<ul style="list-style-type: none"> <li>✓ It was recommended that an agency to be hired for formal documentation of the application process and the application be made to a certified agency for the award of ISO certification.</li> <li>✓ 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.</li> </ul>	<p>Dr. Virender Narula shall be briefing on the progress of work of ISO certification in this meeting of IQAC and is taken up as the separate Agenda Item no. 4.</p>
<p><b>Agenda Item No. 5</b> To present the draft of revised policy on Teaching, Learning and Evaluation along with the Standard Operating Procedures for perusal and approval of IQAC.</p>	<p>The draft was presented by Dr. Geeta Nijhawan. She emphasized on the major modification to the effect that pending courses for students shall be run in the regular semester in the form of Previous Semester Courses (PSCs) instead of hitherto summer semester. Further, enhanced ICT enabled pedagogy in conjunction with conventional chalk and board format shall follow. Revised criteria of identification for advanced and slow learners, modification in weightage of continuous internal evaluation and end semester examination for students of Batch 2018 onwards were also specified.</p> <p>The presented draft was appreciated and approved by the IQAC members for subsequent implementation from AY2018-19 onwards after due approval in the forthcoming meeting of BoM.</p>	<p>The revised Policy on Teaching, Learning and Evaluation along with its Standard Operating Procedures (SoPs) was approved by BoM in its 26<sup>th</sup> meeting held on 30<sup>th</sup> Oct 2018 and was circulated among all the departments and Central Units for its subsequent deployment.</p>
<p><b>Agenda Item No 6:</b> To present and discuss the feedback analysis report of all stakeholders.</p>	<p>The feedback on curricula and generic facilities was collated during the month of July 2018. All the respective departments submitted the respective analysis reports and Action Taken Reports to Feedback on Curricula Committee. Dr. Rashmi (Member Secretary- feedback on Curricula Committee) presented the compiled Feedback Report with the details of proposed new courses, new programmes and new value-added courses as per the suggestions of different stakeholders.</p> <p>The suggestions/recommendations made by different stakeholders and as recommended by committee on Feedback on Curricula were approved in IQAC and it was resolved that the same shall be sent to respective Head of the Departments for its due deliberation in their next BoS. The suggestions/recommendations made on generic</p>	<p>Approved recommendations made by Feedback on Curricula Committee were shared with all the respective Heads of the departments for their due deliberations in their next BoS and subsequent approval in Academic Council.</p>

	facilities to be sent to the respective administrative heads for its implementations.	The suggestions/recommendations made on generic facilities were communicated to the respective administrative heads for its implementations.
<b>Agenda Item No. 7:</b> To initiate the process of collecting Feedback on Curricula and Generic Facilities (For AY2018-19) in online mode through i-cloud EMS.	Resolved that central EMS team will do the needful within 2 weeks. Dr. Naresh Grover (Dean Academics-MRIIRS to get the same implemented across the University.	The whole process was deployed successfully through i-cloud EMS.  Feedback on Curricula and Generic Facilities for odd semester of AY2018-19 was collated successfully through i-cloud EMS.
<b>Agenda Item No. 8:</b> a. To present the admission status. b. To present the status of placements as on date.	Ms. Kannupriya Shekhar presented the programme wise admission status as on date. The placement status for student batch passing in June 2018 was presented by Mr. Amit Bhatnagar, Director CRCMC for information of all the members of IQAC.	Final admission report is presented as separate Agenda Item no. 5a.  Placement status for student batch passing in June 2018 is presented as separate Agenda Item no. 5b.
<b>Agenda Item No. 11</b> To consider the modalities for implementation of the UGC Quality Mandate 2018.	The responsibility was assigned for the various UGC mandate points to different Committees/HODs.	The different tasks under the mandate were allocated to the different committees/HoDs. Action Taken

	<p>MANAV RACHNA vidyaparibariksha</p>	<p>Reports on the same have been received by the IQAC.</p> <p>Adoption of five Villages namely Mohna, Maujpur, Hirapur, Nariyala and Panhera Khurd of Faridabad district, multiple cleanliness drives under Swacch Bharat Abhiyaan, Health Camps/ Blood Donations Camps, activities towards environment protection and women empowerment are being conducted regularly.</p>
<p><b>Agenda Item No. 10</b> To participate in NIRF-India Ranking 2019 and discuss the preparation for the same.</p>	<p>It was resolved that the process shall be initiated by Dr. Naresh Grover (Dean Academics, MRIIRS). All the departments shall provide complete support for data collation and verification.</p>	<p>Details have been uploaded on NIRF portal under the following categories after data collation</p> <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Management and</li> <li>• Overall.</li> </ul>
<p><b>Agenda Item No. 11</b> To prepare and submit the Annual Quality Assurance Report (AQAR) for AY2017-18 as per the revised NAAC guidelines dated 23.05.2018 for IQAC and AQAR.</p>	<p>Dr. Suresh Bedi presented the draft of AQAR of AY2017-18 prepared as per the revised guidelines of IQAC and AQAR. It was resolved that the same shall be completed within a month time. The final draft shall be submitted to upcoming BoM for subsequent approval. The final approved copy of AQAR shall be submitted to NAAC.</p>	<p>Final draft of AQAY for AY 2017-18 got approved in 26<sup>th</sup> BoM held on 30<sup>th</sup> Oct 2018.</p> <p>The same shall be submitted to NAAC before 31<sup>st</sup> Dec 2018.</p>



<p><b>Agenda Item No.12</b></p> <p>To discuss the mode of implementation of the mandatory teachers/leadership/management training programme for all educational administrators of the University.</p>	<p>A. Resolved that Director IQAC will identify opportunities for teachers/leadership/management training by institutions such 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.</p> <p>B. Further resolved that all existing full time regular teachers of MRIIRS will be motivated to undertake annual refresher training conducted by 75 (as of now) National Resource Centers (NRCs) notified by the HRD Ministry for online refresher programme for higher education faculty through SWAYAM. Concerned <b>HoDs</b> 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.</p>	<p>Decision conveyed to all concerned. Faculty members are regularly getting enrolled themselves in multiple training programmes. A Management Development Program is planned to be organized by FMS during the next quarter. Details are as below:</p> <p><b>Title of MDP:</b> Organization Development and Team Building</p> <p><b>Proposed Date:</b> 27<sup>th</sup> April 2019</p> <p><b>Name of the Company:</b> Express Housekeepers Pvt. Ltd.</p>
<p><b>Agenda Item No. 13</b></p> <p>To consider and approve the draft Policy for Research, Innovation and Incubation.</p> <p>A committee of the following members was constituted to prepare the draft Policy for Research, Innovation and Incubation for the faculty members:</p> <ul style="list-style-type: none"> <li>• Dr Sarita Sachdeva, Dean Research</li> <li>• Dr. Pardeep Varshney Director MRIIC</li> <li>• Dr. Deepti Dabbas (Head, Department of Management Studies, FMS)</li> </ul> <p>The draft policy prepared by the</p>	<p><b>Dean Research presented the draft prepared by the committee on Policy for Research, Innovation and Incubation.</b></p> <p><b>It was appreciated by the members that it has been drafted in a balanced way by enlisting the incentives to the performers and minimum target to be achieved by all the faculty members as per their cadre and it was resolved that the same can be further presented in the forthcoming meeting of BoM for its approval after due ratification from Academic Council.</b></p>	<p>The Policy for Research, Innovation and Incubation was approved by Academic Council in its 26<sup>th</sup> meeting held on 17<sup>th</sup> September 2018 and was further ratified by BoM in its 26<sup>th</sup> meeting held on 30<sup>th</sup> Oct., 2018.</p> <p>The same has been notified by</p>

<p>committee members is presented for further expert views of the members.</p>		<p>the office of Registrar vide notification MRIIRS/DR-Admn/2018/800 dated 15.10.2018.</p>
<p><b>Agenda Item No. 14</b></p> <p>a. To present and discuss the Programme wise student intake proposed for next Academic Year along with the eligibility criteria and fee structure for AY 2019-20.</p> <p>b. To constitute a committee to draft a revised scholarship policy for AY2019-20 as per the recommendations of Admission Cell.</p>	<p>Dr. Naresh Grover (Dean Academics, MRIIRS) presented the proposed intake for next Academic Year along with the eligibility criteria and fee structure for AY 2019-20. The same was noted by the members and shall be submitted to the upcoming BoM for required approval. The committee to draft a revised scholarship policy was constituted as follows:</p> <ol style="list-style-type: none"> <li>1. Dr. Naresh Grover (Dean Academics, MRIIRS)</li> <li>2. Ms. Kannupriya Shekhar (Deputy Director, Admissions)</li> <li>3. Dr. Abhiruchi Passi (Associate Professor, ECE)</li> </ol>	<p>Sanctioned intake for various programmes along with eligibility criteria and fee structure for AY2019-20 was approved in 26<sup>th</sup> BoM held on 30<sup>th</sup> Oct 2020.</p> <p>The draft of scholarship policy shall be presented as separate Agenda item no. 9.</p>

Manav Rachna International  
 Institute of Research and Studies  
 Deemed to be University under section  
 3 of the UGC Act, 1956

**Proceedings of the 2<sup>nd</sup> 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 December 24<sup>th</sup>, 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. Mr. R.K Arora, Registrar
4. Dr. V.K Mahna, ED, Academic Excellence, MREI (Special Invitee)
5. Dr. Naresh Grover, Dean Academics, MRIIRS
6. Dr. Krishna Kant, ED & Dean FET
7. Dr. N.K Chadha, Professor and Chairperson R&D
8. Prof. Neemo Dhar, Dean FMeH
9. Dr. Chavi Bhargava, ED & Dean FBSS
10. Dr. Sarita Sachdeva, Dean Research and Dean FAS
11. Dr. Suresh Bedi, Dean FMS
12. Dr. S.S Tyagi, Dean FCA
13. Dr. Anil Sarin, Professor FCBS
14. Mr. Amit Bhatnagar, Director CRCMC
15. Ms. Gurjeet Chawla, Associate Dean Welfare, MRIIRS
16. Mr. Virender Narula, Associate Professor, FET
17. Ms. Manisha Grover, Coordinator IQAC
18. Ms. Mamta Kaushik, Dy Librarian
19. Special Invitees-Heads of different departments
20. Dr. Dipali Bansal, Director IQAC

**The proceedings for the meeting are as follows:**

At the outset, the Chairman welcomed the members to the meeting and apprised about the result of NBA inspection held on 24<sup>th</sup>-26<sup>th</sup> August, 2018. As per the report, four B.Tech Programmes of MRIIRS (CSE, ECE, Mechanical and Bio-Tech) got NBA accreditation for 3 academic years (From AY 2018-19 to AY 2020-21) under Tier-1. He congratulated the team and faculty members for their quality work.

**Agenda Item No. 1**

To confirm the minutes of the first meeting for the IQAC AY 2018-19 held on September 29, 2018 (minutes already circulated on October 11, 2018).

As no comments were received from any member, 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 September 29, 2018.

**Action Taken Report 1st Quarterly Meeting of IQAC (AY2018-19)**

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p><b>Agenda Item No 1:</b> To confirm the minutes of the last meeting of IQAC held on June 28, 2018 (minutes already circulated on July 4, 2018).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p><b>Agenda Item No 2:</b> To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on June 28, 2018.</p>	<p>The Action Taken Report (ATR) pertaining to different departments and administrative units of the university was approved. It was further decided as follows:                      c) <b>The HoDs</b> will ensure that all the decisions of IQAC are fully conveyed to the faculty members, students and the administrative staff.                      d) Resolved that the Handbooks (Student, Alumni, Recruiter's) will be completed in all respects by the respective committees.</p>	<p>c) Decision conveyed to all concerned.                       d) Drafts of Student, Alumni and Recruiters Handbooks were received and are presented as separate agenda item no. 3.</p>
<p><b>Agenda Item No.3</b>                      e. To present the Annual Report of Examination for perusal and approval of IQAC members.                      f. To present and discuss the Annual Report of the University for perusal and approval of IQAC members.                      g. To present and discuss the report on Anti-Ragging.                      h. To present and discuss the report on Student and Faculty induction programme.</p>	<p>✓ The Annual Report of the examination branch was presented by the Controller of Examination, MRIIRS.                      ✓ Annual report of the University was presented by Dr. MK Soni (PVC, MRIIRS).                      ✓ IQAC members appreciated the efforts of the involved team members and examination branch.                      ✓ No case of Ragging was noticed as updated by Mr. R K Arora (Registrar, MRIIRS)                      ✓ Faculty induction programme was organized on 4<sup>th</sup> Aug 2018. Three weeks student induction programme was organized from 9<sup>th</sup> -31<sup>st</sup> July 2018 as per the guidelines of AICTE.</p> <p><b>Resolved that the Annual Report of the Examination and Annual Report of the University be approved and may be presented in the upcoming meeting of BoM for ratification. It was also advised by the members that ICT integration in respect of generation of Admit Card for students for the End Semester through EMS should be initiated to ease the process of preparation and issuance of Admit Card.</b></p>	<p>Annual Report of the Examination and Annual Report of the University were ratified in 26<sup>th</sup> BoM held on 30<sup>th</sup> Oct 2018.                      The Process of generating Admit Card through EMS has been incorporated and the admit cards for the ongoing End Semester Examinations have been generated through EMS.</p>

<p><b>Agenda Item No.4</b> To initiate the process of ISO certification for three identified units: CRCMC, Library and Examination Branch.</p>	<ul style="list-style-type: none"> <li>✓ It was recommended that an agency to be hired for formal documentation of the application process and the application be made to a certified agency for the award of ISO certification.</li> <li>✓ 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.</li> </ul>	<p>Dr. Virender Narula shall be briefing on the progress of work of ISO certification in this meeting of IQAC and is taken up as the separate Agenda Item no. 4.</p>
<p><b>Agenda Item No. 5</b> To present the draft of revised policy on Teaching, Learning and Evaluation along with the Standard Operating Procedures for perusal and approval of IQAC.</p>	<p>The draft was presented by Dr. Geeta Nijhawan. She emphasized on the major modification to the effect that pending courses for students shall be run in the regular semester in the form of Previous Semester Courses (PSCs) instead of hitherto summer semester. Further, enhanced ICT enabled pedagogy in conjunction with conventional chalk and board format shall follow. Revised criteria of identification for advanced and slow learners, modification in weightage of continuous internal evaluation and end semester examination for students of Batch 2018 onwards were also specified.</p> <p>The presented draft was appreciated and approved by the IQAC members for subsequent implementation from AY2018-19 onwards after due approval in the forthcoming meeting of BoM.</p>	<p>The revised Policy on Teaching, Learning and Evaluation along with its Standard Operating Procedures (SoPs) was approved by BoM in its 26<sup>th</sup> meeting held on 30<sup>th</sup>Oct 2018 and was circulated among all the departments and Central Units for its subsequent deployment.</p>
<p><b>Agenda Item No 6:</b> To present and discuss the feedback analysis report of all stakeholders.</p>	<p>The feedback on curricula and generic facilities was collated during the month of July 2018. All the respective departments submitted the respective analysis reports and Action Taken Reports to Feedback on Curricula Committee. Dr. Rashmi (Member Secretary- feedback on Curricula Committee) presented the compiled Feedback Report with the details of proposed new courses, new programmes and new value-added courses as per the suggestions of different stakeholders.</p> <p>The suggestions/recommendations made by different stakeholders and as recommended by committee on Feedback on Curricula were approved in IQAC and it was resolved that the same shall be sent to respective Head of the Departments for its due deliberation in their next BoS. The suggestions/recommendations made on generic</p>	<p>Approved recommendations made by Feedback on Curricula Committee were shared with all the respective Heads of the departments for their due deliberations in their next BoS and subsequent approval in Academic Council.</p>

	facilities to be sent to the respective administrative heads for its implementations.	The suggestions/ recommendations made on generic facilities were communicated to the respective administrative heads for its implementations.
<p><b>Agenda Item No. 7:</b> To initiate the process of collecting Feedback on Curricula and Generic Facilities (For AY2018-19) in online mode through i-cloud EMS.</p>	Resolved that central EMS team will do the needful within 2 weeks. Dr. Naresh Grover (Dean Academics-MRIIRS to get the same implemented across the University.	<p>The whole process was deployed successfully through i-cloud EMS.</p> <p>Feedback on Curricula and Generic Facilities for odd semester of AY2018-19 was collated successfully through i-cloud EMS.</p>
<p><b>Agenda Item No. 8:</b> c. To present the admission status. d. To present the status of placements as on date.</p>	Ms. Kannupriya Shekhar presented the programme wise admission status as on date. The placement status for student batch passing in June 2018 was presented by Mr. Amit Bhatnagar, Director CRCMC for information of all the members of IQAC.	<p>Final admission report is presented as separate Agenda Item no. 5a.</p> <p>Placement status for student batch passing in June 2018 is presented as separate Agenda Item no. 5b.</p>
<p><b>Agenda Item No. 11</b> To consider the modalities for implementation of the UGC Quality Mandate 2018.</p>	The responsibility was assigned for the various UGC mandate points to different Committees/HODs.	The different tasks under the mandate were allocated to the different committees/HoDs. Action Taken

		<p>Reports on the same have been received by the IQAC.</p> <p>Adoption of five Villages namely Mohna, Maujpur, Hirapur, Nariyala and Panhera Khurd of Faridabad district, multiple cleanliness drives under Swacch Bharat Abhiyaan, Health Camps/ Blood Donations Camps, activities towards environment protection and women empowerment are being conducted regularly.</p>
<p><b>Agenda Item No. 10</b> To participate in NIRF-India Ranking 2019 and discuss the preparation for the same.</p>	<p>It was resolved that the process shall be initiated by Dr. Naresh Grover (Dean Academics, MRIIRS). All the departments shall provide complete support for data collation and verification.</p>	<p>Details have been uploaded on NIRF portal under the following categories after data collation</p> <ul style="list-style-type: none"> <li>• Engineering</li> <li>• Management and</li> <li>• Overall.</li> </ul>
<p><b>Agenda Item No. 11</b> To prepare and submit the Annual Quality Assurance Report (AQAR) for AY2017-18 as per the revised NAAC guidelines dated 23.05.2018 for IQAC and AQAR.</p>	<p>Dr. Suresh Bedi presented the draft of AQAR of AY2017-18 prepared as per the revised guidelines of IQAC and AQAR. It was resolved that the same shall be completed within a month time. The final draft shall be submitted to upcoming BoM for subsequent approval. The final approved copy of AQAR shall be submitted to NAAC.</p>	<p>Final draft of AQAY for AY 2017-18 got approved in 26<sup>th</sup> BoM held on 30<sup>th</sup> Oct 2018.</p> <p>The same shall be submitted to NAAC before 31<sup>st</sup></p>

		Dec 2018.
<p><b>Agenda Item No.12</b> To discuss the mode of implementation of the mandatory teachers/leadership/management training programme for all educational administrators of the University.</p>	<p>C. Resolved that Director IQAC will identify opportunities for teachers/leadership/management training by institutions such 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.</p> <p>D. Further resolved that all existing full time regular teachers of MRIIRS will be motivated to undertake annual refresher training conducted by 75 (as of now) National Resource Centers (NRCs) notified by the HRD Ministry for online refresher programme for higher education faculty through SWAYAM. Concerned <b>HoDs</b> 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.</p>	<p>Decision conveyed to all concerned. Faculty members are regularly getting enrolled themselves in multiple training programmes. A Management Development Program is planned to be organized by FMS during the next quarter. Details are as below:</p> <p><b>Title of MDP:</b> Organization Development and Team Building <b>Proposed Date:</b> 27<sup>th</sup> April 2019 <b>Name of the Company:</b> Express Housekeepers Pvt. Ltd.</p>
<p><b>Agenda Item No. 13</b> To consider and approve the draft Policy for Research, Innovation and Incubation. A committee of the following members was constituted to prepare the draft Policy for Research, Innovation and Incubation for the faculty members:</p> <ul style="list-style-type: none"> <li>• Dr Sarita Sachdeva, Dean Research</li> <li>• Dr. Pardeep Varshney Director MRIIC</li> <li>• Dr. Deepti Dabbas (Head, Department of Management Studies, FMS)</li> </ul> <p>The draft policy prepared by the</p>	<p><b>Dean Research presented the draft prepared by the committee on Policy for Research, Innovation and Incubation.</b></p> <p><b>It was appreciated by the members that it has been drafted in a balanced way by enlisting the incentives to the performers and minimum target to be achieved by all the faculty members as per their cadre and it was resolved that the same can be further presented in the forthcoming meeting of BoM for its approval after due ratification from Academic Council.</b></p>	<p>The Policy for Research, Innovation and Incubation was approved by Academic Council in its 26<sup>th</sup> meeting held on 17<sup>th</sup> September 2018 and was further ratified by BoM in its 26<sup>th</sup> meeting held on 30<sup>th</sup> Oct., 2018.</p> <p>The same has been notified by</p>



committee members is presented for further expert views of the members.		the office of Registrar vide notification MRIIRS/DR-Admn/2018/800 dated 15.10.2018.
<p><b>Agenda Item No. 14</b></p> <p>c. To present and discuss the Programme wise student intake proposed for next Academic Year along with the eligibility criteria and fee structure for AY 2019-20.</p> <p>d. To constitute a committee to draft a revised scholarship policy for AY2019-20 as per the recommendations of Admission Cell.</p>	<p>Dr. Naresh Grover (Dean Academics, MRIIRS) presented the proposed intake for next Academic Year along with the eligibility criteria and fee structure for AY 2019-20. The same was noted by the members and shall be submitted to the upcoming BoM for required approval. The committee to draft a revised scholarship policy was constituted as follows:</p> <p>4. Dr. Naresh Grover (Dean Academics, MRIIRS)</p> <p>5. Ms. Kannupriya Shekhar (Deputy Director, Admissions)</p> <p>6. Dr. Abhiruchi Passi (Associate Professor, ECE)</p>	<p>Sanctioned intake for various programmes along with eligibility criteria and fee structure for AY2019-20 was approved in 26<sup>th</sup> BoM held on 30<sup>th</sup> Oct 2020.</p> <p>The draft of scholarship policy shall be presented as separate Agenda item no. 9.</p>

The action taken report was approved.

### Agenda Item No.3

To review the progress for preparing the handbooks for different Stakeholders

(a) Handbook for Students, (b) Handbook for Recruiters, (c) Handbook for Alumni

Ms Kanupriya present the rough cut draft of handbook of students and alumni, Ms Rakhi presented the rough cut draft of Handbook for Recruiters.

The members gave certain suggestions and additional points to be incorporated in all the Handbooks and it was resolved that the revised handbooks be again presented after its review by the following committee:

1. Dr. V.K Mahna (Chairperson)
2. Dr. Naresh Grover
3. Dr. Dipali Bansal

### Agenda Item No.4

To report the progress on the work of ISO certification for Library, CRCMC and the office of COE.

Dr. Virender Narula gave a brief account of the progress of work of ISO certification for Library, CRCMC and Examination Branch.

A meeting was conducted to impart awareness wrt ISO certification on October 12, 2018 at 2:00 P.M. under the chairmanship of Pro-Vice Chancellor Prof. (Dr.) M K Soni. The organizational structure and process flow of each identified unit was discussed in detail.

- ✓ A Lead Auditor training program was attended by Dr. Narula from Nov 13-17, 2018 as organized by BSI Training Academy.
- ✓ Visit of CRCMC and Library was conducted by respective committee members on 17<sup>th</sup> Nov 2018 to deliberate on the prepared documentation of both the units.
- ✓ Awareness Workshop on ISO 9001:2015 for Central Library, Examination Cell, CRCMC was conducted on 11<sup>th</sup> Dec, 2018 by Dr. Virender Narula.

It was reported that the work related to CRCMC needs to be expedited so that a collective application for the certification of all the three units could be made. Quality Manual is to be shared with all the three units to be prepared for pre-internal assessment of ISO. It was resolved that the documentation work should be completed by the end of February 2019.

#### Agenda Item No.5

- a. To present the Admission Report for AY 2018-19.
  - b. To present the Placement status including Higher Studies for the student batch passed in June 2018.
- ✓ Admission Report for AY2018-19 was presented by Ms. Kannupriya Shekhar. (Annexure Ia)
  - ✓ Placement status including Higher Studies for the student batch passed in June 2018 was presented by Ms. Rakhi, DGM-CRC. (Annexure Ib)

The highest package recorded for this particular batch recorded till date was 15Lacs per Annum (Company: Paytm).

#### Agenda Item No.6

To discuss the Academic Calendar of even semester of AY2018-19 for perusal and approval of IQAC members. **Annexure II**

Academic Calendar for even semester of AY2018-19 was presented by Dr. Naresh Grover (Dean Academics, MRIIRS). Academic calendar was approved by the IQAC members and same shall be shared with the Department Heads and Central Units for subsequent implementation.

#### Agenda Item No. 7

To present the convocation report of the year 2017-18. **Annexure III**

Mr. N K Sharma (CoE, MRIIRS) presented the convocation report of the University. He apprised the house that MRIIRS has organized its 6<sup>th</sup> Convocation for the pass-out batches of 2017 and 2018 on Nov 16, 2018.

67 medals were given for exemplary performance to the students. Prof Anil D. Sahasrabudhe, Chairman-All India Council for Technical Education (AICTE) presided over the solemn ceremony as the Chief Guest.

All the members appreciated the successful conduct of the Convocation Ceremony for two batches in a very smooth manner.

#### Agenda Item No. 8

To start the practice of showing answer scripts to the students after End Semester Examination.

The proposed Standard Operating Procedures (SoPs) for showing of Answer Scripts to the students of MRIIRS were approved as presented and submitted by CoE, MRIIRS. It was resolved that the same may be circulated to the respective departments and process be initiated w.e.f. Dec 2018 End Semester Examination itself. Annexure IV

#### Agenda Item No.9

- a. To present and discuss the proposed budget for next Academic Year. **Annexure VI**
- b. To present and discuss the revised scholarship policy for perusal and approval of IQAC. **Annexure V**

Dr. Naresh Grover (Dean Academics, MRIIRS) presented the proposed budget for the next Academic Year and deliberated in the meeting.

It was appreciated and endorsed by the members and resolved that the new Scholarships Policy with additional provisions may be further presented in the upcoming meeting of BoM for its approval. The proposed budget may also be presented in the forthcoming meeting of Finance Committee for its provision in the budget for next Financial Year.

#### Agenda Item No.10

##### Any other Item

It was suggested that the format of departmental Academic & Administrative Audit (AAA) need to be revised as per NAAC criteria. It was resolved that Dr Dipali Bansal Director IQAC should prepare the formats by associating Dr Rashmi Agrawal Professor Computer Applications and Dr Rashima Mahajan Assoc. Prof. CSE and present the same in the next meeting of IQAC.

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

-Sd/-  
Dr. Dipali Bansal  
Director IQAC

**Action Taken Report 2<sup>nd</sup> Quarterly Meeting of IQAC (AY2018-19)**

<b>Agenda Item No.</b>	<b>Decisions Taken</b>	<b>Follow-up Action Taken</b>
<p><b>Agenda Item No 1:</b> To confirm the minutes of the last meeting of IQAC held on September 29, 2018 (minutes already circulated on October 11, 2018).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p><b>Agenda Item No 2:</b> To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on September 29, 2018.</p>	<p>The action taken report was approved.</p>	<p>No action is required.</p>
<p><b>Agenda Item No.3</b> To review the progress for preparing the handbooks for different Stakeholders (a) Handbook for Students, (b) Handbook for Recruiters, (c) Handbook for Alumni</p>	<p>Ms Kanupriya presented the rough-cut draft of handbook of students and alumni, Ms Rakhi presented the rough-cut draft of Handbook for Recruiters.</p> <p>The members gave certain suggestions and additional points to be incorporated in all the Handbooks and it was resolved that the revised handbooks be again presented after its review by the following committee:</p> <ol style="list-style-type: none"> <li>1. Dr. V.K Mahna (Chairperson)</li> <li>2. Dr. Naresh Grover</li> <li>3. Dr. Dipali Bansal</li> </ol>	<p>Student Hand book is in its final shape being prepared by Ms. Kanupriya, Student Facilitation Centre (SFC) in consultation with Dr. Naresh Grover (Dean-Academics, MRIIRS)</p> <p>Recruiter's Hand book is in its final shape being prepared by Ms. Rakhi, DGM-CRC.</p> <p>Alumni Hand book is being drafted by Student Facilitation Centre (SFC).</p>
<p><b>Agenda Item No.4</b> a. To report the progress on the work of ISO certification for Library, CRCMC and the office of COE. b. To conduct the pre-internal assessment of Library, CRCMC and Examination Branch for ISO certification.</p>	<p>Dr. Virender Narula gave a brief account of the progress of work of ISO certification for Library, CRCMC and Examination Branch.</p> <p>It was reported that the work related to CRCMC needs to be expedited so that a collective application for the certification of all the three units could be made. Quality manual to be shared with all the three units to be prepared for pre-internal assessment of ISO. It was resolved that the</p>	<p>An Internal Committee was formed to conduct the pre internal assessment of Library (Annexure-I) and CRCMC (Annexure-II).</p> <p>ISO 9001:2015 Internal Auditor workshop for Central Library, Examination Cell, CRCMC was conducted on 29<sup>th</sup> Jan 2019.</p> <p>Quality manual was shared with COE to prepare for pre internal</p>

	documentation work should be completed by the end of February 2019.	assessment of ISO.
<b>Agenda Item No.5</b> a. To present the Admission Report for AY 2018-19. 4. To present the Placement status including Higher Studies for the student batch passed in June 2018.	<ul style="list-style-type: none"> <li>✓ Admission Report for AY2018-19 was presented by Ms. Kannupriya Shekhar.</li> <li>✓ Placement status including Higher Studies for the student batch passed in June 2018 was presented by Ms. Rakhi, DGM-CRC.</li> </ul> <p>The highest package recorded for this particular batch recorded till date is 15Lacs per Annum (Company: Paytm).</p>	No action required.
<b>Agenda Item No.6</b> To discuss the Academic Calendar of even semester of AY2018-19 for perusal and approval of IQAC members.	Academic Calendar for even semester of AY2018-19 was presented by Dr. Naresh Grover (Dean Academics, MRIIRS). Academic calendar was approved by the IQAC members and same shall be shared with the Department Heads and Central Units for subsequent implementation.	Shared with all HoDs and Central Units for its effective implementation.
<b>Agenda Item No. 7</b> To present the convocation report of the year 2017-18.	Mr. N K Sharma (CoE, MRIIRS) presented the convocation report of the University. He apprised the house that MRIIRS has organized its 6 <sup>th</sup> Convocation for the pass-out batches of 2017 and 2018 on Nov 16, 2018.  67 medals were given for exemplary performance to the students. Prof Anil D. Sahasrabudhe, Chairman-All India Council for Technical Education (AICTE) presided over the solemn ceremony as the Chief Guest.  All the members appreciated the successful conduct of the Convocation Ceremony for two batches in a very smooth manner	No action required.
<b>Agenda Item No. 8</b>		

<p>To start the practice of showing answer scripts to the students after End Semester Examination.</p>	<p>The proposed Standard Operating Procedures (SoPs) for showing of Answer Scripts to the students of MRIIRS were approved as submitted by CoE, MRIIRS. It was resolved that the same to be circulated with the respective departments and process to be initiated w.e.f. Dec 2018 End Semester Examination itself.</p>	<p>Implemented successfully.</p> <p>Introduction of the Open House: wherein End Semester Answer Sheets were shown to the concerned students and any anomaly in totaling or unmarked questions were raised in a prescribed format. Corrections were carried out by the concerned Supdt. (Valuation) and revised award lists were sent to Examination branch.</p> <p>A considerable decrease in the count of Revaluation applications is witnessed.</p>
<p><b>Agenda Item No.9</b></p> <p>a. To present and discuss the proposed budget for next Academic Year.</p> <p>b. To present and discuss the revised scholarship policy for perusal and approval of IQAC.</p>	<p>Dr. Naresh Grover (Dean Academics, MRIIRS) presented the proposed budget for the next Academic Year and deliberated in the meeting.</p> <p>It was appreciated and endorsed by the members and resolved that the new Scholarships Policy with additional provisions may be further presented in the upcoming meeting of BoM for its approval. The proposed budget may also be presented in the forthcoming meeting of Finance Committee for its provision in the budget for next Financial Year.</p>	<p>New Scholarships Policy with additional provisions were approved in the 27<sup>th</sup> BoM meeting held on 25<sup>th</sup> Jan 2019.</p>
<p><b>Agenda Item No.10</b></p> <p>Any other Item</p> <p>It was suggested that the format of Departmental Academic &amp; Administrative Audit (AAA) need to revised as per NAAC criteria.</p>	<p>It was resolved to Dr Dipali Bansal Director IQAC should prepare the formats by associating Dr Rashmi Agrawal Professor Computer Applications and Dr Rashima Mahajan Assoc. Prof. CSE and present the same in the next meeting of IQAC.</p>	<p>The revised formats for Departmental Academic &amp; Administrative Audit (AAA) need to be revised as per NAAC criteria have been prepared and are presented as a separate Agenda Item No. 4 in this meeting</p>

**Proceedings of the 3<sup>rd</sup> 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 April 06<sup>th</sup> 2019.**

**The following members attended the meeting:**

Dr. Sanjay Srivastava- In Chair,  
Dr. M. K. Soni, PVC,  
Sh. R. K. Arora, Registrar,  
Dr. Chhavi Bhargava Sharma, ED & Dean FBSS,  
Dr. S. S. Tyagi Dean FCA,  
Dr. Sunil Arora Dean FAD,  
Dr. Nand Lal Dhamija, Dean FMS,  
Dr. Aparna Prashant Goyal, Dean FCBS,  
Dr. Neemo Dhar, Dean FMeH,  
Dr. N. K. Chaddha, Chairman CPD,  
Dr. Sarita Sachdeva, Dean Research,  
Dr. Geeta Nijhawan, Assoc. Dean FET,  
Sh. S. K. Saluja, Director HM,  
Dr. Devendra Vashisht, HOD Auto,  
Dr. Sadiqa Abbas, HOD Civil,  
Dr. Suresh Kumar, HOD CSE,  
Dr. Abhiruchi Passi, HOD ECE,  
Dr. Anita Khosla, HOD EEE,  
Dr. Manu Srivastava, HOD Mech,  
Dr. Abhilasha Shourie, HOD BT,  
AIR CMDE Devender Sharma, HOD Aero,  
Dr. Divya Sanghi, HOD N&D,  
Sh. Sushil Kumar Pashricha, HOD BS,  
Dr. Jayender Verma, HOD Com,  
Sh. Manoj Raut, HOD J&MC,  
Dr. Shivani Vashisht, HOD Eng,  
Dr. Shaveta Bhatia, HOD FCA,  
Dr. Deepti Dabas Hazarika, HOD Mgmnt,  
Ms. Ritika Singh, HOD HM,  
Sh. S. K. Surya, HOD FAD,  
Dr. Nimai Das, HOD Eco,  
Dr. K. M. Tripathi, HOD Psy,  
Dr. Vijay Kumar, HOD Maths,  
Dr. Jyoti Chawla, HOD Chem,  
Dr. Devi Singh, HOD Phy,  
Dr. Brijesh Kumar, HOD CSE,  
Ms. Gurjeet Chawla, ADSW,  
Sh. N. K. Sharma, CoE,  
Dr. Vikram Sharma, Librarian,  
Ms. Rakhi Arora, DGM CRC,  
Sh. Gautam Srivastava, Head CDC,  
Dr. Dipali Bansal, Director IQAC

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

**The decisions taken in the meeting were as follows:**

**Agenda Item No.1**

To confirm the minutes of the 2<sup>nd</sup> quarterly meeting of IQAC held on December 24, 2018 (Proceedings already circulated on January 08, 2019).

The minutes of 2<sup>nd</sup> Quarterly meeting were confirmed as no comments were received from any member of IQAC.

**Agenda Item No. 2.**

To consider and approve the ATR on the decisions taken in the 2<sup>nd</sup> quarterly meeting of IQAC held on December 24, 2018.

**Action Taken Report 2<sup>nd</sup> Quarterly Meeting of IQAC (AY2018-19)**

<b>Agenda Item No.</b>	<b>Decisions Taken</b>	<b>Follow-up Action Taken</b>
<p><b>Agenda Item No 1:</b> To confirm the minutes of the last meeting of IQAC held on September 29, 2018 (minutes already circulated on October 11, 2018).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p><b>Agenda Item No 2:</b> To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on September 29, 2018.</p>	<p>The action taken report was approved.</p>	<p>No action is required.</p>
<p><b>Agenda Item No.3</b> To review the progress for preparing the handbooks for different Stakeholders (a) Handbook for Students, (b) Handbook for Recruiters, (c) Handbook for Alumni</p>	<p>Ms Kanupriya presented the rough-cut draft of handbook of students and alumni, Ms Rakhi presented the rough-cut draft of Handbook for Recruiters.</p> <p>The members gave certain suggestions and additional points to be incorporated in all the Handbooks and it was resolved that the revised handbooks be again presented after its review by the following</p>	<p>Student Hand book is in its final shape being prepared by Ms. Kanupriya, Student Facilitation Centre (SFC) in consultation with Dr. Naresh Grover (Dean-Academics, MRIIRS)</p> <p>Recruiter's Hand book is in its final shape being prepared by Ms. Rakhi, DGM-CRC.</p> <p>Alumni Hand book is being</p>



	<p>committee:</p> <ol style="list-style-type: none"> <li>5. Dr. V.K Mahna (Chairperson)</li> <li>6. Dr. Naresh Grover</li> <li>7. Dr. Dipali Bansal</li> </ol>	<p>drafted by Student Facilitation Centre (SFC).</p>
<p><b>Agenda Item No.4</b></p> <p>c. To report the progress on the work of ISO certification for Library, CRCMC and the office of COE.</p> <p>d. To conduct the pre-internal assessment of Library, CRCMC and Examination Branch for ISO certification.</p>	<p>Dr. Virender Narula gave a brief account of the progress of work of ISO certification for Library, CRCMC and Examination Branch.</p> <p>It was reported that the work related to CRCMC needs to be expedited so that a collective application for the certification of all the three units could be made. Quality manual to be shared with all the three units to be prepared for pre-internal assessment of ISO. It was resolved that the documentation work should be completed by the end of February 2019.</p>	<p>An Internal Committee was formed to conduct the pre internal assessment of Library (Annexure-I) and CRCMC (Annexure-II).</p> <p>ISO 9001:205 Internal Auditor workshop for Central Library, Examination Cell, CRCMC was conducted on 29<sup>th</sup> Jan 2019.</p> <p>Quality manual was shared with COE to prepare for pre internal assessment of ISO.</p>
<p><b>Agenda Item No.5</b></p> <p>b. To present the Admission Report for AY 2018-19.</p> <p>8. To present the Placement status including Higher Studies for the student batch passed in June 2018.</p>	<ul style="list-style-type: none"> <li>✓ Admission Report for AY2018-19 was presented by Ms. Kannupriya Shekhar.</li> <li>✓ Placement status including Higher Studies for the student batch passed in June 2018 was presented by Ms. Rakhi, DGM-CRC.</li> </ul> <p>The highest package recorded for this particular batch recorded till date is 15Lacs per Annum (Company: Paytm).</p>	<p>No action required.</p>
<p><b>Agenda Item No.6</b></p> <p>To discuss the Academic Calendar of even semester of AY2018-19 for perusal and approval of IQAC members.</p>	<p>Academic Calendar for even semester of AY2018-19 was presented by Dr. Naresh Grover (Dean Academics, MRIIRS). Academic calendar was approved by the IQAC members and same shall be shared with the Department Heads and Central Units for subsequent implementation.</p>	<p>Shared with all HoDs and Central Units for its effective implementation.</p>

<p><b>Agenda Item No. 7</b> To present the convocation report of the year 2017-18.</p>	<p>Mr. N K Sharma (CoE, MRIIRS) presented the convocation report of the University. He apprised the house that MRIIRS has organized its 6<sup>th</sup> Convocation for the pass-out batches of 2017 and 2018 on Nov 16, 2018.</p> <p>67 medals were given for exemplary performance to the students. Prof Anil D. Sahasrabudhe, Chairman-All India Council for Technical Education (AICTE) presided over the solemn ceremony as the Chief Guest.</p> <p>All the members appreciated the successful conduct of the Convocation Ceremony for two batches in a very smooth manner</p>	<p>No action required.</p>
<p><b>Agenda Item No. 8</b> To start the practice of showing answer scripts to the students after End Semester Examination.</p>	<p>The proposed Standard Operating Procedures (SoPs) for showing of Answer Scripts to the students of MRIIRS were approved as submitted by CoE, MRIIRS. It was resolved that the same to be circulated with the respective departments and process to be initiated w.e.f. Dec 2018 End Semester Examination itself.</p>	<p>Implemented successfully.</p> <p>Introduction of the Open House: wherein End Semester Answer Sheets were shown to the concerned students and any anomaly in totaling or unmarked questions were raised in a prescribed format. Corrections were carried out by the concerned Supdt. (Valuation) and revised award lists were sent to Examination branch.</p> <p>A considerable decrease in the count of Revaluation applications is witnessed.</p>
<p><b>Agenda Item No.9</b> c. To present and discuss the proposed budget for next Academic Year. d. To present and discuss the revised scholarship policy for perusal and approval of IQAC.</p>	<p>Dr. Naresh Grover (Dean Academics, MRIIRS) presented the proposed budget for the next Academic Year and deliberated in the meeting.</p> <p>It was appreciated and endorsed by the members and resolved that the new Scholarships Policy with additional provisions may be further</p>	<p>New Scholarships Policy with additional provisions were approved in the 27<sup>th</sup> BoM meeting held on 25<sup>th</sup> Jan 2019.</p>

	presented in the upcoming meeting of BoM for its approval. The proposed budget may also be presented in the forthcoming meeting of Finance Committee for its provision in the budget for next Financial Year.	
<b>Agenda Item No.10</b> Any other Item It was suggested that the format of Departmental Academic & Administrative Audit (AAA) need to be revised as per NAAC criteria.	It was resolved to Dr Dipali Bansal Director IQAC should prepare the formats by associating Dr Rashmi Agrawal Professor Computer Applications and Dr Rashima Mahajan Assoc. Prof. CSE and present the same in the next meeting of IQAC.	The revised formats for Departmental Academic & Administrative Audit (AAA) need to be revised as per NAAC criteria have been prepared and are presented as a separate Agenda Item No. 4 in this meeting

The action taken report was approved.

### **Agenda Item No. 3.**

#### **To discuss the formats of SSR as per revised guidelines and parameters of NAAC**

Dr. Dipali Bansal, Director IQAC gave a detailed presentation on the various criteria of NAAC as per revised format.

She stressed on the need of enhancing citation index and h-index of the institution and publication based on Scopus & WoS. She requested the members to organize a greater number of corporate trainings and sessions on IPR and industry-academia interactions/workshops. She requested departments to promote the culture of nominating faculty members for FDPs/STC/Refresher/Orientation programs in reputed institutes.

**It was resolved that the culture of quality research and publications to be inculcated in the faculty members, a greater number of in house FDPs must be organized and the culture of attending outstation FDPs/STCs/Orientation programs must be promoted.**

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

#### **To consider and approve the re-designed format of departmental Academic & Administrative Audit (AAA). Annexure III**

The Director IQAC along with committee members, prepared the draft of revised format of departmental Academic & Administrative Audit (AAA) and are presented as annexed as Annexure III for its consideration and approval

**The re-designed formats of departmental Academic & Administrative Audit (AAA) were discussed and few suggestions were recommended to be incorporated as per the revised guidelines of NAAC. The finalized formats are required to be presented during the next meeting.**

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

To review the documents for pre internal assessment for ISO for the Examination Branch.

**Dr. Virender Narula and team shared the quality manual and accordingly Dr. Virender Narula was deputed to assist the Office of COE in preparing for internal ISO audit.**

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

To constitute the committee to draft the revised policy of Mentorship along with SoPs. University is planning to implement the Vertical Mentorship system from next Academic Year AY 2019-20.

Committee of following members was constituted to draft the policy and SoPs:

1. Dr. S. S. Tyagi Dean FCA
2. Dr. Leena G Professor EEE
3. Dr. Amit Seth Professor FMS

**It was resolved that the draft of Policy be presented in the next meeting of IQAC.**

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

To update IQAC members about Participation in NIRF ranking 2019.

It was updated by Director, IQAC that MRIIRS participated in NIRF under the category of Engineering, Management and Overall and ranked 164 for Engineering and 151-200 for Overall Category.

**All the members noted with appreciations and it was suggested that the best efforts should be made to improve the ranking in the next year 2020.**

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

**Any other item with the permission of the Chair.**

Keeping in view the relieving of some of the members of the existing IQAC and joining of some new senior faculty members, it was proposed to re-constitute IQAC by inducting some more internal and external members as per the guidelines of NAAC.

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

**-Sd/-**

**Dipali Bansal  
Director IQAC**

### Action Taken Report 3<sup>rd</sup> Quarterly Meeting of IQAC (AY2018-19)

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p><b>Agenda Item No 1:</b> To confirm the minutes of the last meeting of IQAC held on December 24, 2018 (Proceedings already circulated on January 08, 2019).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p><b>Agenda Item No 2:</b> To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on December 24, 2018.</p>	<p>The action taken report was approved.</p>	<p>No action is required.</p>
<p><b>Agenda Item No. 3.</b> To discuss the formats of SSR as per revised guidelines and parameters of NAAC</p>	<p>It was resolved that the culture of quality research and publications to be inculcated in the faculty members, more number of in house FDPs must be organized and the culture of attending outstation FDPs/STCs/Orientation programs must be promoted.</p>	<p>Detailed presentation was made and shared. <b>Annexure I</b></p> <p>Session on Outcome Based Education (OBE) was conducted by Dr. I.K. Bhat, V.C MRU. <b>Annexure-II</b></p> <p>Series of session on research awakening were organized. The Resource was Dr. Y.K. Awasthi, Assoc Prof. ECE, <b>Annexure-II.</b></p> <p>Series of in house FDPs were conducted. <b>Annexure II</b></p> <p>Faculty members were nominated to attend outstation programs. <b>Annexure-III</b></p>
<p><b>Agenda Item No.4.</b> To consider and approve the re-designed format of departmental Academic &amp; Administrative Audit (AAA).</p>	<p>The re-designed formats of departmental Academic &amp; Administrative Audit (AAA) were discussed and few suggestions were recommended to be incorporated as per the revised guidelines of NAAC. The finalized formats are required to be presented during the next meeting.</p>	<p>Format of Academic &amp; Administration Audit (AAA) was finalized and received. Draft <b>(Annexure IV)</b> is presented as separate Agenda Item No. 5.</p>

<p><b>Agenda Item No.5.</b> To review the documents for pre internal assessment for ISO for Office of COE.</p>	<p>Dr. Virender Narula &amp; team shared the quality manual and accordingly Dr. Virender Narula was deputed to assist the Office of COE in preparing for internal ISO audit.</p>	<p>Dr. Virender Narula and team have been visiting the office of COE and the Office of COE is preparing the final documents for ISO.</p>
<p><b>Agenda Item No. 6</b> To constitute the committee to draft the revised policy of Mentorship along with SoPs. University is planning to implement the Vertical Mentorship system from next Academic Year AY 2019-20.</p>	<p>Committee of following members was constituted to draft the policy and SoPs:</p> <ol style="list-style-type: none"> <li>1. Dr. S. S. Tyagi Dean FCA</li> <li>2. Dr. Leena G Professor EEE</li> <li>3. Dr. Amit Seth Professor FMS</li> </ol> <p>It was resolved that the draft of Policy be presented in the next meeting of IQAC.</p>	<p>Draft is received and is presented as separate Agenda Item no. 13.</p>
<p><b>Agenda Item No.7</b> To update IQAC members about Participation in NIRF ranking 2019. It was updated by Director, IQAC that MRIIRS participated in NIRF under the category of Engineering, Management and Overall and ranked 164 for Engineering and 151-200 for Overall Category.</p>	<p>All members of IQAC noted with appreciations and it was suggested that the best efforts should be made to improve the ranking in the next year 2020.</p>	<p>No action required.</p>
<p><b>Agenda Item No. 8</b> To reconstitute IQAC</p>	<p>Keeping in view the relieving of some of the members of the existing IQAC and joining of some new senior faculty members, it was proposed to re-constitute IQAC by inducting some more internal and external members as per the guidelines of NAAC.</p>	<p>IQAC has been reconstituted and notified.</p>

## Proceedings - 4<sup>th</sup> Quarterly meeting of IQAC (Academic Year 2018-19)

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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 11.30am 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

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 15<sup>th</sup>, 2019).

**The minutes of previous meeting of 3<sup>rd</sup> quarterly meeting of IQAC held on April 06<sup>th</sup>2019 were confirmed as no comments were received from any member.**

**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.

**Action Taken Report 3<sup>rd</sup> Quarterly Meeting of IQAC (AY2018-19)**

<b>Agenda Item No.</b>	<b>Decisions Taken</b>	<b>Follow-up Action Taken</b>
<p><b>Agenda Item No 1:</b> To confirm the minutes of the last meeting of IQAC held on December 24, 2018 (Proceedings already circulated on January 08, 2019).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p><b>Agenda Item No 2:</b> To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on December 24, 2018.</p>	<p>The action taken report was approved.</p>	<p>No action is required.</p>
<p><b>Agenda Item No. 3.</b> To discuss the formats of SSR as per revised guidelines and parameters of NAAC</p>	<p>It was resolved that the culture of quality research and publications to be inculcated in the faculty members, more number of in house FDPs must be organized and the culture of attending outstation FDPs/STCs/Orientation programs must be promoted.</p>	<p>Detailed presentation was made and shared. <b>Annexure I</b></p> <p>Session on Outcome Based Education (OBE) was conducted by Dr. I.K. Bhat, V.C MRU. <b>Annexure-II</b></p> <p>Series of session on research awakening were organized. The Resource was Dr. Y.K. Awasthi, Assoc Prof. ECE, <b>Annexure-II.</b></p> <p>Series of in house FDPs were conducted. <b>Annexure II</b></p> <p>Faculty members were</p>



		nominated to attend outstation programs. <b>Annexure-III</b>
<p><b>Agenda Item No.4.</b> To consider and approve the re-designed format of departmental Academic &amp; Administrative Audit (AAA).</p>	<p>The re-designed formats of departmental Academic &amp; Administrative Audit (AAA) were discussed and few suggestions were recommended to be incorporated as per the revised guidelines of NAAC. The finalized formats are required to be presented during the next meeting.</p>	<p>Format of Academic &amp; Administration Audit (AAA) was finalized and received. Draft (<b>Annexure IV</b>) is presented as separate Agenda Item No. 5.</p>
<p><b>Agenda Item No.5.</b> To review the documents for pre internal assessment for ISO for Office of COE.</p>	<p>Dr. Virender Narula &amp; team shared the quality manual and accordingly Dr. Virender Narula was deputed to assist the Office of COE in preparing for internal ISO audit.</p>	<p>Dr. Virender Narula and team have been visiting the office of COE and the Office of COE is preparing the final documents for ISO.</p>
<p><b>Agenda Item No. 6</b> To constitute the committee to draft the revised policy of Mentorship along with SoPs. University is planning to implement the Vertical Mentorship system from next Academic Year AY 2019-20.</p>	<p>Committee of following members was constituted to draft the policy and SoPs:</p> <ol style="list-style-type: none"> <li>4. Dr. S. S. Tyagi Dean FCA</li> <li>5. Dr. Leena G Professor EEE</li> <li>6. Dr. Amit Seth Professor FMS</li> </ol> <p>It was resolved that the draft of Policy be presented in the next meeting of IQAC.</p>	<p>Draft is received and is presented as separate Agenda Item no. 13.</p>
<p><b>Agenda Item No.7</b> To update IQAC members about Participation in NIRF ranking 2019. It was updated by Director, IQAC that MRIIRS participated in NIRF under the category of Engineering, Management and Overall and ranked 164 for Engineering and 151-200 for Overall Category.</p>	<p>All members of IQAC noted with appreciations and it was suggested that the best efforts should be made to improve the ranking in the next year 2020.</p>	<p>No action required.</p>

<b>Agenda Item No. 8</b> To reconstitute IQAC	Keeping in view the relieving of some of the members of the existing IQAC and joining of some new senior faculty members, it was proposed to re-constitute IQAC by inducting some more internal and external members as per the guidelines of NAAC.	IQAC has been reconstituted and notified.
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**No observation has been received from any member, so ATR stand to be approved and confirmed.**

**Agenda Item No. 3.**

To submit and present the outcome of Strategic Perspective Plans of all Departments and Central Units as approved during the last AY 2017-18.

All the Departments and Central Units shall be presenting their respective Action Taken Reports in respect to the approved Strategic Perspective Plans during the 4<sup>th</sup> Quarterly meeting of IQAC held on 24<sup>th</sup> June, 2018. Most of the departments have deployed their plans up to 85-90% as reported. The uncovered part shall be completed during the next AY2019-20.

**Action: Academic departments presented their respective Action Taken Reports for the plans of the last academic year (2018-19). The consolidated summary of ATRs received from Academic departments and central units is presented as Annexure IV.**

**All the Faculty and Staff achievements were also highlighted and appreciated by the IQAC members.**

**Agenda Item No.4**

To present and discuss the strategic perspective plan of the University for Academic Year 2019-20 commencing from July 2019.

- ✓ Strategic Perspective Plan of IQAC was presented on table and discussed. The Proposed activities to be undertaken during AY 2019-20 are as below:

TITLE OF PROGRAM	RESOURCE
Summer Course on 'Antenna Trends' and 'VLSI Chip Design' in association with MNIT Jaipur	Dr. Menka Yadav and Team; MRIIRS coordinator: Dr. Vimlesh Singh
Faculty Empowerment Program (Communication & Attitude building)	Mr. Nitesh Shankar & Team CDC
Smart Office & Data Management (Excel & Adobe)	Mr. Sen, GM - IT

IPR and Research Methodology	Dr. B.S. Nagi
Effective Teaching	NITTTR, Kolkata
Faculty Empowerment Program New techniques in Pedagogy	Dr. Babita, Dean - Education, MRU
Session on SPSS	Dr. Mehak Sharma, AP, Deptt of N&D
Plagiarism and Library Resources	Dr. Vikram Sharma, Librarian, MRIIRS
Research Awakening & Methodology	Dr. Y.K. Awasthi, Assoc Prof. ECE, FET
The power of Public Speaking	Ms. Diksha Bhatia, Manager Events
Internal ISO Audit by External Expert for Library & CRCMC	External and Internal Audit Team
Internal Auditor Training Program on Quality Management Systems ISO 9001:2015	Industry Personnel Dr. Virendra Narula
Work Life Balance Holistic Development & Team Building	Dr. Gurjeet Chawla, ADSW, Dr. Shobha Srivastav DR, MRIIRS
Networking Protocols	Industry Personnel, Network Bulls
Image Processing and Signal Processing using Scilab	NITTTR, Chandigarh
Academic & Administrative Audit (AAA) AY: 2018-19 (All Departments of MRIIRS)	Audit Team (External & Internal)
Internal ISO Audit by Internal Expert for Examination Department	Internal Audit Team
Internal ISO Audit by External Expert for Examination Department	External and Internal Audit Team
Regular Quarterly Meetings of IQAC AY: 2019-20	IQAC
Problem Based Learning	NITTTR, Kolkata
Guidance, Counselling and Mentoring	IQAC
Curriculum Development Processes	NITTTR, Chandigarh
Operations Research for Engineers	NITTTR, Chandigarh

Effective Managerial Practices and Essentials of Finance for Organizational success	Dr Deepti Dabas, HOD, FMS & Industry Professionals
Workshop on Gender Sensitization & Sexual Harassment	Dr Chavi B Sharma, ED FBSS & Industry Professionals
Series of FDPs on Revised Accreditation Framework of NAAC	IQAC, MRIIRS
Establishment of Local Chapter of NPTEL-SWAYAM at MRIIRS	IQAC, MRIIRS
Introduction of open elective courses at MRIIRS	IQAC, MRIIRS
Implementation of MOOCs in more meticulous manner	IQAC, MRIIRS
Preparation for sending the AQAR for the year 2018-19.	IQAC, MRIIRS
Conduct of Regular ISR related Activities including Adoption of Villages, Community Services (Swachhta Abhiyaan, Ek Muthi Daan, Plantation drives, Training programs on Rights of Women etc).	O. P. Bhalla Foundation

- ✓ The strategic perspective plans from all the departments and central units have also been received while considering all the parameters of NAAC. All concerned shall be presenting their proposed plans for next Academic Year.
- ✓ The proposed consolidated Strategic Perspective Plan of the University for the Upcoming Academic Year and Academic calendar of the University for odd semester of upcoming Academic years are also presented for perusal and approval of IQAC as **Annexure V**.

**Action:**

- ✓ **The Strategic Perspective Plan of the University for AY2019-20 was presented by the Director, IQAC and deliberated in detail.**
- ✓ **It was decided to organize sessions that can empower the Faculty & Staff members build their attitude and aptitude both. Both IQAC and departments to take such quality initiatives.**
- ✓ **Resolved that the proposed plan of the University along with Academic Calendar be approved in principle and same shall be circulated to the departments/concerned central units after due approval of Board of Management.**

**Agenda Item No.5**

**To consider and approve the re-designed format of departmental Academic & Administrative Audit (AAA).**

Formats were presented by Director, IQAC and were approved by the members. The same was communicated to all concerned to record the data for Audits to be conducted for AY 2018-19. **Annexure IV**

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

To present the feedback analysis report and Action Taken Report on delivery of Curriculum by the respective departments. All departments as such are required to present the Action Taken Reports.

**Respective Department Heads presented the Feedback Analysis Report on Delivery. It was advised that the faculty members with unsatisfactory performance are required to be counseled by respective HoDs for further improvements. They are also required to be motivated to enroll themselves in Faculty Development Programmes.**

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

To present and discuss the plan of **induction programme to be conducted as per the laid policy** of MRIIRS:

- ✓ For newly admitted students
- ✓ For newly recruited Faculty and Staff members

Dr. Jyoti Chawla presented the proposed 3-week Induction plan for newly admitted students. The proposed date of commencement of induction programme is 8<sup>th</sup> July 2019. Dr. Jyoti Chawla and Dr Shivani Vashisht will be the overall coordinators for Engg. Programmes and other than Engg programmes respectively.

The plan for induction programme for the newly recruited Faculty/Staff members was also presented by Dr. Dipali Bansal which was prepared in consultation with the office of Registrar.

The same was appreciated and approved by the IQAC. ([Annexure VI](#)) and it was resolved that the plan shall be shared with all the involved members for subsequent action.

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

**To present:**

- a. The report on Value added courses conducted during last AY 2018-19.**
- b. The list of planned Value-Added courses for next AY2019-20**

A total of 1767 students were enrolled in 85 Value-added Courses and 1704 students successfully cleared their respective courses.

For this AY 2019-20, a total of 97 Value-added Courses have been planned in different domains as approved during the last meeting of Academic Council. The detailed list is attached as [Annexure VII](#).

**Report on Value-added Courses conducted during the last Academic Year was presented by Dr. Naresh Grover (Dean Academics, MRIIRS). The approved list of Value Added courses to be floated for this Academic Year (2019-20) was also presented by the Dean Academics.**

**All members appreciated the reports.**

#### **Agenda Item No.9**

To review the status of ISO Certification 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.10**

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 planned to be 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 as being planned from this year i.e. NIRF 2020.**

#### **Agenda Item No.11**

To present the final version of following Hand Books, **Annexure VIII:**

- Student Hand Book
- Recruiter 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 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 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
  - ManavRachna Merchandize
  - Skill Development Workshops
  - Foreign Language Courses
- Business Alliance
  - Post a Job
  - Post Internship
  - Approach ManavRachna as a Client
  - Corporate Trainings
- Alumni Portfolio
- Alumni Portal

#### **Agenda Item No.12**

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.13**

Introduction of Vertical Mentoring to be implemented from AY 2019-20.

It was shared by Dr. Sanjay Srivastava (VC, MRIIRS) that Manav Rachna International Institute of Research and Studies, Faridabad will adapt and implement vertical mentoring system from AY 2019-20 onwards throughout the university that allows the teacher to concentrate on the key groups of the students. Each vertical mentor group will include random students from each batch of a particular programme. This will have two stage mentoring- first is mentoring by mentor to vertical mentees and second is peer mentoring (mentoring by senior students). This helps in developing responsibility specific and leadership skills among senior batch students by sharing their personal and professional experiences including course related guidance, internship related guidance, project assistance, preparation towards placement guidance and many more with junior batch students in a vertical mentor-mentee group. Moreover, with peer group vertical mentoring, the senior students may take responsibility for induction of junior students and positive relationship gets flourished between them.

**The draft of revised policy of mentorship along with SoPs was presented by Dr. S.S. Tyagi for deliberations of the house. The amended Policy on Mentoring was approved and It was also resolved that the same may be got ratified in the forthcoming meeting of BoM and system of Vertical mentoring should be effectively implemented from AY 2019-20 as per laid down SoPs. Annexure IX**

**The revised policy and SoPs shall be shared with all the departments for implementation after due approval in upcoming BoM.**

### **Agenda Item No. 14**

To discuss the outcome/achievement of IQAC with respect to action plan for the academic year.

Outcome/achievement of IQAC with respect to action plan for the academic year 2018-19 is as follows:

<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
Preparation for sending the AQAR (NAAC format) for the year 2017-2018.	AQAR for the year 2017-18 prepared and submitted to the NAAC well on time.



<p>Awareness Training Programme on ISO:9001 (Resource: Dr. Sunil Thaman, Global Principal Consultant on Management System Accreditation, IRCA-Approved Lead Trainer 9001/14001/45001.</p>	<p>Awareness Training Programme on ISO:9001 was organized on 21<sup>st</sup> July 2018 for all the Deans, Directors, HoDs and representatives of central units.</p>
<p>FDP on Improving the Quality of Teaching Methodology (Resource Person: Dr. Sandeep Grover-YMCA, Prof Etinder Singh-Apeejay School of Management, Dr. Madhvi Vij-University of Delhi and Mr. Ciby James-American Society of Quality, India)</p>	<p>FDP on Improving the Quality of Teaching Methodology was conducted from 26<sup>th</sup>-30<sup>th</sup> Nov 2018. It was attended by more than 50 participants.</p>
<p>FDP on Bloom's Taxonomy Resource Person: Ms. Amrita Sachdeva-Corporate Training Expert)</p>	<p>FDP on Bloom's Taxonomy was attended by 26 participants on 16<sup>th</sup> Feb 2019. Faculty members would be able to draft the course outcomes which will be measurable as per the Bloom's Levels.</p>
<p>Training Program on Quality Management and ISO 90001:2015</p>	<p>FDP on Quality Management and ISO 9001:2015 was conducted (10<sup>th</sup>-14<sup>th</sup> Dec 2018) for 44 Faculty and Staff members including representatives from CRCMC, Library and Examination Cell.</p>
<p>To conduct DST sponsored Entrepreneurship development Program Resource Persons from reputed organizations including Indian Overseas Bank, MHRD Innovation Cell-Gol, NSIC, SIDBI, Syndicate Bank, Centre for New Product Development Trade and Transfer etc.</p>	<p>DST Sponsored Technology based Entrepreneurship Development Programme conducted for 6 weeks starting from 11<sup>th</sup> Feb 2019; Entrepreneurship Development Programme for Science and Technology Students for 5 weeks starting from 18<sup>th</sup> Feb 2019; Women Entrepreneurship Development Programme for 5 weeks starting from 25<sup>th</sup> Feb 2019. DST sponsored Entrepreneurship development Program (18<sup>th</sup> Feb – 25<sup>th</sup> March 2019) was attended by around 20 selected students and would be able to plan and initiate an economic activity/enterprise successfully.</p>
<p>Training Program on Evaluation Student's Performance and Designing Question Papers</p>	<p>Training Program on Evaluation Student's Performance and Designing Question Papers was conducted in association with NITTR Kolkata from 25<sup>th</sup> Feb -1<sup>st</sup> March 2019. Around 33 participants have attended the same. Sessions provided on designing Performance Indicators, Bloom's Taxonomy and Designing Question Papers accordingly were beneficial for all the faculty members.</p>

Session on Understand how to do Literature Review Analysis	Faculty members and scholars were given insight of key steps to write an effective research paper and able to identify their research statements.
Session on Plan effective classroom Management (Learn to make effective Lesson Plan)	An interactive session on classroom management was held on March 3, 2019. Faculty would be able to create a strong class management plan for effective and engaged learning environment.
Annual Lecture 'Education 4.0 and Academic Libraries'	Annual lecture on library resources was organized on April 4, 2019. This lecture sensitized the faculty members about the online and offline library resources.
Workshop on Bloom Taxonomy and Quality Question Paper Setting	The workshop was conducted on April 23, 2019. The workshop sensitized the faculty participants about the Bloom Taxonomy, latest trends of practices in evaluation methodology and the criteria for setting quality question papers. The participants were urged to bring about actual improvements in the quality of teaching and assessment in their respective courses and study programmes.
A session on NIRF Ranking Parameters and analysis.	Faculty got sensitized about the fourth edition of India Rankings for the year 2019 based on the National Institutional Ranking Framework (NIRF).
Series of session on Communication Excellence	A series of this session helped the faculty members to groom their overall personality and improved teaching learning process.
Session on Time and stress management	A visit to Akshardham was planned for all faculty members and a session on stress management was delivered by Dr. Shobha Shrivastava. (16 <sup>th</sup> March 2019)
To conduct mock inspection for ISO Certification	University units like Examination branch, Corporate Relationship and Career Management Centre and University Central Library have been undergone mock inspection of ISO to check the preparedness for same.
To revise the format of departmental Academic & Administration Audit (AAA)	Format of departmental Academic & Administration Audit (AAA) has been revised as per NAAC guidelines.
Workshop on 'Introductory Scientific Computing with Python'	Students and faculty were able learn, to write programs in Python using the loops, conditional statements etc. (16 <sup>th</sup> March 2019)
Workshop on Artificial Intelligence and Mechatronics using MATLAB and Simulink	Faculty was made aware about the new capabilities in the latest releases of MATLAB and Simulink that would help them in research, design, and development workflows.

Training Program on Examination reforms and Designing of Rubrics	Training Program on AICTE Examination reforms and Designing of Rubrics was conducted from May 27 <sup>th</sup> -31 <sup>st</sup> 2019 for 57 faculty members.
Workshop on Effective Communication and Presentation Skills	Five days' workshop on Effective Communication and Presentation Skills was conducted for 34 faculty members from 24 <sup>th</sup> -28 <sup>th</sup> June 2019.
To prepare the code of conduct handbook for Student, Alumni, Recruiters, Human values & professional ethics, Teachers and Governing body, administration, Support Staff.	The Student's Hand Book has been circulated. The Recruiter's Hand Book and Alumni Hand Book are in their final stages to be approved by competent authorities. The University Code of Conduct for Teachers is in place and other manuals are being prepared.
ICT integration for Examination Processes.	<ul style="list-style-type: none"> <li>• Digitalization of Internal/Sessionals Results: Internal marks were put on ERP and thus digitalized internal.</li> <li>• Program Outcome/Program Specific Outcome and Course outcome attainment are computed by using both Direct and Indirect Tools through i-cloud EMS itself. Course exit, Program exit and Alumni surveys are conducted for computation of attainment through indirect tools.</li> <li>• Admit cards to be issued to students for End semester examination are generated through EMS.</li> <li>• A total of 1306 degrees and transcripts were uploaded at National Academic Depository (NAD) under Digital initiatives taken by Examination Cell.</li> </ul>
To lay down the various Quality Improvement Strategies in various departments of the University	Various strategies relating to Curriculum Development, Teaching and Learning, Examination and Evaluation, Research and Development, Library, ICT, Physical Infrastructure and Instrumentation have been laid down and are now acting as a guide for various departments, administrative units and other support systems of the University.
NBA Accreditation of four Engineering Programmes	Four engineering programmes were accredited by NBA in October 2018: B.Tech-Biotechnology, B.Tech-Computer Science & Engineering, B.Tech-Electronics & Communication Engineering and B.Tech-Mechanical Engineering.
Participation in NIRF ranking 2019	Participated in NIRF under the category of Engineering, Management and Overall and Ranked 164 for Engineering and 151-200 for Overall Category.
Academic and Administrative Audit (AAA)	Academic and Administrative Audit (AAA) was conducted for all the departments of the University by involving members from IQAC, external member and one

	representative from the concerned department.
ISO certification of 3 units: Library, Examination and Training & Placement Cell	Initiated the process of ISO Certification for the following units / departments of the University: Library, Examination, CRCMC.
To conduct career counseling sessions for students.  To conduct workshops and training programmes to enhance Employability of students	Various training programmes and workshops got conducted to enhance the employability of students. Various career counseling sessions were conducted for the students including Training in Personality Development, Communication & Soft Skills, Verbal Ability, Quantitative & Reasoning Aptitude, by organizing series of training programmes for students across MRIIRS. Additionally, Guidance of Competitive examination for NET/ JRF, GATE, How to join Indian Défense Services as an Aeronautical Engineer, Career opportunities in Aircraft Maintenance in Defence and Civil sector, Awareness session on Cyber Frauds, Cyber Security, Google Cloud, Information Security, Graphics and Animation, Artificial Intelligence, Machine Learning and IOT, Future of Digital Marketing, Challenges in Software Industry were conducted regularly.
Revised Policy and SoPs for: 1. Teaching, Learning and Evaluation 2. Student Mentorship 3. Research Innovation and Incubation 4. Scholarship	Approved Policies were shared with all the concerned.
Adoption of Villages and Community Services	a) Five Villages namely Mohna, Maujpur, Hirapur, Nariyala and Panhera Khurd of Faridabad District were adopted. b) Regular Swachh Bharat Abhiyan related activities from 1 <sup>st</sup> July 2018 till 30 <sup>th</sup> June 2019 for this year. c) Gender Sensitization and Equity sessions were conducted on 26 <sup>th</sup> July 2018, 30 <sup>th</sup> July 2018, 23 <sup>rd</sup> Oct 2018 and 24 <sup>th</sup> Oct 2018. d) Self Defense workshop was conducted on 10 <sup>th</sup> April 2019. e) Training Programme on Rights of Women was conducted on 15 <sup>th</sup> Jan 2019. Annual Blood Donation Camp on 16 <sup>th</sup> Sep 2018.

**The outcomes presented by Director IQAC were well appreciated by all the members of IQAC and was recorded as such.**

The meeting ended with thanks to chair.

**-Sd/-  
Dipali Bansal  
Director IQAC**

### Action Taken Report 4<sup>th</sup> Quarterly Meeting of IQAC (AY2018-19)

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p><b>Agenda Item No 1:</b> To confirm the minutes of the last meeting of IQAC held on April 6, 2019 (Proceedings already circulated on April15, 2019).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p><b>Agenda Item No 2:</b> To consider and approve the Action Taken Report on the decisions taken in the previous meeting of the IQAC held on April 6, 2019.</p>	<p>The action taken report was approved.</p>	<p>No action is required.</p>
<p><b>Agenda Item No. 3.</b> To submit and present the outcome of Strategic Perspective Plans of all Departments and Central Units as approved during the last AY 2017-18. All the Departments and Central Units shall be presenting their respective Action Taken Reports in respect to the approved Strategic Perspective Plans during the 4<sup>th</sup> Quarterly meeting of IQAC held on 24<sup>th</sup> June, 2018. Most of the departments have deployed their plans up to 85-90% as reported. The uncovered part shall be completed during the next AY2019-20.</p>	<p>Academic departments presented their respective Action Taken Reports for the plans of the last academic year (2018-19).  All the Faculty and Staff achievements were also highlighted and appreciated by the IQAC members.</p>	<p>The left over activities under the scheduled plans shall be implemented during the next AY2019-20.</p>
<p><b>Agenda Item No.4</b> To present and discuss the strategic perspective plan of the University for Academic Year 2019-20 commencing from July 2019.</p>	<p>The Perspective Plan was presented and Proposed activities were discussed.  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>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)  Sessions on IPR and Research Tools Organized. Weeklong sessions organized through ICT Mode. Series of session on</p>

	<p>Resolved that the proposed plan of the University along with Academic Calendar be approved in principle and same shall be circulated to the departments/concerned central units after due approval of Board of Management.</p>	<p>research awakening&amp; holistic development were organized.</p> <p>The plan got approved in 29<sup>th</sup> BoM held on 20<sup>th</sup> July 2019, and was circulated to all concerned for subsequent deployment.</p>
<p><b>Agenda Item No.5</b> To consider and approve the re-designed format of departmental Academic &amp; Administrative Audit (AAA).</p>	<p>Formats were presented by Director, IQAC and were approved by the members. The same was communicated to all concerned to record the data for Audits to be conducted for AY 2018-19.</p>	<p>Formats were communicated to all concerned with the schedule of Academic and Administrative Audits for AY2018-19.</p> <p><b>Annexure I</b> details Academic Audit &amp; SWOC Analysis of each department.</p> <p><b>Annexure II</b> (Administrative Audit Clusters formed)</p>
<p><b>Agenda Item No.6</b> To present the feedback analysis report and Action Taken Report on delivery of Curriculum by the respective departments. All departments as such are required to present the Action Taken Reports.</p>	<p>Respective Department Heads presented the Feedback Analysis Report on Delivery.</p> <p>It was advised that the faculty members with unsatisfactory performance are required to be counseled by respective HoDs for further improvements.</p> <p>They are also required to be motivated to enroll themselves in Faculty Development Programmes.</p>	<p>Personal counselling was done by the respective HoDs for all the faculty members having unsatisfactory performance.</p>
<p><b>Agenda Item No.7</b> To present and discuss the plan of induction programme to be conducted as per the laid policy of MRIIRS:</p> <ul style="list-style-type: none"> <li>✓ For newly admitted students</li> <li>✓ For newly recruited Faculty and Staff members</li> </ul>	<p>Dr. Jyoti Chawla presented the proposed 3-week Induction plan for newly admitted students.</p> <p>The proposed date of commencement of induction programme is 8<sup>th</sup> July 2019.</p> <p>Dr. Jyoti Chawla and Dr Shivani Vashisht will be the overall coordinators for Engg. Programmes and other than Engg programmes respectively.</p>	<p>Induction Programme for newly admitted students and newly recruited Faculty members (AY2019-20) was organized successfully.</p>

	<p>The plan for induction programme for the newly recruited Faculty/Staff members was also presented by Dr. Dipali Bansal which was prepared in consultation with the office of Registrar.</p> <p>The same was appreciated and approved by the IQAC and it was resolved that the plan shall be shared with all the involved members for subsequent action.</p>	
<p><b>Agenda Item No.8</b> To present: a. The report on Value added courses conducted during last AY 2018-19. b. The list of planned Value-Added courses for next AY2019-20</p>	<p>Report on Value-added Courses conducted during the last Academic Year was presented by Dr. Naresh Grover (Dean Academics, MRIIRS). The approved list of Value Added courses to be floated for this Academic Year (2019-20) was also presented by the Dean Academics.</p>	<p>Approved list was shared with all concerned.</p>
<p><b>Agenda Item No.9</b> To review the status of ISO Certification 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. 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. IQAC team visited the office of COE to assist them in preparing documents for ISO.</p>
<p><b>Agenda Item No.10</b> To participate in NIRF - India Ranking 2020 for Engineering, Management and Overall Categories and also for various streams of Engineering - CSE, EEE, ME &amp; Civil (It has been planned to be introduced this time).</p>	<p>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 &amp; Civil shall be initiated as being planned from this year i.e. NIRF 2020.</p>	<p>Data for participation in NIRF - India Ranking 2020 for Dental, Engineering, Management and Overall Categories being collated. Whereas the ranking schedule for various streams of Engineering are yet to be notified by the NIRF.</p>
<p><b>Agenda Item No.11</b> To present the final version of following Hand Books: •Student's Hand Book</p>	<p>The draft version of aforementioned books was presented by Deputy Director- Admissions Ms. Kanupriya</p>	<p>The Student's Hand Book has been circulated.</p>

<ul style="list-style-type: none"> <li>•Recruiter's Hand Book</li> <li>•Alumni Hand Book</li> </ul>	<p>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 Recruiter's Hand Book and Alumni Hand Book are in their final stages to be approved by competent authorities.</p>
<p><b>Agenda Item No.12</b> To prepare the following manuals: -Hand book / Manual for Human values &amp; professional ethics -University Code of Conduct for Teachers -Code of conduct for governing body, administration, Support Staff.</p>	<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>Manuals are being prepared.</p>
<p><b>Agenda Item No.13</b> Introduction of Vertical Mentoring to be implemented from AY 2019-20.</p>	<p>The draft of revised policy of mentorship along with SoPs was presented by Dr. S.S. Tyagi for deliberations of the house.</p> <p>The amended Policy on Mentoring was approved and It was also resolved that the same may be got ratified in the forthcoming meeting of BoM and system of Vertical mentoring should be effectively implemented from AY 2019-20 as per laid down SoPs.</p> <p>The revised policy and SoPs shall be shared with all the departments for implementation after due approval in upcoming BoM.</p>	<p>The revised policy and SoPs got approved in 29<sup>th</sup> BoM held on 20<sup>th</sup> July 2019.</p> <p>Approved policy was shared with all the departments for implementation.</p> <p>Vertical mentorship is implemented successfully from AY 2019-20 as reported by all HoDs.</p>