

**MANAV RACHNA INTERNATIONAL UNIVERSITY
(DEEMED TO BE UNIVERSITY)**

Proceedings for the Meeting of the IQAC held on Oct 7, 2015 at 12.00 noon in the Board Room of A-Block, MRIU

The following members attended the meeting:

- Dr N C Wadhwa, Vice-Chancellor In Chair
- Dr M M Kathuria
- Prof J Saigal
- Dr Naresh Grover
- Prof I K Kilam
- Dr M K Soni
- Prof Umesh Kalra
- Dr S K Chakarvarti
- Dr Anil Sarin
- Dr Sarita Sachdeva
- Ms Gurjeet Chawla
- Dr Pradeep Varshney
- Ms Rashmi Agrawal
- Mr K C Dadhwal
- Ms Sonal Pathak
- Ms. Shalini Grover
- Dr Babu Ram
- Dr. Sandeep Grover, YMCA
- Dr Suresh Bedi, Director, IQAC

The proceedings for the meeting are as follows:

At the outset, the Chairman, welcomed the members to the meeting and expressed satisfaction that IQAC was covering new milestones in its march towards quality and excellence.

Agenda Item No. 1:

To confirm the minutes of the last meeting of the IQAC held on May 18, 2015
(Minutes already circulated on May 26, 2015)

The minutes of the meeting were unanimously confirmed as no objection or comments were received.

Agenda Item 2:

To consider Action Taken Report on the decisions of the last IQAC meeting held on May 18, 2015.

Action Taken Report 4th Quarterly Meeting of IQAC (AY2014-15)

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p>Agenda Item No 1: To confirm the minutes of the last meeting of IQAC held on January 8 2015 (minutes already circulated on January 30, 2015).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p>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 January 08, 2015.</p>	<p>The action taken report was approved.</p>	<p>No action is required.</p>
<p>Agenda Item No 3: To consider the Interim Report received from Wg. Cdr P K Sinha with regard to (a) the introduction of a system of formal and structured feedback from alumni, parents and recruiting organizations and (b) to lay down criteria and mechanism for improving placement quality of students.</p>	<p>It was resolved that the student feedback proforma as developed by FET be approved and the feedback proforma for recruiters' feedback as developed by the committee under the convenorship of Wg Cdr P.K. Sinha, Director CRC be approved. It was further resolved that the same committee would prepare feedback proforma from alumni and parents within a period of 2 weeks.</p> <p>For item 3(b), it was resolved that the measures for improving the placement quality of students be undertaken as per the recommendations contained in the Report of the Committee to Set up a Review Mechanism for CDC and CRC headed by VC.</p> <p>Action to be taken by Wg Cdr P K Sinha for 3(a) and by Director CRC and Head, CDC for 3(b)</p>	<p>Decision taken was communicated to all concerned</p>
<p>Agenda Item No 4: To consider (a) Faculty Induction Policy; and (b) Policy for Guest and Visiting Faculty prepared by Dr Suresh Bedi,</p>	<p>Resolved that the faculty induction policy as developed by Dr. Suresh Bedi be approved with the provision that Tier I of induction programme be handled</p>	<p>Approved policy was shared with all concerned.</p>

<p>Director, IQAC, MRIU.</p>	<p>by the recently-established MRASC instead of IQAC. It was further resolved that Tier-III component be added in which the newly recruited faculty would be exposed to the quality initiatives of the IQAC. The policy for guest and visiting faculty has been submitted to higher authorities for further approval.</p> <p>It was further resolved that no specific remuneration be fixed, which would be approved by vice-chancellor from time to time keeping in view the experience and qualification of invited experts.</p>	
<p>Agenda Item No 5: To consider the report of the committee consisting of Dr Suresh Bedi (convener), Dr Jatinder Saigal and Dr Pradeep Varshney for laying down a mechanism for evaluating teaching-learning processes in the various department of the university</p>	<p>Resolved that the recommendations of the committee be approved as such with the following modifications:</p> <ul style="list-style-type: none"> a) In item 21 of the report of the committee the word HOD be replaced by Dean. b) Additionally, at the end of the admissions each department will conduct a demand analysis for its courses and utilize its results in improving curriculum and its delivery. c) The faculty of different departments should be deputed as per need for faculty development programmes, workshops and conferences on areas of contemporary interest conducted by reputed outside institutions. <p>Action: Deans of various Faculties.</p>	<p>Decisions were conveyed to the Deans of all Faculties for further actions.</p>
<p>Agenda Item 6. To consider the document on policy framework for staff development programmes prepared by Mr K C Dadwal,</p>	<p>The members considered the document on policy framework for staff development programme and resolved that the</p>	<p>The approved Policy for Staff and Faculty Development was shared with all concerned departments and central units.</p>

Registrar, MRIU.	same be approved for implementation.	
Agenda Item 7: To consider measures proposed by Brig (Retd) S N Setia for toning up internal communication system and channels in the University.	The members considered the report on toning communication systems and channels prepared by Brig Setia and resolved that the same be approved for implementation. Action: All Deans and administrative heads.	Information was conveyed to all concerned.
Agenda Item 8: To consider the implementation design for the quality initiatives in the field of research taken at the 5 th Meeting of the Research Promotion Group held on February 11, 2015 under the chairmanship of the Vice-Chancellor.	It was resolved that the respective Deans will initiate action on different points of the Minutes of the 5 th Meeting of the RPG and raise financial and other proposals, wherever needed, for the approval from the competent authority. They will keep a record of the various quality initiatives in research undertaken at the departmental level for reference at the later stage. Action: All Deans, as above.	Decisions were conveyed to Deans of all the Faculties to keep a record of the various quality initiatives in research undertaken at the departmental level.

The Action Taken Report was approved and appreciated.

Agenda Item 3:

To Decide Quality Awareness Measures at the Department Level

It was resolved that each department will designate a Quality Coordinator to liaise with IQAC. He will be responsible for implementing the quality initiatives of IQAC and other decisions at the departmental level. The departmental coordinator will provide full support to IQAC for executing quality related activities for the concerned department. It was further resolved that to spread quality awareness among students, each department will organize at least one quality related activity (like quiz, competition, colloquium) every year.

Agenda Item 4:

Establishment and Promotion of Quality Circles in Departments

It was decided that each department will form Quality Circles consisting of employees in academics and administration (involving students as per need) to discuss:

- A. Specific quality issues at departmental level and to devise solutions.
- B. To suggest new quality initiatives for continuous improvement in the concerned department.

Each Quality Circle (QC) may have two core members from the faculty. One member can be coopted from administration or students as per need. A QC will work with a senior faculty member as Mentor who will guide the circle on various matters related to quality. The Circle will have at least one meeting in a month, the proceedings of which will be duly recorded and maintained. The recommendations of each meeting of the Circle will be forwarded to the concerned HoD and Dean for taking appropriate decision. The departments may have an adapted version of quality circles, keeping in view their own specific nature and academic requirements. If a department has a similar arrangement in some different nomenclature, the same may be called Quality Circle for the sake of standardization. The QCs may be formed within a period of one week of the notification of the proceedings.

Agenda Item 5:

Holding of Inter- and Intra-institutional Seminars and Workshops on Quality-Related Themes

It was resolved that each department will hold one seminar/ workshop on a quality-related theme.

Agenda Item 6:

To decide Mechanism for Stakeholder Engagement in Quality Assurance at Departmental Level

It was decided that each department will hold at least one meeting every year to share quality issues and concerns with stakeholders including industry experts, alumni and parents.

Agenda Item 7:

To discuss and decide modalities for Regular Result Analysis in all Departments:

It was resolved that after receiving results declared by the COE office at the end of each semester, every department will conduct a further result analysis to find out the factors of low academic performance and failures, wherever they exist. The result of the analysis should be used for improving the quality of teaching- learning processes and the designing of bridge courses and remedial classes. The analysis should be conducted with the overall objective of improving student performance in examinations. It was further resolved that a proper mechanism be established in each department for the analysis which may be conducted within two weeks of the declaration of each end-semester exam results. Departments will maintain the records of the result analysis.

Agenda Item 8:

No item was presented under the head.

In the concluding note Dr. M.M Kathuria emphasized that there was a great need for quality initiatives for improving the standards of the university and to compete successfully in the world of competition. He further stressed that the quality practices of various departments should be fully shared between them.

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

-Sd/-
Director IQAC

Action Taken Report on the Decisions taken in the IQAC
Meeting held on Oct 7, 2015

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p>Agenda Item No 1: To confirm the minutes of the last meeting of IQAC held on May 18, 2015 (minutes already circulated on May 26, 2015).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p>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 May 18, 2015.</p>	<p>The action taken report was approved and communicated to all.</p>	<p>No action is required.</p>
<p>Agenda Item No 3: To Decide Quality Awareness Measures at the Department Level</p>	<p>It was resolved that each department will designate a Quality Coordinator to liaise with IQAC. He will be responsible for implementing the quality initiatives of IQAC and other decisions at the departmental level. The departmental coordinator will provide full support to IQAC for executing quality related activities for the concerned department. It was further resolved that to spread quality awareness among students, each department will organize at least one quality related activity (like quiz, competition, colloquium) every year.</p>	<p>Decisions were communicated to all concerned.</p>
<p>Agenda Item No 4: Establishment and Promotion of Quality Circles in Departments</p>	<p>It was decided that each department will form Quality Circles consisting of employees in academics and administration (involving students as per need) to discuss:</p> <ul style="list-style-type: none"> A. Specific quality issues at departmental level and to devise solutions. B. To suggest new quality initiatives for continuous improvement in the concerned department. 	<p>Decisions were communicated to all concerned.</p>
<p>Agenda Item No 5: Holding of Inter- and Intra-institutional Seminars and Workshops on Quality-Related Themes</p>	<p>It was resolved that each department will hold one seminar/ workshop on a quality-related theme.</p>	<p>Decision conveyed to all concerned for compliance.</p>

<p>Agenda Item No 6: To decide Mechanism for Stakeholder Engagement in Quality Assurance at Departmental Level.</p>	<p>It was decided that each department will hold at least one meeting every year to share quality issues and concerns with stakeholders including industry experts, alumni and parents.</p>	<p>Decision conveyed to all concerned for further action.</p>
<p>Agenda Item No 7: To discuss and decide modalities for Regular Result Analysis in all Departments.</p>	<p>It was resolved that after receiving results declared by the COE office at the end of each semester, every department will conduct a further result analysis to find out the factors of low academic performance and failures, wherever they exist. The result of the analysis should be used for improving the quality of teaching- learning processes and the designing of bridge courses and remedial classes. The analysis should be conducted with the overall objective of improving student performance in examinations. It was further resolved that a proper mechanism be established in each department for the analysis which may be conducted within two weeks of the declaration of each end-semester exam results. Departments will maintain the records of the result analysis.</p>	<p>Decision conveyed to all concerned for further action.</p>

MANAV RACHNA INTERNATIONAL UNIVERSITY**(DEEMED TO BE UNIVERSITY)**

Proceedings for the Meeting of the IQAC held on Dec 23, 2015 at 2.00 PM in the Board Room of A-Block, MRIU

The following members attended the meeting:

- Dr N. C. Wadhwa, Vice-Chancellor
- Dr V.K. Mahna, PVC
- Dr M. M. Kathuria, Management Representative
- Dr M. K. Soni, ED & Dean FET
- Dr Naresh Grover, Dean Academics
- Dr G. L. Khanna, Dean, FAS
- Prof J. Saigal, Dean FPA
- Dr Chavi Bhargava, Dean FMS
- Dr S. K. Chakarvarti, Adviser, Research and Publications
- Dr Anil Sarin, Professor FCBS
- Prof I. K. Kilam, DSW
- Wg. Cdr. A.K. Sinha (Retd.), Director CRC
- Dr Sarita Sachdeva, HOD- Biotechnology
- Ms Gurjeet Chawla, HOD-N & D
- Dr Pradeep Varshney, Professor and HOD, FET
- Ms Rashmi Agrawal, HOD, FCA
- Mr K. C. Dadhwal, Registrar, MRIU
- Dr Babu Ram, Professor, FCA
- Mr Navdeep Chawla, Industrialist
- Prof. Sandeep Grover, Civil Society Representative
- Dr Suresh Bedi, 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 NAAC inspection held on 28th-30th Oct 2015. A core team of the following members under the Prof Naresh Grover, Dean Academics was constituted to work on different criteria of NAAC for preparation of final SSR document.

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|-------------|--------------------------|
| Criteria 1: | Dr R.S. Tarnacha |
| Criteria 2: | Dr Dipali Bansal |
| Criteria 3: | Dr. Pradeep K Varshney |
| Criteria 4: | Dr. Suresh Kumar |
| Criteria 5: | Dr. Sarita Sachdeva |
| Criteria 6: | Dr Pardeep Narwal |
| Criteria 7: | Dr. Chavi Bhargav Sharma |

The respective Departmental Evaluator Reports and departmental presentation and other necessary preparations for visit of NAAC Team were finalized and submitted on time.

As per the Peer team report, MRIU got accredited by NAAC with CGPA of 3.05 on four-point scale at A-Grade. He expressed his sincere gratitude to Dr. V.K. Mahna for his guidance, appreciations for the tirelessly hard work done by Dr. Naresh Grover and all the members of core working group and support extended by all the departments in completing the task.

Agenda Item No. 1:

To confirm the minutes of the last meeting of the IQAC held on Oct 7, 2015
(Minutes already circulated on Oct 20, 2015)

The minutes of the meeting were unanimously confirmed as no objection or comments were received.

Agenda Item No. 2:

To consider Action Taken Report on the decisions of the last IQAC meeting held on Oct 7, 2015

**Action Taken Report on the Decisions taken in the IQAC
Meeting held on Oct 7, 2015**

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p>Agenda Item No 1: To confirm the minutes of the last meeting of IQAC held on May 18, 2015 (minutes already circulated on May 26, 2015).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p>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 May 18, 2015.</p>	<p>The action taken report was approved and communicated to all.</p>	<p>No action is required.</p>
<p>Agenda Item No 3: To Decide Quality Awareness Measures at the Department Level</p>	<p>It was resolved that each department will designate a Quality Coordinator to liaise with IQAC. He will be responsible for implementing the quality initiatives of IQAC and other decisions at the departmental level. The departmental coordinator will provide full support to IQAC for executing quality related activities for the concerned department. It was further resolved that to spread quality awareness among students, each department will organize at least one quality related activity (like quiz, competition, colloquium) every year.</p>	<p>Decisions were communicated to all concerned.</p>

<p>Agenda Item No 4: Establishment and Promotion of Quality Circles in Departments</p>	<p>It was decided that each department will form Quality Circles consisting of employees in academics and administration (involving students as per need) to discuss:</p> <p>C. Specific quality issues at departmental level and to devise solutions.</p> <p>D. To suggest new quality initiatives for continuous improvement in the concerned department.</p>	<p>Decisions were communicated to all concerned.</p>
<p>Agenda Item No 5: Holding of Inter- and Intra-institutional Seminars and Workshops on Quality-Related Themes</p>	<p>It was resolved that each department will hold one seminar/ workshop on a quality-related theme.</p>	<p>Decision conveyed to all concerned for compliance.</p>
<p>Agenda Item No 6: To decide Mechanism for Stakeholder Engagement in Quality Assurance at Departmental Level.</p>	<p>It was decided that each department will hold at least one meeting every year to share quality issues and concerns with stakeholders including industry experts, alumni and parents.</p>	<p>Decision conveyed to all concerned for further action.</p>
<p>Agenda Item No 7: To discuss and decide modalities for Regular Result Analysis in all Departments.</p>	<p>It was resolved that after receiving results declared by the COE office at the end of each semester, every department will conduct a further result analysis to find out the factors of low academic performance and failures, wherever they exist. The result of the analysis should be used for improving the quality of teaching- learning processes and the designing of bridge courses and remedial classes. The analysis should be conducted with the overall objective of improving student performance in examinations. It was further resolved that a proper mechanism be established in each department for the analysis which may be conducted within two weeks of the declaration of each end-semester exam results. Departments will maintain the records of the result analysis.</p>	<p>Decision conveyed to all concerned for further action.</p>

The report was approved and appreciated.

Agenda Item No. 3:

To present action plan of the IQAC, MRIU prepared for even semester (Jan-June 2016).

- FDP on Quality Assurance in Higher Education: Emerging Trends and approaches
- Workshop on Entrepreneurship Orientation
- Session on writing effective Research Proposals
- Session on planning effective Value-Added Courses
- Workshop on Six Sigma in Quality assurance
- Workshop on Experiential and Outcome-based Learning
- Awareness session Implementation of AAA for Quality Assurance
- Orientation Workshop on Quality Sustenance in Examination System-Setting Quality Question Papers
- Implementation and approval of guidelines for Academic and administrative audit of all departments of MRIU.
- Institutionalization of system of obtaining feedback from different stakeholders

The Action Plan was presented on table and discussed. The proposed activities are to be undertaken during even semester of AY 2015-16. Resolved that workshop based on Outcome Based Education (OBE) must be conducted across the University to have the clear understanding of the same. Further, it was resolved that the complete quality manual must be launched by the IQAC to have all policies at one place by the next year.

It was also suggested that action plan should be planned well before the start of Academic Year. The same will be put up by Coordinator/Director IQAC during the last meeting of previous Academic Year or first meeting of the Academic Year for further deliberation, so that outcomes can be reviewed in the last meeting of Academic Year.

Agenda Item 4:

To draft the policy framework for Curriculum Design, Development and Review as per Outcome Based Education.

It was resolved that a committee of of following members to be constituted to draft the Policy for Curriculum Design, Development and Review:

1. Dr. Naresh Grover, Dean Academics-MRIU (Convener),
2. Dr Sarita Sachdeva, Professor-MRIU, and
3. Dr Deepti Dabbas, Assistant Professor-MRIU

Resolved that committee shall present the draft in next meeting of IQAC.

It was informed that the engineering departments have started following the curriculum structure as per Outcome Based Education; however, a policy shall be framed to have uniformity across the University.

The policy must include

- Setting up of Program Educational objectives (PEO's) in line with respective department's vision and mission; setting up of Program specific Outcomes (PSO's) apart from Program Outcomes (PO's) as defined by National Board of accreditation (NBA); procedures to define course outcomes (CO's); mapping criteria to map course outcomes with POs/PSOs;

- **Plan of study: Study scheme format**
- **Process to design/revise the curriculum**

Agenda Item No. 5:

To draft the policy framework for teaching-learning and evaluation processes in Academic departments

Action: It was resolved that a committee of of following members to be constituted to draft the Policy for teaching-learning processes in departments:

1. **Dr. V. K. Mahna (convener)**
2. **Dr. Chavi Bhargava Sharma, Professor-FMS-MRIU**
3. **Dr Geeta Nijhawan, Associate Professor-FET-MRIU**

Resolved that the committee shall present the draft in next meeting of IQAC.

The policy must include detailed methodologies for teaching-learning with a shift from teacher-centric to learner-centric pedagogies, identification of slow and advanced learners, conduct of remedial classes/bridge courses, continuous internal assessment and end semester assessment, inclusion of activities related to Problem Solving, Experiential and Participative learning, ICT usage and mechanism for evaluation of teaching-learning.

Agenda Item No. 6:

To draft the Policy framework for Value Added Courses along with the Standard Operating Procedures in order to have a stream-lined process.

Dr. Naresh Grover (Dean Academics, MRIU) apprised the house about introduction of non-credit Value-Added Courses across the University as per the suggestions of Peer Team of NAAC. He emphasized on framing a Policy and standard set of Procedures wrt enrollment, duration, certification of Value-added courses.

It was resolved that a committee of following members to be constituted to draft the Policy for Value Added Courses across the University:

1. **Dr. Naresh Grover, Dean Academics-MRIU**
2. **Dr. Leena G., Professor-MRIU**
3. **Ms. Rashmi Agrawal. Associate Professor-MRIU**

Resolved that the committee shall present the draft in next meeting of IQAC.

Agenda Item No. 7:

To devise a Policy and uniform standard operating procedures for Student Mentoring system at MRIU.

Resolved that although academic departments at MRIU already have a well-versed system for student mentoring, further a committee shall be constituted to frame a policy and devise uniform standard operating procedures for mentoring system.

It was decided that a three-member committee Dr. Chavi-Professor MRIU, Dr. Suresh Kumar-Professor MRIU, Ms. Gurjeet Kaur- HoD, N&D shall submit the draft of Policy and SoPs on student mentoring system which shall be followed at the University level after subsequent approval.

Agenda Item No. 8:

To consider the updates on admissions made in AY2015-16.

The members were apprised about the status of admissions for AY2015-16 by Registrar, MRIU. The updates were noted by the members. It was resolved that the Admission report of the year to be presented during the next meeting of IQAC.

It was also resolved that examination report and Annual Report of the University for AY 2014-15 also to be presented during the next meeting of IQAC.

Agenda Item No. 9:

To discuss the Academic Calendar of even semester of AY2015-16 for perusal and approval of IQAC members. **Annexure I**

Academic Calendar for even semester of AY2015-16 was presented by Dr. Naresh Grover (Dean Academics, MRIU). Academic calendar was approved by the IQAC members to be shared with the Department Heads and Central Units for further actions.

Agenda Item No. 10:

To apprise the members about the result of NAAC inspection held in Oct 2015.

It was informed that the executive committee of the National Assessment and Accreditation Council on the recommendation of the duly appointed Peer Team has declared the MRIU as accredited with CGPA of 3.05 on four-point scale at A Grade on Nov 16, 2020 and is valid up to Nov 15, 2020. The certificate of Accreditation was shared with the members.

It was resolved to put on record the appreciations for the tirelessly hard work done by Dr. Naresh Grover and all the members of core working group and support extended by all the departments in completing the task under the guidance of Dr. V.K. Mahna.

Agenda Item No. 11:

To draft the Policy and Procedures for Student Placements.

It was resolved that a committee of of following members to be constituted to draft the Policy and Procedures for Student Placements:

- 1. Dr. M. K. Soni (Convener),**
- 2. Dr. S. S. Tyagi, Professor-MRIU, and**
- 3. Ms. Rakhi Pruthi, General Manager-CRC**

Resolved that the committee shall present the draft in next meeting of IQAC.

Agenda Item No. 12:

To draft the Policy and Standard Procedures for feedback system from all stakeholders.

It was pointed out by Director-IQAC that although there is a formalized process for taking the feedback from all the stakeholders in respect of Curricula, Administrative Support and other facilities available in the campus, there is a need to have documented policy in place for complete feedback system from all the stakeholders.

It was therefore resolved that a committee of of following members to be constituted to draft the Policy and Standard Procedures for feedback system from all stakeholders and shall present the draft in next meeting of IQAC:

1. Dr. Naresh Grover (Convener),
2. Ms. Rashmi Agrawal, Associate Professor-MRIU,
3. Ms. Rakhi Pruthi, General Manager CRC

Agenda Item No. 13:

Any other item with the permission of chair.

No item was presented under the head.

In the concluding note Dr. Naresh Grover emphasized that departments must work progressively towards adoption of the concept of Outcome-Based Education. Dr. Grover also emphasized that MRIU should come up with an Institutional Strategic Plan which was duly endorsed by Dr. N C Wadhwa (Vice-Chancellor, MRIU).

It was resolved that a committee of the following be constituted to draft a document related to Institutional Strategic Plan for coming years and to present the same in the upcoming meeting of Planning and Monitoring Board for perusal and review.

1. Dr. V K Mahna (PVC, MRIU)
2. Dr. M K Soni (ED and Dean-FET)
3. Dr. Naresh Grover (Dean Academics, MRIU)
4. Dr. G L Khanna (Professor, FAS)

Dr Sandeep Grover suggested that IQAC should also take initiative to formulize other policies and standard processes also like: Library Usage, IT Usage and Maintenance, Infrastructure and maintenance, faculty and Staff welfare, Conduct Rules for faculty students and staff. Vice Chancellor asked Director IQAC to come up with the agenda items pertaining to these policies and processes in the next meeting.

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

-Sd/-
Director IQAC

Action Taken Report on the Decisions taken in the IQAC
Meeting held on Dec 23, 2015

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p>Agenda Item No 1: To confirm the minutes of the last meeting of IQAC held on Oct 7, 2015 (minutes already circulated on Oct 20, 2015).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p>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 Oct 7, 2015.</p>	<p>The action taken report was approved and communicated to all.</p>	<p>No action is required.</p>
<p>Agenda Item No 3: To present action plan of the IQAC, MRIU prepared for even semester (Jan-June 2016).</p>	<p>The Action Plan was presented on table and discussed. The proposed activities are to be undertaken during even semester of AY 2015-16. Resolved that workshops based on Outcome Based Education must be conducted across the University to have the clear understanding of the same. Further, it was resolved that the complete quality manual must be launched by the IQAC to have all policies at one place by the next year.</p>	<p>Decision was shared with all concerned. Different Policies are being framed to be included in the Quality manual.</p>
<p>Agenda Item No 4: To draft the policy framework for Curriculum Design, Development and Review as per Outcome Based Education.</p>	<p>It was resolved that a committee of following members to be constituted to draft the Policy for Curriculum Design, Development and Review:</p> <ol style="list-style-type: none"> 1. Dr. Naresh Grover (convener), 2. Dr Sarita Sachdeva, Professor-MRIU, and 3. Dr Deepti Dabbas, Assistant Professor-MRIU <p>Resolved that committee shall present the draft in next meeting of IQAC.</p> <p>It was informed that the engineering departments have started following the curriculum structure as per Outcome based education, however, a policy shall be framed to have uniformity across the University.</p> <p>The policy must include</p> <ul style="list-style-type: none"> • Setting up of Program Educational objectives (PEO's) in line with respective department's vision and mission; setting up of Program 	<p>Draft policy for Curriculum Design, Development and Review was received and is presented as separate Agenda Item No. 3.</p>

	<p>specific Outcomes (PSO's) apart from Program Outcomes (PO's) as defined by National Board of accreditation (NBA); procedures to define course outcomes (CO's); mapping criteria to map course outcomes with POs/PSOs;</p> <ul style="list-style-type: none"> • Plan of study: Study scheme format • Process to design/revise the curriculum 	
<p>Agenda Item No 5: To draft the policy framework for teaching -learning and evaluation processes in Academic departments</p>	<p>It was resolved that a committee of following members to be constituted to draft the Policy for teaching-learning processes in departments:</p> <ol style="list-style-type: none"> 1. Dr. V. K. Mahna (convener), 2. Dr. Chavi Bhargava Sharma, Professor-FMS-MRIU 3. Dr Geeta Nijhawan, Associate Professor-FET-MRIU <p>Resolved that the committee shall present the draft in next meeting of IQAC.</p> <p>The policy must include detailed methodologies for teaching-learning with a shift from teacher-centric to learner-centric pedagogies, identification of slow and advanced learners, conduct of remedial classes/bridge courses, continuous internal assessment and end semester assessment, inclusion of activities related to Problem Solving, Experiential and Participative learning, ICT usage and mechanism for evaluation of teaching-learning.</p>	<p>Draft policy for Teaching, Learning and Evaluation was received and is presented as separate Agenda Item No. 4.</p>
<p>Agenda Item No. 6: To draft the Policy framework for Value Added Courses along with the Standard Operating Procedures in order to have a stream-lined process.</p>	<p>Dr. Naresh Grover (Dean Academics, MRIU) apprised the house about introduction of non-credit Value-Added Courses across the University as per the suggestions of Peer Team of NAAC. He emphasized on framing a Policy and standard set of Procedures wrt enrollment, duration, certification of Value-added courses.</p> <p>It was resolved that a committee of following members to be constituted to draft the Policy for Value Added Courses across the University:</p> <ol style="list-style-type: none"> 1. Dr. Naresh Grover, Dean Academics-MRIU 	<p>Draft policy and procedures for Value Added Courses was received and is presented as separate Agenda Item No. 5.</p>

	<p>2. Dr. Leena G., Professor-MRIU 3. Ms. Rashmi Agrawal. Associate Professor-MRIU</p> <p>Resolved that the committee shall present the draft in next meeting of IQAC.</p>	
<p>Agenda Item No. 7: To devise a Policy and uniform standard operating procedures for Student Mentoring system at MRIU.</p>	<p>Resolved that although academic departments at MRIU already have a well-versed system for student mentoring, further a committee shall be constituted to frame a policy and devise uniform standard operating procedures for mentoring system.</p> <p>It was decided that a three-member committee Dr. Chavi-Professor MRIU, Dr. Suresh Kumar-Professor MRIU, Ms. Gurjeet Kaur- HoD, N&D shall submit the draft of Policy and SoPs on student mentoring system which shall be followed at the University level after subsequent approval.</p>	<p>Draft Policy and procedures for student mentoring system were received and are presented as separate Agenda Item No. 6.</p>
<p>Agenda Item No. 8: To consider the updates on admissions made in AY2015-16.</p>	<p>The members were apprised about the status of admissions for AY2015-16 by Registrar, MRIU. The updates were noted by the members. It was resolved that the Admission report of the year to be presented during the next meeting of IQAC.</p> <p>It was also resolved that examination report and Annual report of the University for AY2014-15 also to be presented during the next meeting of IQAC.</p>	<p>Admission report for AY2015-16 along with Examination report and Annual report of the University for AY2014-15 have been received and are presented as Agenda Item No. 7.</p>
<p>Agenda Item No. 9: To discuss the Academic Calendar of even semester of AY2015-16 for perusal and approval of IQAC members.</p>	<p>Academic Calendar for even semester of AY2015-16 was presented by Dr. Naresh Grover (Dean Academics, MRIU). Academic calendar was approved by the IQAC members to be shared with the Department Heads and Central Units for further actions.</p>	<p>Approved Academic Calendar for the even semester of AY2015-16 was shared with all concerned for further actions.</p>
<p>Agenda Item No. 10: To apprise the members about the result of NAAC inspection held in Oct 2015.</p>	<p>It was informed that the executive committee of the National assessment and Accreditation Council on the</p>	<p>The information was shared with all concerned.</p>

	<p>recommendation of the duly appointed Peer Team has declared the MRIU as accredited with CGPA of 3.05 on four-point scale at A Grade on Nov 16, 2020 and is valid up to Nov 15, 2020. The certificate of Accreditation was shared with the members.</p> <p>It was resolved to put on record the appreciations for the tirelessly hard work done by Dr. Naresh Grover and all the members of core working group and support extended by all the departments in completing the task under the guidance of Dr. V.K. Mahna.</p>	
<p>Agenda Item No. 11: To draft the Policy and Procedures for Student Placements.</p>	<p>It was resolved that a committee of following members to be constituted to draft the Policy and Procedures for Student Placements:</p> <ol style="list-style-type: none"> 1. Dr. M. K. Soni (Convener), 2. Dr. S. S. Tyagi, Professor-MRIU, and 3. Ms. Rakhi Pruthi, General Manager-CRC <p>Resolved that the committee shall present the draft in next meeting of IQAC.</p>	<p>Draft is presented as separate Agenda Item No. 13.</p>
<p>Agenda Item No. 12: To draft the Policy and Standard Procedures for feedback system from all stakeholders.</p>	<p>It was therefore resolved that a committee of following members to be constituted to draft the Policy and Standard Procedures for feedback system from all stakeholders and shall present the draft in next meeting of IQAC:</p> <ol style="list-style-type: none"> 1. Dr. Naresh Grover (Convener), 2. Ms. Rashmi Agrawal, Associate Professor-MRIU, 3. Ms. Rakhi Pruthi, General Manager-CRC 	<p>Draft is presented as separate Agenda Item</p>
<p>Agenda Item No. 13 Any other item with the permission of chair.</p>	<p>Dr. Grover emphasized that MRIU should come up with an Institutional Strategic Plan which was duly endorsed by Dr. N C Wadhwa (Vice-Chancellor, MRIU). It was resolved that a committee of the following be constituted to draft a document related to Institutional Strategic Plan for coming years and to</p>	<p>The draft of Institution Strategic Plan for the upcoming years shall be presented by the committee members in the upcoming meeting of Planning and Monitoring Board scheduled for 14th March 2016.</p>

	<p>present the same in the upcoming meeting of Planning and Monitoring Board for perusal and review.</p> <ol style="list-style-type: none"> 1. Dr. V K Mahna (PVC, MRIU) 2. Dr. M K Soni (ED and Dean-FET) 3. Dr. Naresh Grover (Dean Academics, MRIU) 4. Dr. G L Khanna (Professor, FAS) <p>Dr Sandeep Grover suggested that IQAC should also take initiative to formulize other policies and standard processes also like: Library Usage, IT Usage and Maintenance, Infrastructure and maintenance, faculty and Staff welfare, Conduct Rules for faculty students and staff. Vice Chancellor asked Director IQAC to come up with the agenda items pertaining to these policies and processes in the next meeting</p>	<p>Policies and Procedures pertaining to Library Usage, IT Usage and Maintenance, Infrastructure and maintenance, faculty and Staff welfare, Conduct Rules for faculty students and staff have been put up as separate Agenda Items 9, 10A, 10B, 11A and 11 B respectively.</p>
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MRIU

MANAV RACHNA INTERNATIONAL UNIVERSITY
(DEEMED TO BE UNIVERSITY)

Proceedings for the Meeting of the IQAC held on March 18, 2016 at 2.30 PM in the Board Room of A-Block, MRIU

The following members attended the meeting:

- Dr. N. C. Wadhwa, Vice-Chancellor
- Dr V.K. Mahna, PVC
- Dr M. M. Kathuria, Management Representative
- Dr M. K. Soni, ED & Dean FET
- Dr Naresh Grover, Dean Academics
- Dr G. L. Khanna, Dean, FAS
- Dr Chavi Bhargava, Dean FMS
- Dr Anil Sarin, Professor FCBS
- Prof I. K. Kilam, DSW
- Dr Sarita Sachdeva, HOD- Biotechnology
- Ms Gurjeet Chawla, HOD-N & D
- Dr Pradeep Varshney, Professor, FET
- Ms Rashmi Agrawal, HOD, FCA
- Mr K. C. Dadhwal, Registrar, MRIU
- Dr Babu Ram, Professor, FCA
- Mr Navdeep Chawla, Industrialist
- Mr S.K. Jain, Industrialist
- Prof. Sandeep Grover, Civil Society Representative
- Dr. Geeta Nijhawan, Associate Professor, FET
- Dr Suresh Bedi, Director, IQAC

The proceedings for the meeting are as follows:

Agenda Item No. 1:

To confirm the minutes of the last meeting of the IQAC held on Dec 23, 2015
 (Minutes already circulated on Dec 29, 2015)

The minutes of the meeting were unanimously confirmed as no objection or comments were received.

Agenda Item No. 2:

To consider Action Taken Report on the decisions of the last IQAC meeting held on Dec 23, 2015.

**Action Taken Report on the Decisions taken in the IQAC
 Meeting held on Dec 23, 2015**

Agenda Item No.	Decisions Taken	Follow-up Action Taken
Agenda Item No 1: To confirm the minutes of the last meeting of IQAC held on Oct 7, 2015 (minutes already circulated on Oct 20, 2015).	The minutes were confirmed and circulated to all concerned.	No action is required.

<p>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 Oct 7, 2015.</p>	<p>The action taken report was approved and communicated to all.</p>	<p>No action is required.</p>
<p>Agenda Item No 3: To present action plan of the IQAC, MRIU prepared for even semester (Jan-June 2016).</p>	<p>The Action Plan was presented on table and discussed. The proposed activities are to be undertaken during even semester of AY 2015-16. Resolved that workshops based on Outcome Based Education must be conducted across the University to have the clear understanding of the same. Further, it was resolved that the complete quality manual must be launched by the IQAC to have all policies at one place by the next year.</p>	<p>Decision was shared with all concerned. Different Policies are being framed to be included in the Quality manual.</p>
<p>Agenda Item No 4: To draft the policy framework for Curriculum Design, Development and Review as per Outcome Based Education.</p>	<p>It was resolved that a committee of following members to be constituted to draft the Policy for Curriculum Design, Development and Review:</p> <ol style="list-style-type: none"> 1. Dr. Naresh Grover (convener), 2. Dr Sarita Sachdeva, Professor-MRIU, and 3. Dr Deepti Dabbas, Assistant Professor-MRIU <p>Resolved that committee shall present the draft in next meeting of IQAC.</p> <p>It was informed that the engineering departments have started following the curriculum structure as per Outcome based education, however, a policy shall be framed to have uniformity across the University.</p> <p>The policy must include</p> <ul style="list-style-type: none"> • Setting up of Program Educational objectives (PEO's) in line with respective department's vision and mission; setting up of Program specific Outcomes (PSO's) apart from Program Outcomes (PO's) as defined by National Board of accreditation (NBA); procedures to define course outcomes (CO's); mapping criteria to map course outcomes with POs/PSOs; • Plan of study: Study scheme format • Process to design/revise the 	<p>Draft policy for Curriculum Design, Development and Review was received and is presented as separate Agenda Item No. 3.</p>

	curriculum	
<p>Agenda Item No 5: To draft the policy framework for teaching -learning and evaluation processes in Academic departments</p>	<p>It was resolved that a committee of following members to be constituted to draft the Policy for teaching-learning processes in departments:</p> <ol style="list-style-type: none"> 1. Dr. V. K. Mahna (convener), 2. Dr. Chavi Bhargava Sharma, Professor-FMS-MRIU 3. Dr Geeta Nijhawan, Associate Professor-FET-MRIU <p>Resolved that the committee shall present the draft in next meeting of IQAC.</p> <p>The policy must include detailed methodologies for teaching-learning with a shift from teacher-centric to learner-centric pedagogies, identification of slow and advanced learners, conduct of remedial classes/bridge courses, continuous internal assessment and end semester assessment, inclusion of activities related to Problem Solving, Experiential and Participative learning, ICT usage and mechanism for evaluation of teaching-learning.</p>	<p>Draft policy for Teaching, Learning and Evaluation was received and is presented as separate Agenda Item No. 4.</p>
<p>Agenda Item No. 6: To draft the Policy framework for Value Added Courses along with the Standard Operating Procedures in order to have a stream-lined process.</p>	<p>Dr. Naresh Grover (Dean Academics, MRIU) apprised the house about introduction of non-credit Value-Added Courses across the University as per the suggestions of Peer Team of NAAC. He emphasized on framing a Policy and standard set of Procedures wrt enrollment, duration, certification of Value-added courses.</p> <p>It was resolved that a committee of following members to be constituted to draft the Policy for Value Added Courses across the University:</p> <ol style="list-style-type: none"> 1. Dr. Naresh Grover, Dean Academics-MRIU 2. Dr. Leena G., Professor-MRIU 3. Ms. Rashmi Agrawal. Associate Professor-MRIU <p>Resolved that the committee shall present the draft in next meeting of IQAC.</p>	<p>Draft policy and procedures for Value Added Courses were received and are presented as separate Agenda Item No. 5.</p>
<p>Agenda Item No. 7: To devise a Policy and uniform standard operating</p>	<p>Resolved that although academic departments at MRIU already have a</p>	<p>Draft Policy and procedures for student mentoring</p>

<p>procedures for Student Mentoring system at MRIU.</p>	<p>well-versed system for student mentoring, further a committee shall be constituted to frame a policy and devise uniform standard operating procedures for mentoring system.</p> <p>It was decided that a three-member committee Dr. Chavi-Professor MRIU, Dr. Suresh Kumar-Professor MRIU, Ms. Gurjeet Kaur- HoD, N&D shall submit the draft of Policy and SoPs on student mentoring system which shall be followed at the University level after subsequent approval.</p>	<p>system were received and are presented as separate Agenda Item No. 6.</p>
<p>Agenda Item No. 8: To consider the updates on admissions made in AY2015-16.</p>	<p>The members were apprised about the status of admissions for AY2015-16 by Registrar, MRIU. The updates were noted by the members. It was resolved that the Admission report of the year to be presented during the next meeting of IQAC.</p> <p>It was also resolved that examination report and Annual report of the University for AY2014-15 also to be presented during the next meeting of IQAC.</p>	<p>Admission report for AY2015-16 along with Examination report and Annual report of the University for AY2014-15 have been received to be presented as Agenda Item No. 7.</p>
<p>Agenda Item No. 9: To discuss the Academic Calendar of even semester of AY2015-16 for perusal and approval of IQAC members.</p>	<p>Academic Calendar for even semester of AY2015-16 was presented by Dr. Naresh Grover (Dean Academics, MRIU). Academic calendar was approved by the IQAC members to be shared with the Department Heads and Central Units for further actions.</p>	<p>Approved Academic Calendar for the even semester of AY2015-16 was shared with all concerned for further actions.</p>
<p>Agenda Item No. 10: To apprise the members about the result of NAAC inspection held in Oct 2015.</p>	<p>It was informed that the executive committee of the National assessment and Accreditation Council on the recommendation of the duly appointed Peer Team has declared the MRIU as accredited with CGPA of 3.05 on four-point scale at A Grade on Nov 16, 2020 and is valid up to Nov 15, 2020. The certificate of Accreditation was shared with the members.</p> <p>It was resolved to put on record the appreciations for the tirelessly hard work done by Dr. Naresh Grover and all the members of core working group and</p>	<p>The information was shared with all concerned.</p>

	support extended by all the departments in completing the task under the guidance of Dr. V.K. Mahna.	
Agenda Item No. 11: To draft the Policy and Procedures for Student Placements.	It was resolved that a committee of of following members to be constituted to draft the Policy and Procedures for Student Placements: <ol style="list-style-type: none"> 1. Dr. M. K. Soni (Convener), 2. Dr. S. S. Tyagi, Professor-MRIU, and 3. Ms. Rakhi Pruthi, General Manager-CRC Resolved that the committee shall present the draft in next meeting of IQAC.	Draft is presented as separate Agenda Item No. 13.
Agenda Item No. 12: To draft the Policy and Standard Procedures for feedback system from all stakeholders.	It was therefore resolved that a committee of of following members to be constituted to draft the Policy and Standard Procedures for feedback system from all stakeholders and shall present the draft in next meeting of IQAC: <ol style="list-style-type: none"> 1. Dr. Naresh Grover (Convener), 2. Ms. Rashmi Agarwal, Associate Professor-MRIU, 3. Ms. Rakhi Pruthi, General Manager-CRC 	Draft is presented as separate Agenda Item No. 12.
Agenda Item No. 13 Any other item with the permission of chair.	Dr. Grover emphasized that MRIU should come up with an Institutional Strategic Plan which was duly endorsed by Dr. N C Wadhwa (Vice-Chancellor, MRIU). It was resolved that a committee of the following be constituted to draft a document related to Institutional Strategic Plan for coming years and to present the same in the upcoming meeting of Planning and Monitoring Board for perusal and review. <ol style="list-style-type: none"> 1. Dr. V K Mahna (PVC, MRIU) 2. Dr. M K Soni (ED and Dean-FET) 3. Dr. Naresh Grover (Dean Academics, MRIU) 4. Dr. G L Khanna (Professor, FAS) Dr Sandeep Grover suggested that IQAC should also take initiative to formulize other policies and standard processes also like: Library Usage, IT Usage and	The draft of Institution Strategic Plan for the upcoming years has been presented by the committee members in the meeting of Planning and Monitoring Board held on 14 th March 2016. The same is presented as separate Agenda Item No. 14. Policies and Procedures

	Maintenance, Infrastructure and maintenance, faculty and Staff welfare, Conduct Rules for faculty students and staff. Vice Chancellor asked Director IQAC to come up with the agenda items pertaining to these policies and processes in the next meeting	pertaining to Library Usage, IT Usage and Maintenance, Infrastructure and maintenance, faculty and Staff welfare, Conduct Rules for faculty students and staff have been put up as separate Agenda Items 9, 10A, 10B, 11A and 11 B respectively.
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The action taken report was approved.

Agenda Item No.3

To present the draft of Policy for Curriculum Design, Development and Review as per Outcome Based Education for perusal and approval of IQAC. **Annexure I**

The detailed draft was presented by Dr. Naresh Grover (Dean Academics-MRIU). The importance of outcome-based education was also discussed. The presented draft was appreciated and approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.

Agenda Item No.4

To present the draft of Policy and Procedures for Teaching, Learning and Evaluation for perusal and approval of IQAC. **Annexure II**

The detailed draft was presented by Dr. Geeta Nijhawan, Associate Professor-MRIU. It was apprised to the house that the draft has been prepared considering a shift from teacher-centric to learner-centric pedagogies. The procedures to identify slow and advanced learners and plan customized teaching-learning strategies were highlighted. The importance of incorporation of ICT during teaching was also given due consideration while preparing the draft.

Further, Dr. Naresh Grover (Dean Academics, MRIU) informed about the inclusion of proposal to introduce Summer Semester for the students who fail to maintain the minimum required attendance for the courses offered during that Academic Year. They shall either have to repeat/attend that full semester along with the students of next batch by losing one year or shall have to get themselves registered for different courses during the Summer Semester which shall be planned after the End Semester Examination to be conducted in May each year.

The presented draft was appreciated by the IQAC members for subsequent implementation from this academic year onwards after due approval in the forthcoming meeting of BoM.

Agenda Item No.5

To present the draft of Policy and Procedures for Value Added Courses for perusal and approval of IQAC. **Annexure III**

The detailed draft of policy and procedures for Value Added Courses was presented by Ms. Rashmi Agrawal (Associate Professor-MRIU).

It was apprised that to enhance the knowledge of the students in different fields, University has started value-added/certificate courses from AY2015-16 especially for advanced and keen learners. These courses shall be floated every year with a vision to enrich the knowledge of students so that they can be better prepared to meet the industry demands as well as develop their own aptitudes.

It was resolved that draft shall be presented in the forthcoming meeting of BoM for due approval and subsequent implementation.

Agenda Item No.6

To present the draft Policy and procedures for student mentoring system for perusal and approval of IQAC. Annexure IV

The draft policy and procedures for student mentoring system were presented by Ms. Gurjeet Kaur (Hod-N&D) for deliberations of the house. The formats of Mentor and Mentee diary were presented along with the Roles and responsibilities of a mentor. The draft was approved by IQAC, MRIU. It was also resolved that the same may be got ratified in the upcoming meeting of BoM before sharing with the departments for further actions.

Agenda Item No.7

- a. To present the Admission Report for AY 2015-16.
- b. To present the Examination Report for AY2014-15.
- c. To present Annual Report of the University for AY2014-15.

- ✓ Admission Report for AY2015-16 was noted by IQAC, MRIU.
- ✓ Examination report for the AY2014-15 was presented by Deputy-CoE, MRIU.
- ✓ Annual report of the University for AY2014-15 was presented by Registrar-MRIU.

The same shall be submitted to BoM for consideration.

Agenda Item No.8

To present Best Practices / quality initiatives taken at Dr. O.P. Bhalla Central Library Manav Rachna International University.

Following updates were presented by Mr. Vikram Sharma and applauded by all the present members:

- The Central Library is in sync with the latest in technology, offering a balanced combination of print and digital collections. The online databases like IEEE, ASME, ASCE, InfoTrac Gale, J-Gate EBSCOhost, Knimbus and membership of digital consortia DELNET and other professional bodies have opened up a wealth of opportunities for scholars and students alike. Kindles have recently been added to the existing collection of e-books.

- The Library is Wi-Fi and RFID enabled (a technology facilitating self-service of books in areas like the issue of books, return, renewal, reissue, reservation and security management), offering the latest state-of-the art technological applications including e-books, audio-books, e-journals, i-pads to maximize the use and ease of library resources.
- The following e-learning resources are present free of cost:
 - MIT open courseware
 - Harvard Business School online courses
 - IGNOU web resources
 - Online course materials and multimedia resources of other national and international institutions.
 - Matlab Central
 - MHRD e-PG PathShala
 - eDX: Open Online Course from Universities across Globe
 - Elearning resources like National Program on Technology Enhance Learning (NPTEL), NITTTR Chandigarh Technology Enabled Learning (NCTEL) etc.

Agenda Item No.9

To draft the policy for Library usage along with its Standard Operating Procedures.

It was resolved that a committee of the following members to be constituted to draft the Policy and Procedures for Library Usage:

1. Dr. M.K. Soni ED and Dean FET (convener),
2. Mr. Vikram Sharma (University Librarian)
3. Dr. S. S. Tyagi (Professor-MRIU)

Resolved that the committee shall present the draft in next meeting of IQAC.

Agenda Item No.10

To draft the policy for:

- a. IT usage and maintenance
- b. Infrastructure usage and maintenance

It was resolved that a committee of the following members to be constituted to draft above mentioned Policies:

1. Mr. Atul Kalra (Director-Admin)
2. Mr. Sabyasachi Sen (GM-IT)
3. Mr. K.S. Mishra (Project Manager)

Resolved that the committee shall present the draft in next meeting of IQAC.

Agenda Item No.11

To draft the:

- a. Policy for Faculty and Staff Welfare.
- b. Handbook of Ethical Policy and Code of Conduct for Students, Faculty and Staff.

It was resolved that a committee of the following members to be constituted to draft above mentioned Policies:

- 1. Dr. M.K.Soni, ED and Dean FET, MRIU**
- 2. Dr. Naresh Grover Dean Academics, MRIU**
- 3. Dr. Chavi Bhargava Sharma, Professor, MRIU**
- 4. Registrar, MRIU**

Resolved that the committee shall present the draft in next meeting of IQAC.

Agenda Item No.12

To finalize the draft policy and standard procedures for feedback system for all stakeholders.

Ms. Rashmi Agrawal, member of the constituted committee presented the proposed draft policy and standard procedures for feedback system for all stakeholders along with the complete Feedback Process, formats/forms and frequency of feedback to be taken from different stakeholders for perusal and approval of the IQAC. The drafts were approved for further implementation after the subsequent approval of Board of Management. (Annexure V)

Agenda Item No.13

To present the draft of Policy and Procedures for Student Placements for perusal and approval of IQAC. Annexure VI

The detailed draft was presented by Dr. M. K. Soni (ED and Dean-FET). The presented draft was appreciated and approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.

It was suggested that the step-by-step Placement Process starting from the Registration on Placement Portal should be highlighted very clearly.

Agenda Item 14

To update the status of Institution Strategic Plan Document as presented in Planning and Monitoring Board.

Director IQAC apprised that Institution Strategic Plan of the University was prepared by the four member committee as constituted during the last quarterly meeting of IQAC and the same was presented during the last meeting of Planning and Monitoring Board held on 14th March 2016. It was suggested that the Institution Strategic Plan document must include details while visualizing the Vision 2025 of MRIU.

Dr. V K Mahna presented the plan in brief for further review of IQAC members. The efforts of the committee were appreciated and was recommended for approval in the upcoming meeting of BoM.

Agenda Item 15

Any other item with the permission of chair.

No item was presented under the head.

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

**-Sd/-
Director IQAC**

MRU

Action Taken Report on the Decisions taken in the IQAC

Meeting held on March 18, 2016

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p>Agenda Item No 1: To confirm the minutes of the last meeting of IQAC held on Dec 23, 2015 (minutes already circulated on Dec 29, 2015).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p>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 Dec 23, 2015.</p>	<p>The action taken report was approved and communicated to all.</p>	<p>No action is required.</p>
<p>Agenda Item No 3: To present the draft of Policy for Curriculum Design, Development and Review as per Outcome Based Education for perusal and approval of IQAC.</p>	<p>The detailed draft was presented by Dr. Naresh Grover (Dean Academics-MRIU). The importance of outcome-based education was also discussed. The presented draft was appreciated and approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.</p>	<p>Policy for Curriculum Design, Development and Review was shared with the all concerned after its due approval in 20th BoM held on 28th March 2016.</p>
<p>Agenda Item No 4: To present the draft of Policy and Procedures for Teaching, Learning and Evaluation for perusal and approval of IQAC.</p>	<p>The detailed draft was presented by Dr. Geeta Nijhawan, Associate Professor-MRIU. It was apprised to the house that the draft has been prepared considering a shift from teacher-centric to learner-centric pedagogies. The procedures to identify slow and advanced learners and plan customized teaching-learning strategies were highlighted. The importance of incorporation of ICT during teaching was also given due consideration while preparing the draft. Further, Dr. Naresh Grover (Dean Academics, MRIU) informed about the inclusion of proposal to introduce Summer Semester for the students who fail to maintain the minimum required attendance for the courses offered during</p>	<p>The Policy and Procedures for Teaching, Learning and Evaluation were approved by BoM in its 20th meeting held on 28th March 2016 and were circulated among all the departments for further action.</p>

	<p>that Academic Year. They shall either have to repeat/attend that full semester along with the students of next batch by losing one year or shall have to get themselves registered for different courses during the Summer Semester which shall be planned after the End Semester Examination to be conducted in May each year.</p> <p>The presented draft was appreciated by the IQAC members for subsequent implementation from this academic year onwards after due approval in the forthcoming meeting of BoM.</p>	
<p>Agenda Item No 5: To present the draft of Policy and Procedures for Value Added Courses for perusal and approval of IQAC.</p>	<p>The detailed draft of policy and procedures for Value Added Courses was presented by Ms. Rashmi Agrawal (Associate Professor-MRIU).</p> <p>It was apprised that to enhance the knowledge of the students in different fields, University has started value-added/certificate courses from AY2015-16 especially for advanced and keen learners. These courses shall be floated every year with a vision to enrich the knowledge of students so that they can be better prepared to meet the industry demands as well as develop their own aptitudes.</p> <p>It was resolved that draft shall be presented in the forthcoming meeting of BoM for due approval and subsequent implementation.</p>	<p>The Policy and Procedures for Value Added Courses were approved by BoM in its 20th meeting held on 28th March 2016 and were circulated among all the departments for further action.</p>
<p>Agenda Item No.6 To present the draft Policy and procedures for student mentoring system for perusal and approval of IQAC.</p>	<p>The draft Policy and Procedures for student mentoring system were presented by Ms. Gurjeet Kaur (Hod-N&D) for deliberations of the house. The formats of Mentor and Mentee diary were presented along with the Roles and responsibilities of a mentor. The draft was approved by IQAC, MRIU. It was also resolved that the same may be got</p>	<p>Policy and Procedures for student mentoring system and related formats were approved by BoM in its 20th meeting held on 28th March 2016 and were circulated among all the departments for further action.</p>

	ratified in the upcoming meeting of BoM. Before sharing with the departments for further actions.	
<p>Agenda Item No.7</p> <p>a. To present the Admission Report for AY 2015-16.</p> <p>b. To present the examination report for AY2014-15.</p> <p>c. To present Annual report of the University for AY2014-15.</p>	<p>✓ Admission Report for AY2015-16 was noted by IQAC, MRIU.</p> <p>✓ Examination report for the AY2014-15 was presented by Deputy-CoE, MRIU.</p> <p>✓ Annual report of the University for AY2014-15 was presented by Registrar-MRIU.</p> <p>The same shall be submitted to BoM for consideration.</p>	<p>Reports were considered in 20th meeting of BoM held on 28th March 2016.</p>
<p>Agenda Item No. 8</p> <p>To present Best Practices / quality initiatives taken at Dr. O.P. Bhalla Central Library Manav Rachna International University.</p>	<p>Updates were presented by Mr. Vikram Sharma and applauded by all the present members.</p>	<p>No action required.</p>
<p>Agenda Item No. 9</p> <p>To draft the policy for Library usage along with its Standard Operating Procedures.</p>	<p>It was resolved that a committee of the following members to be constituted to draft the Policy and Procedures for Library Usage:</p> <ol style="list-style-type: none"> 1. Dr. M.K.Soni ED and Dean FET (convener), 2. Mr. Vikram Sharma (University Librarian) 3. Dr. S. S. Tyagi (Professor-MRIU) <p>Resolved that the committee shall present the draft in next meeting of IQAC.</p>	<p>Draft Policy on Library usage along with its Standard Operating Procedures were received and are presented as separate Agenda Item No. 3.</p>
<p>Agenda Item No. 10</p> <p>To draft the policy for:</p> <ol style="list-style-type: none"> a. IT usage and maintenance b. Infrastructure usage and maintenance 	<p>It was resolved that a committee of the following members to be constituted to draft above mentioned Policies:</p> <ol style="list-style-type: none"> 1. Mr. Atul Kalra (Director-Admin) 2. Mr. Sabyasachi Sen (GM-IT) 3. Mr. K.S. Mishra (Project Manager) 	<p>Draft Policy and Standard Operating Procedures on</p> <ol style="list-style-type: none"> a. IT usage and maintenance b. Infrastructure usage and maintenance <p>were received and are</p>

	Resolved that the committee shall present the draft in next meeting of IQAC.	presented as separate Agenda Item No. 4.
Agenda Item No.11 To draft the: <ul style="list-style-type: none"> a. Policy for Faculty and Staff Welfare. b. Handbook of Ethical Policy and Code of Conduct for Students, Faculty and Staff. 	It was resolved that a committee of the following members to be constituted to draft above mentioned Policies: <ol style="list-style-type: none"> 1. Dr. M.K. Soni, ED and Dean FET 2. Dr. Naresh Grover, Dean Academics- MRIU 3. Dr. Chavi Bhargava Sharma, Professor, MRIU 4. Registrar, MRIU Resolved that the committee shall present the draft in next meeting of IQAC.	Draft Policy for Faculty and Staff Welfare and Conduct Rules for Students, Faculty and Staff were received and are presented as separate Agenda Item No. 5.
Agenda Item No.12 To finalize the draft policy and standard procedures for feedback system for all stakeholders.	Ms. Rashmi Agarwal, member of the constituted committee presented the proposed draft policy and standard procedures for feedback system for all stakeholders along with the complete Feedback Process, formats/forms and frequency of feedback to be taken from different stake holders for perusal and approval of the IQAC. The policy was approved for subsequent implementation after due approval in the forthcoming meeting of BoM. (Annexure V)	Policy and standard procedures for feedback system for all stakeholders and related formats were approved by BoM in its 20 th meeting held on 28 th March 2016 and were circulated among all the departments for further action.
Agenda Item No.13 To present the draft of Policy and Procedures for Student Placements for perusal and approval of IQAC.	The detailed draft was presented by Dr. M. K. Soni (ED and Dean-FET). The presented draft was appreciated and approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM. It was suggested that the step-by-step Placement Process starting from the Registration on Placement Portal should be highlighted very clearly.	Draft of Policy and Procedures for Student Placements was presented and approved in 20 th meeting of BoM held on March 28, 2016.

<p>Agenda Item No.14</p> <p>To update the status of Institution Strategic Plan Document as presented in Planning and Monitoring Board.</p>	<p>Director IQAC apprised that Institution Strategic Plan of the University was prepared by the four member committee as constituted during the last quarterly meeting of IQAC and the same was presented during the last meeting of Planning and Monitoring Board held on 14th March 2016. It was suggested that the Institution Strategic Plan document must include details while visualizing the Vision 2025 of MRIU.</p> <p>Dr. V K Mahna presented the plan in brief for further review of IQAC members. The efforts of the committee were appreciated and was recommended for approval in the upcoming meeting of BoM.</p>	<p>Institution Strategic Plan was presented and approved in BoM meeting held on 28th March 2016.</p> <p>It was further resolved in BoM that every year committee shall present the status of the plan in BoM.</p>
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**MANAV RACHNA INTERNATIONAL UNIVERSITY
(DEEMED TO BE UNIVERSITY)**

Proceedings for the Meeting of the IQAC held on May 31, 2016 at 2.30 PM in the Board Room of A-Block, MRIU

The following members attended the meeting:

- Dr N. C. Wadhwa, Vice-Chancellor
- Dr M. M. Kathuria, Management Representative
- Dr M. K. Soni, ED & Dean FET
- Mr. R. K. Arora, Registrar
- Dr Naresh Grover, Dean Academics
- Dr Chavi Bhargava, Dean FMS
- Dr. Neemo Dhar, Dean FMeH
- Dr Sarita Sachdeva, HOD-BT
- Prof I. K. Kilam, DSW
- Mr. K. C. Dadhwal, CoE
- Dr. Geeta Nijhawan, Assoc. Prof, ECE
- Dr. Deepti Dabas, Assistant Prof., FMS
- Ms Rashmi Agrawal, HOD, FCA
- Mr. Vikram Sharma, University Librarian
- Mr. Sabyasachi Sen, GM IT
- Mr. Virender Narula, Assoc. Prof, Mechanical
- Mr Navdeep Chawla, Industrialist
- Mr S.K. Jain, Industrialist
- Prof. Sandeep Grover, Civil Society Representative
- Mr. Prakhar Kumar, Student
- Dr Suresh Bedi, Director, IQAC

All HoDs as special invitees

The proceedings for the meeting are as follows:

Agenda Item No. 1:

To confirm the minutes of the last meeting of the IQAC held on March 18, 2016
(Minutes already circulated on March 28, 2016)

The minutes of the meeting were unanimously confirmed as no objection or comments were received.

Agenda Item No. 2:

To consider Action Taken Report on the decisions of the last IQAC meeting held on March 18, 2016.

Action Taken Report on the Decisions taken in the IQAC
Meeting held on March 18, 2016

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p>Agenda Item No 1: To confirm the minutes of the last meeting of IQAC held on Dec 23, 2015 (minutes already circulated on Dec 29, 2015).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p>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 Dec 23, 2015.</p>	<p>The action taken report was approved and communicated to all.</p>	<p>No action is required.</p>
<p>Agenda Item No 3: To present the draft of Policy for Curriculum Design, Development and Review as per Outcome Based Education for perusal and approval of IQAC.</p>	<p>The detailed draft was presented by Dr. Naresh Grover (Dean Academics-MRIU). The importance of outcome-based education was also discussed. The presented draft was appreciated and approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.</p>	<p>Policy for Curriculum Design, Development and Review was shared with the all concerned after its due approval in 20th BoM held on 28th March 2016.</p>
<p>Agenda Item No 4: To present the draft of Policy and Procedures for Teaching, Learning and Evaluation for perusal and approval of IQAC.</p>	<p>The detailed draft was presented by Dr. Geeta Nijhawan, Associate Professor-MRIU. It was apprised to the house that the draft has been prepared considering a shift from teacher-centric to learner-centric pedagogies. The procedures to identify slow and advanced learners and plan customized teaching-learning strategies were highlighted. The importance of incorporation of ICT during teaching was also given due consideration while preparing the draft. Further, Dr. Naresh Grover (Dean Academics, MRIU) informed about the inclusion of proposal to introduce Summer Semester for the students who fail to maintain the minimum required attendance for the courses offered during that Academic Year. They shall either have to repeat/attend that full semester along with the students of next batch by losing one year or shall have to get themselves registered for different courses during the Summer Semester which shall be planned after the End Semester Examination to be conducted in</p>	<p>The Policy and Procedures for Teaching, Learning and Evaluation were approved by BoM in its 20th meeting held on 28th March 2016 and were circulated among all the departments for further action.</p>

	<p>May each year.</p> <p>The presented draft was appreciated by the IQAC members for subsequent implementation from this academic year onwards after due approval in the forthcoming meeting of BoM.</p>	
<p>Agenda Item No 5: To present the draft of Policy and Procedures for Value Added Courses for perusal and approval of IQAC.</p>	<p>The detailed draft of policy and procedures for Value Added Courses was presented by Ms. Rashmi Agrawal (Associate Professor-MRIU).</p> <p>It was apprised that to enhance the knowledge of the students in different fields, University has started value-added/certificate courses from AY2015-16 especially for advanced and keen learners. These courses shall be floated every year with a vision to enrich the knowledge of students so that they can be better prepared to meet the industry demands as well as develop their own aptitudes.</p> <p>It was resolved that draft shall be presented in the forthcoming meeting of BoM for due approval and subsequent implementation.</p>	<p>The Policy and Procedures for Value Added Courses were approved by BoM in its 20th meeting held on 28th March 2016 and were circulated among all the departments for further action.</p>
<p>Agenda Item No.6 To present the draft Policy and procedures for student mentoring system for perusal and approval of IQAC.</p>	<p>The draft Policy and Procedures for student mentoring system were presented by Ms. Gurjeet Kaur (Hod-N&D) for deliberations of the house. The formats of Mentor and Mentee diary were presented along with the Roles and responsibilities of a mentor. The draft was approved by IQAC, MRIU. It was also resolved that the same may be got ratified in the upcoming meeting of BoM. Before sharing with the departments for further actions.</p>	<p>Policy and Procedures for student mentoring system and related formats were approved by BoM in its 20th meeting held on 28th March 2016 and were circulated among all the departments for further action.</p>
<p>Agenda Item No.7 d. To present the Admission Report for AY 2015-16. e. To present the examination report for AY2014-15. f. To present Annual report of the University for AY2014-15.</p>	<ul style="list-style-type: none"> ✓ Admission Report for AY2015-16 was noted by IQAC, MRIU. ✓ Examination report for the AY2014-15 was presented by Deputy-CoE, MRIU. ✓ Annual report of the University for AY2014-15 was presented by Registrar-MRIU. <p>The same shall be submitted to BoM for</p>	<p>Reports were considered in 20th meeting of BoM held on 28th March 2016.</p>

	consideration.	
Agenda Item No. 8 To present Best Practices / quality initiatives taken at Dr. O.P. Bhalla Central Library Manav Rachna International University.	Updates were presented by Mr. Vikram Sharma and applauded by all the present members.	No action required.
Agenda Item No. 9 To draft the policy for Library usage along with its Standard Operating Procedures.	It was resolved that a committee of the following members to be constituted to draft the Policy and Procedures for Library Usage: <ol style="list-style-type: none"> 1. Dr. M.K.Soni ED and Dean FET (convener), 2. Mr. Vikram Sharma (University Librarian) 3. Dr. S. S. Tyagi (Professor-MRIU) Resolved that the committee shall present the draft in next meeting of IQAC.	Draft Policy on Library usage along with its Standard Operating Procedures were received and are presented as separate Agenda Item No. 3.
Agenda Item No. 10 To draft the policy for: <ol style="list-style-type: none"> a. IT usage and maintenance b. Infrastructure usage and maintenance 	It was resolved that a committee of the following members to be constituted to draft above mentioned Policies: <ol style="list-style-type: none"> 1. Mr. Atul Kalra (Director-Admin) 2. Mr. Sabyasachi Sen (GM-IT) 3. Mr. K.S. Mishra (Project Manager) Resolved that the committee shall present the draft in next meeting of IQAC.	Draft Policy and Standard Operating Procedures on <ol style="list-style-type: none"> c. IT usage and maintenance d. Infrastructure usage and maintenance were received and are presented as separate Agenda Item No. 4.
Agenda Item No.11 To draft the: <ol style="list-style-type: none"> a. Policy for Faculty and Staff Welfare. b. Handbook of Ethical Policy and Code of Conduct for Students, Faculty and Staff. 	It was resolved that a committee of the following members to be constituted to draft above mentioned Policies: <ol style="list-style-type: none"> 1. Dr. M.K. Soni, ED and Dean FET 2. Dr. Naresh Grover, Dean Academics- MRIU 3. Dr. Chavi Bhargava Sharma, Professor, MRIU 4. Registrar, MRIU Resolved that the committee shall present the draft in next meeting of IQAC.	Draft Policy for Faculty and Staff Welfare and Conduct Rules for Students, Faculty and Staff were received and are presented as separate Agenda Item No. 5.
Agenda Item No.12 To finalize the draft policy and standard procedures for feedback system for all stakeholders.	Ms. Rashmi Agrawal, member of the constituted committee presented the proposed draft policy and standard procedures for feedback system for all	Policy and standard procedures for feedback system for all stakeholders and related formats were

	<p>stakeholders along with the complete Feedback Process, formats/forms and frequency of feedback to be taken from different stake holders for perusal and approval of the IQAC. The policy was approved for subsequent implementation after due approval in the forthcoming meeting of BoM. (Annexure V)</p>	<p>approved by BoM in its 20th meeting held on 28th March 2016 and were circulated among all the departments for further action.</p>
<p>Agenda Item No.13 To present the draft of Policy and Procedures for Student Placements for perusal and approval of IQAC.</p>	<p>The detailed draft was presented by Dr. M. K. Soni (ED and Dean-FET). The presented draft was appreciated and approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.</p> <p>It was suggested that the step-by-step Placement Process starting from the Registration on Placement Portal should be highlighted very clearly.</p>	<p>Draft of Policy and Procedures for Student Placements was presented and approved in 20th meeting of BoM held on March 28, 2016.</p>
<p>Agenda Item No.14 To update the status of Institution Strategic Plan Document as presented in Planning and Monitoring Board.</p>	<p>Director IQAC apprised that Institution Strategic Plan of the University was prepared by the four member committee as constituted during the last quarterly meeting of IQAC and the same was presented during the last meeting of Planning and Monitoring Board held on 14th March 2016. It was suggested that the Institution Strategic Plan document must include details while visualizing the Vision 2025 of MRIU.</p> <p>Dr. V K Mahna presented the plan in brief for further review of IQAC members. The efforts of the committee were appreciated and was recommended for approval in the upcoming meeting of BoM.</p>	<p>Institution Strategic Plan was presented and approved in BoM meeting held on 28th March 2016.</p> <p>It was further resolved in BoM that every year committee shall present the status of the plan in BoM.</p>

The action taken report was approved and appreciated.

Agenda Item No. 3

To present the draft Policy of Library usage along with its Standard Operating Procedures for perusal and approval of IQAC. **Annexure I**

The detailed draft was presented by the University Librarian. The presented draft was appreciated and approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.

Agenda Item No. 4

To present the draft Policy and Standard Operating Procedures on

- a. IT usage and maintenance
 - b. Infrastructure usage and maintenance
- for perusal and approval of IQAC. **Annexure II**

- a. **The detailed draft for Policy and Procedures for IT usage and maintenance were presented by GM-IT, MRIU.**
- b. **The detailed draft for Policy and Procedures for Infrastructure usage and maintenance were presented by Registrar, MRIU.**

The presented draft was approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.

Agenda Item No. 5

- a. To present the draft Policy for Faculty and Staff Welfare and
 - b. To present the draft of Handbook of Ethical Policy and Code of Conduct for Students, Faculty and Staff
- for perusal and approval of IQAC. **Annexure III**

- a. **The detailed draft Policy for Faculty and Staff Welfare was presented by Registrar, MRIU.**
- b. **The draft of Handbook of Ethical Policy and Code of Conduct for Students, Faculty and Staff was presented by Registrar, MRIU.**

The presented draft was approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.

Agenda Item No. 6

To discuss the Strategic Perspective Plans as received from all the departments of MRIU for the academic year 2016-17 for perusal and review of IQAC.

The received strategic perspective plans were presented and discussed in detail. It was updated that University has a plan to apply for funding to promote knowledge based and Technology driven start-ups by harnessing young minds in an academic environment.

It was resolved that the IQAC will also include the quality related activities planned for the academic year to make a consolidated plan of the University after due deliberations. The consolidated plan of the University shall be submitted to the upcoming BoM for further ratification. Once ratified in BoM, the approved plan shall be notified for further implementation.

It was further resolved that all the academic and administrative unit shall present their action taken reports with respect to their Strategic Perspective Plans of previous Academic Year and Strategic Perspective Plans of upcoming Academic Year during the 4th Quarterly meeting of IQAC every year. These plans should be in alignment with the Institution Strategic Plan of MRIU as approved during the BoM meeting held on 28th March 2016.

Agenda Item No. 7:

To collate the feedback from different stakeholders of the University.

The Policy and Standard Procedures for feedback system along with stakeholder feedback formats were shared with the departments during the month of March 2016.

It was resolved that all the departments shall collate the feedback from all the stakeholders, prepare the analysis reports and submit the consolidated reports to the office of IQAC in the coming meeting as per the timeline stated in the Policy. The recommendations / suggestions related to Curricula should be brought through a Central Committee of the University for Feedback on Curricula.

Agenda Item No. 8:

To consider and approve the system of academic audit for the university departments

The broad guidelines for annual assessment of the performance of various Academic departments were presented on the table for further discussion. The basic purpose of academic audit is to create an advance opportunity for a department to find out its areas of improvement in relation to the expectations of the stakeholders and the quality standards laid down by the regulatory bodies and to enable it to initiate quality measures well in time. It was also resolved to formularize a Uniform format/parameter for taking the Academic Audit of various departments, for which a committee of the following members was proposed to prepare the draft and present in the next meeting of IQAC:

- 1) Dr. Naresh Grover, Dean-Academics, MRIU
- 2) Dr. S.K. Bedi, Director-IQAC
- 3) Dr. Pradeep Varshney, Professor, FET

The concerned department/unit will plan the Audit of their respective department/unit during the month of Aug 2016. The Audit report and Action taken report shall require to be submitted to the office of IQAC within three weeks of the conduct of Audit. The audit will be conducted at least once in an academic year.

Agenda Item No. 9

To discuss the outcome/achievement of IQAC wrt action plan for the academic year.

Outcomes/achievements of IQAC wrt action plan for the academic year 2015-16 are as follows:

Plan of Action	Achievements/Outcomes
Conduct of workshops on Quality related themes	Faculty Development Program on Structural Equation Modeling: An FDP on Structural Equation Modeling was held on Sep 4 th 2015. Concerned faculty members would be able to analyze the structural relationship between measured variables and latent constructs.
	Faculty Development Program on Predictive Modeling Using Regression Analysis: An FDP on Predictive Modeling Using Regression Analysis was held on Oct 3 rd 2015. Faculty would be able to use these techniques for forecasting and time series modeling.
	Staff Development Programmes on 1. Managing Data using Excel for Quality Assurance was conducted on 7 th Aug and 13 th Aug 2015. 2. Effective Negotiation Skills was conducted on 3 rd Oct 2015
	Faculty Development Program on Multi -Variate Analysis: FDP on multi-variate Analysis was held on Oct 16 th and 17 th , 2015. Faculty members would be able to use such techniques for demonstration of pattern analysis in multidimensional data by considering, several data variables.
	Training on Cybernetix-Smart class room solutions for Quality Teaching: Two days training program on Cybernetix- Smart Classroom Solutions was conducted on 26th and 27th Oct 2015. The demonstrations to conduct classes in more interactive manner were held during the FDP.
	Workshop on Six Sigma in Quality Assurance was conducted on 19th Dec 2015. Attendees would be able to understand the importance of designing and following processes in each and every system of the University.
FDP on Quality Assurance in Higher Education: Emerging Trends and approaches	FDP on Quality Assurance in Higher Education: Emerging Trends and approaches was held on Jan 16 th 2016.
Awareness session on Implementation of AAA for Quality Assurance	Awareness session on Implementation of AAA for Quality Assurance was conducted on 7th May 2016. Academic and Administrative unit heads were apprised about the complete process of conduct of AAA.
Workshop on Entrepreneurship Orientation	A workshop on Entrepreneurship Orientation was held on 3 rd & 4 th May 2016 for faculty members and students. This would help in bridging the gap between learning and

	practice.
Workshop on Experiential and Outcome-based Learning	A two-week long workshop is being organized during 30 th May 2016 to 10 th June 2016. Faculty members would be able to inculcate experiential learning component in outcome-based teaching learning process.
Orientation Workshop on Quality sustenance in Examination System-Setting Quality Question Papers	Orientation Workshop on Quality sustenance in Examination System-Setting Quality Question Papers was conducted on 26 th May 2016.
To lay down the various Quality Improvement Strategies/Policies in various departments of the University	<p>Various strategies relating to Curriculum Development, Teaching and Learning, Examination and Evaluation, Research and Development, Library, ICT, have been laid down and are now acting as a guide for various departments, administrative units and other support systems of the University.</p> <p>IQAC has strategized following points:</p> <ul style="list-style-type: none"> • Policy and standard procedures for feedback system from different stakeholders has been institutionalized as a quality measure. • Policy and standard operating procedures for teaching-learning and evaluation has been institutionalized. • Policy and Procedures for Student Mentoring System has been institutionalized. • Policy and standard operating procedures for Curriculum Design, Development and Review has been standardized. • Choice-based credit system has been set up in all the departments. • Guidelines and Parameters for Audit of all departments of MRIU has been set. • Introduction of Value-Added courses across the University. Policy and Procedures to conduct Value Added Courses were also finalized and shared with all concerned. • Policy and Standard Operating Procedures for <ul style="list-style-type: none"> ➤ Library Usage ➤ IT usage and maintenance ➤ Infrastructure usage and maintenance ➤ Faculty and Staff Welfare were presented and approved in IQAC, MRIU. The same shall be shared with all departments and concerned central unit after due ratification in the forthcoming meeting of BoM. • Handbook of Ethical Policy and Code of Conduct for Students, Faculty and Staff members were presented and approved in IQAC, MRIU. The same shall be shared with all departments and concerned central unit after due ratification in the forthcoming meeting

	of BoM.
Conduct of Gender Sensitization and Women Empowerment related Activities	<p>Multiple Gender Sensitization and Women Empowerment related sessions were organized during the year including:</p> <ul style="list-style-type: none"> • Gender identity for FMeH faculty members and students (14th July 2015) • Gender Stereotyping for FCA faculty members and students (16th July 2015) • Gender Roles for FET faculty members and students (21st July 2015) • Gender inequality for FCBS faculty members and students (24th July 2015) • Gender Sensitization for FMS faculty members and students (28th July 2015) • Guest session on Women Empowerment: Issues and Solutions (12th Feb 2016) • Being empowered women and empowering others (26th Feb 2016) • Guest lecture series Legal rights of women (3rd March 2016) • Workshop on Adolescent Health and Reproductive Rights of Different Genders (4th March 2016) • Guest lecture series on Empowering her-Empowering All (8th March 2016) • Swayamsiddha- Celebrating Being a woman (8th March 2016) • Breaking the Silence: Talking about different Genders (4th May 2016)

The outcomes and achievements as presented were appreciated by the members.

Agenda Item No. 10

To discuss preparation of AQAR as per guidelines and parameters of NAAC

Director, IQAC apprised all the members of IQAC that preparation of AQAR for the AY 2015-16 is under progress and shall be submitted before the deadline.

Agenda Item 11:

Any other item with the permission of the Chair

Since there was no other item to discuss, the meeting ended with the vote of thanks to the chair.

-Sd/-
Director IQAC

**Action Taken Report on the Decisions taken in the IQAC
Meeting held on May 31, 2016**

Agenda Item No.	Decisions Taken	Follow-up Action Taken
<p>Agenda Item No 1: To confirm the minutes of the last meeting of IQAC held on March 18, 2016 (minutes already circulated on March 28, 2016).</p>	<p>The minutes were confirmed and circulated to all concerned.</p>	<p>No action is required.</p>
<p>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 March 18, 2016.</p>	<p>The action taken report was approved and communicated to all.</p>	<p>No action is required.</p>
<p>Agenda Item No 3: To present the draft Policy of Library usage along with its Standard Operating Procedures for perusal and approval of IQAC.</p>	<p>The detailed draft was presented by the University Librarian. The presented draft was appreciated and approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.</p>	<p>Policy of Library usage along with its Standard Operating Procedures has been submitted to the BoM for perusal and approval in its forthcoming meeting.</p>
<p>Agenda Item No 4: To present the draft Policy and Standard Operating Procedures on a. IT usage and maintenance b. Infrastructure usage and maintenance for perusal and approval of IQAC.</p>	<p>a. The detailed draft for Policy and Procedures for IT usage and maintenance were presented by GM-IT, MRIU. b. The detailed draft for Policy and Procedures for Infrastructure usage and maintenance were presented by Registrar, MRIU.</p> <p>The presented draft was approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.</p>	<p>Approved drafts have been submitted to the BoM for perusal and approval in its forthcoming meeting</p>
<p>Agenda Item No 5: a. To present the draft Policy for Faculty and Staff Welfare and b. To present the draft Handbook of Ethical Policy</p>	<p>a. The detailed draft Policy for Faculty and Staff Welfare was presented by Registrar, MRIU. b. The draft Handbook of Ethical Policy and Code of Conduct for Students,</p>	<p>Approved drafts have been submitted to the BoM for perusal and approval in its forthcoming meeting</p>

<p>and Code of Conduct for Students, Faculty and Staff for perusal and approval of IQAC.</p>	<p>Faculty and Staff was presented by Registrar, MRIU.</p> <p>The presented draft was approved by the IQAC members for subsequent implementation after due approval in the forthcoming meeting of BoM.</p>	
<p>Agenda Item No 6: To discuss the Strategic Perspective Plans as received from all the departments of MRIU for the academic year 2016-17 for perusal and review of IQAC.</p>	<p>The received strategic perspective plans were presented and discussed in detail. University has a plan to apply for funding to promote knowledge based and Technology driven start-ups by harnessing young minds in an academic environment.</p> <p>It was resolved that the IQAC will also include the quality related activities planned for the academic year to make a consolidated plan of the University after due deliberations. The consolidated plan of the University shall be submitted to the upcoming BoM for further ratification. Once ratified in BoM, the approved plan shall be notified for further implementation.</p> <p>It was further resolved that all the academic and administrative unit shall present their action taken reports with respect to their Strategic Perspective Plans of previous Academic Year and Strategic Perspective Plans of upcoming Academic Year during the 4th Quarterly meeting of IQAC every year. These plans should be in alignment with the Institution Strategic Plan of MRIU as approved during the BoM meeting held on 28th March 2016.</p>	<p>The consolidated plan of the University has been submitted to the BoM for further ratification in its forthcoming meeting.</p>
<p>Agenda Item No 7: To collate the feedback from different stakeholders of the University.</p>	<p>The Policy and Standard Procedures for feedback system along with stakeholder feedback formats were shared with the departments during the month of March 2016.</p>	<p>The decision of IQAC was conveyed to all concerned.</p>

	<p>It was resolved that all the departments shall collate the feedback from all the stakeholders, prepare the analysis reports and submit the consolidated reports to the office of IQAC in the coming meeting as per the timeline stated in the Policy. The recommendations / suggestions related to Curricula should be brought through a Central Committee of the University for Feedback on Curricula.</p>	
<p>Agenda Item No 8: To consider and approve the system of academic audit for the university departments.</p>	<p>The broad guidelines for annual assessment of the performance of various Academic departments were presented on the table for further discussion. The basic purpose of academic audit is to create an advance opportunity for a department to find out its areas of improvement in relation to the expectations of the stakeholders and the quality standards laid down by the regulatory bodies and to enable it to initiate quality measures well in time. It was also resolved to formularize a Uniform format/ parameter for taking the Academic Audit of various departments, for which a committee of the following members was proposed to prepare the draft and present in the next meeting of IQAC:</p> <ol style="list-style-type: none"> 1) Dr. Naresh Grover, Dean-Academics, MRIU 2) Dr. S.K. Bedi, Director-IQAC 3) Dr. Pradeep Varshney, Professor, FET <p>The concerned department/unit will plan the Audit of their respective department/unit during the month of August 2016. The Audit report and Action taken report shall be submitted to the office of IQAC within three weeks of the conduct of Audit. The audit will be</p>	<p>Parameters and guidelines for the Academic Audit were set and presented as separate Agenda Point No. 3.</p> <p>The Academic audit of all departments of the University is planned in the month of August 2016.</p>

	conducted at least once in an academic year.	
Agenda Item No 9: To discuss the outcome/achievement of IQAC wrt action plan for the academic year.	The outcomes and achievements of the IQAC were presented and appreciated by all the members.	No action is required.
Agenda Item No 10: To discuss preparation of AQAR as per guidelines and parameters of NAAC.	Director, IQAC apprised all the members of IQAC that preparation of AQAR for the AY 2015-16 is under progress and shall be submitted before the deadline.	AQAR is being prepared. Once prepared shall be submitted to BoM for subsequent approval.

MARIU