



24th University IQAC Meeting

Jan to Mar 2024

Minutes of the Meeting

The 24th University IQAC meeting was conducted on 29 March 2024 under the Chairpersonship of Prof (Dr) Balvinder Shukla, Chairperson University IQAC and Hon'ble Vice Chancellor, AUUP.

List of attendees is enclosed as **Annexure 'A'**.

1. After ascertaining the quorum for the meeting, Dr R S Rai, Director IQAC, started the meeting with the permission of Chair.

Opening Address by the Chairperson University IQAC : At the outset the Chairperson University IQAC & Vice Chancellor, AUUP welcomed members of University IQAC and all those present in the meeting.

The major achievements of the University during the three months (Jan – Mar 2024) are given below:

- (a) Amity University signed an MoU with Women and Child Safety Cell Gautam Buddh Nagar on 8 January 2024 with the objective to establish Family Dispute Resolution Clinic at Women and Child Safety District Unit, Police Commissionerate, Sector-108, Gautam Buddh Nagar for the redressal of domestic and family disputes.
- (b) The University organized the 13th edition of Amity International Model United Nations' 2024 (AMIMUN'24) from 19th January to 21st January 2024, on the theme, "PAX PER PRAXIS", "Peace Through Action." Over 1000 Participants from over 22 states in India and 15 Countries across the World attended the AMIMUM.
- (c) The third edition of TEDxAmity University Noida, on the theme, "Phases of the Moon", was held on 18 Jan 2024, wherein guest speakers from diverse backgrounds shared their journeys, experiences and insights, based on the influence of the moon on their lives.
- (d) Three-day Training Workshop on "Production and Consumption Pattern of Timber in India and Future Scope" for senior Indian Forest Service (IFS) Officers from January 10-12, 2024 was organised by the University.
- (e) Amity Business School, Amity University Uttar Pradesh Noida campus, organized the 4th Doctoral Research Conclave on the theme "The Power of Cultivating a Research Mindset" on 5th and 6th January 2024.
- (f) Amity Institute of Click Chemistry Research and Studies (AICCRS) organized an International Symposium on "Trends in Green and Sustainable Chemistry", ON 5 Jan 2024, which aimed to advance the discourse on Green and Sustainable Chemistry and facilitate collaboration among professionals, researchers, and academics in Green and Sustainable Chemistry.



- (g) The university celebrated National Science Day, on the theme “Indigenous Technologies for Viksit Bharat”. 28th February 24. On this occasion, Technical Sessions on topics such as “Neuroscience & Neurotechnology: A Future Perspective”, “Indigenous Technologies”, “Semiconductors recent division in road ahead”, “Role of Science & Technology in Homeland Security” and “Atom in service for mankind:
- (h) Amity International Business School, Amity University organized a three-day mega international business horizon conference "INBUSH ERA World Conference 2024" on the theme "Empowering Change through Collaboration, Creativity, Critical Thinking, Communication and Community" to provide knowledge to students in the context of business and research from 21-23 Febraury 2024.
- (i) The Registration Cum Orientation Programme for Ph.D scholars of January 2024 Batch was held on 9th & 10th February, 2024, wherein a total of 189 scholars enrolled for the Ph.D. Programme.
- (j) A senior delegation from Sekisho Corporation, Japan and Ibaraki Prefecture, led by Mr. Mesaki Seki, President Sekisho Corporation, visited Amity University on 2 Feb. 24 to host a Job Fair.

2. Agenda Items :

UIQAC-24/2023-2024/AG1: Preparation review for the conduct of Even Semester Examination, April-May 2024, Academic Session 2023-2024.

UIQAC-24/2023-2024/AG2: Preparation for the summer semester programme 2024

UIQAC-24/2023-2024/AG3: Progression Status of Student of the class of 2024 & preparation for concluding ceremony

UIQAC-24/2023-2024/AG4: Review of Critical /Salient Observations from Internal Audits

3. The University IQAC confirmed the minutes of the 23rd University IQAC. The University IQAC took note of the action taken report on minutes of 23rd University IQAC meeting. No action is pending.

4. **UIQAC-24/2023-2024/AG1:** Preparation review for the conduct of Even Semester Examination, April-May 2024, Academic Session 2023-2024.

(a) Examination Schedule for Human Values and Community Outreach (HVCO), Social Responsibility & Community Engagement (SRCE), and Universal Human Values (UHV) Courses for the Even Semester Examination, April – May 2024 (for first-year students and senior batches, including SAP students), Academic Session 2023-2024 regarding assessment, along with the Date, Courses, and Venue for the conduct of the examinations.

(b) The examination will be conducted in physical mode (face-to-face).

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-24/2023-2024/AG1/DC1	1. The Presence of all faculty evaluators will be mandatory till 100% evaluation is done.	Controller of Examination	April 2024



	<p>2. In case there is any gap due to some urgency, the faculty evaluator is required to give prior information & it will be the responsibility of the faculty evaluator to provide a replacement under proper intimation to the concerned Institution/Head.</p> <p>3. If the concerned evaluator provides the information w.r.t., replacement on the day of evaluation, it will not be considered.</p>		
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5. UIQAC-24/2023-2024/AG2: Preparation for the summer semester programme 2024

The following are the timelines provided for the summer semester programme 2024.

- a) Commencement of Summer Semester – 2024 will be on 07th May, 2024
- b) Last Teaching Date will be 21st June 2024
- c) Last date & time for Blocking of Attendance will be by 06:00 PM, 21st June 2024
- d) Last date & time for Approval of Examination Form by HoI will be by 11:00 AM, 22nd June 2024
- e) Last date & time for Generation of Admit Card by Examination Department Will be by 01:00 PM, 22nd June 2024
- f) Last date & time for Taking printout of Admit Cards and Distribution of Admit Cards to the Students by the Institution (On or before) Will be by 03:00 PM, 22nd June 2024
- g) Submission of Continuous Internal Assessment marks (Amizone Printout) duly approved & signed by HoI to Examination Department will be 25th June 2024
- h) Last date & time for Blocking of Printing of Admit Card will be by 03:00 PM, 22nd June 2024
- i) Commencement of Examination will be 24th June 2024
- j) Last Examination on 28th June 2024

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-24/2023-2024/AG2/DC1	The timelines given for each activity should be abided without any deviation.	Respective HOIs Controller of Examinations Examination Department	May-Jun 24



6. UIQAC-24/2023-2024/AG3: Progression Status of Student of the class of 2024 & preparation for concluding ceremony

- a) The Heads of Placement Cells gave a presentation on the status of students' progression for the batch 2024 and its analysis, along with a strategy to improve the progression rate by the end of the academic year.
- b) After completion of category wise (as per aspiration) uploading of authentic evidence of progression data, kindly submit the proposals for Concluding Ceremony timely in the Academic Office for further scrutiny and processing for approval of competent authority
- c) The Provisional Certificate will be provided to only those students whose progression details with supporting documents are updated on Amizone. VDS will not be accepted as authentic evidence for following categories on Amizone under the link namely – Placement Data
 - i). Placed Student
 - ii). Own Ventures
 - iii). Family Business Joining details
 - iv). Higher Education
 - v). Competitive Examination
 - vi). Self-arranged placement
- d) For conduct of the Concluding Ceremony the mandatory documents are to be submitted **at least 02 weeks in advance** for further scrutiny/processing and approval of competent authority
- e) The concluding ceremony will be held one week after the last examination day which could be a written examination/practical examination/presentation/seminar/viva related to a dissertation, internship, term paper etc. or on later date subject to completion of following academic activities after the result of NTCC is uploaded so that the Certificate of Attainment of Learning Outcomes (CAPLO) can be provided to the students.

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-24/2023-2024/AG3/DC1	1. To upload evidence for 100% Student Progression on Amizone including the following: <ul style="list-style-type: none">a) Placementb) Student Start-upc) Family Business	ATPC/ CRC Heads of various domains: <ul style="list-style-type: none">1. Faculty of Management Studies.2. Faculty of Biosciences and Biotechnology3. Faculty of Health and Allied Sciences	April -May 2024



	d) Pursuing for Higher Education e) Appear in Competitive Examination 2. To Conduct the concluding ceremony of students on time	4. Faculty of Engineering & Technology 5. Heads of E-Cells, Family business and Higher Education Respective Deans/Domain Heads and HOIs	
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7. UIQAC-24/2023-2024/AG4: Review of Critical /Salient Observations from Internal Audits

Dy Director QAE presented the observation of internal audits conducted during the period (Jan-Mar 2024):

- a) Audits of the institutions and departments have been conducted as per plan. Further, confirmatory audits are conducted to close the points.
- b) A total of 20 internal audits and 17 confirmatory audits were conducted in the last 3 months i.e. Jan 2024 to Mar 2024.
- c) The internal audits of the AUUP institutions were conducted by Quality Assurance and Enhancement team as per the schedule circulated to the institutions 15 days in advance.
- d) The checklist and the audit requirements were sent to the institutions along with the schedule.
- e) Institution/ Department-wise major findings in the internal audits are attached as Annexure: UIQAC-24 /2023-2024/AG4- Ann B.
- f) In the quarter Jan – Mar 24, the swachhta checks were conducted for all the academic blocks. Total observations reported during the period were 83. Major observations are attached herewith. Annexure: UIQAC-24 /2023-2024/AG4- Ann C.
- g) In the quarter Jan – Mar 24, the cafeteria checks were conducted for all the academic blocks. Total observations reported during the period were 38. Major observations are attached herewith. Annexure: UIQAC-24 /2023-2024/AG4- Ann D.

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-24/2023-2024/AG4/DC1	<p>The Chairperson University IQAC directed that observations of Swachhta & Cafeteria checks must be closed specially those which are open for more than 6 months.</p> <p>Quarterly monitoring of Open points will be discussed periodically by all process owners.</p>	<p>Sr Director Administration/ Cafeteria Owners</p> <p>QAE</p>	<p>April -May 2024</p> <p>Every quarter</p>



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8. Vote of Thanks – There being no further points, the meeting was declared as closed with vote of thanks proposed by Ms Prem Kanthi, Dy Director QAE.

Chairperson UIQAC

Director UIQAC
