

From : Brig Om Parkash – Member Secretary IQAC

To : All HOIs & Quality Supports
Management Representative

CC : The Acting Vice Chancellor

Date : 08 November 2012

MINUTES OF UNIVERSITY IQAC

1. The University IQAC meeting was conducted on 05 November 2012 at 1530 hrs in Training & Development Hall B block. Honourable Acting Vice Chancellor, Prof (Dr) Balvinder Shukla chaired the meeting.

2. The list of member present are attached as Annexure 'A'.

3. **Agenda** The agenda of the meeting was as under:-

- (a) Formation of University & Institutional IQAC.
- (b) Benchmarking of various programmes of University and achieving International Accreditation.
- (c) Planning and working out intervention strategies in IQAC to make it an effective conscious, consistent and catalytic driver to inculcate quality culture in the Institution and University.
- (d) Collaborate with other educational organisations for student / faculty exchange programmes for research and academic activities
- (e) Enhance the University's Academic environment by providing appropriate training to faculty to meet the university's responsibilities.
- (f) Certification in Energy Management System i.e. ISO 50001:2011.
- (g) To apply for Golden Peacock Global Business Excellence Award - 2013
- (h) To develop various policies, processes and systems for efficient and effective working of various constituents of the University.
- (i) Develop mechanism for analyzing students' feedback on institutional performance
Collaborate with other educational organisations for student / faculty exchange programmes for research and academic activities.
- (j) Training workshops conducted in 2012-13 to inculcate quality culture in the university.

4. **Welcome by The Acting Vice Chancellor AUUP:** The Acting Vice Chancellor AUUP welcomed all the participants of the meeting. She was pleased to announce that the visit of the NAAC peer Team was successful and announced the University has achieved the CGPA of 3.13 with A Grade. She also apprised the members that after the NAAC accreditation, we have to comply with all the requirements of NAAC and implement the same in the University. The first step is to constitute the IQAC and its guidelines.

5. **Opening Remarks by Dr. B.B. Singh:** Dr BB Singh thanked all members for sparing their valuable time for the first University IQAC meeting after the NAAC accreditation. He appreciated the efforts made by the HOIs and the faculty members in conducting the NAAC

peer team visit and its success. While highlighting the important aspects of NAAC requirements, he emphasized on the functions of IQAC given by NAAC and therefore, this

He said that we have to move forward and work on the observation given by the NAAC team during their visit to the university.

6. **Presentation by Brig Om Parkash:-** Brig Om Parkash briefed the house about the above points through a detailed presentation, followed by an interactive session wherein suggestions were given by the members of the house. The following decision were taken:

#	Points discussed	Decisions made	Responsibility	Suggested Target Date
(a)	Formation of University & Institutional IQAC.	The draft formation of University IQAC and the approach adopted in finalizing the members both internal and external were approved. It was also suggested that the IQAC should be fully functional both at Institutional and domain level also.	QAE	December 2012
(b)	Benchmarking of various programmes of University and achieving International Accreditation.	Each Institutions shall prepare annual accreditation/ re accreditation calendar. Continuous review of processes and systems - key deliverables to benchmark levels and achieve higher accreditations from international accreditation bodies. Review of systems & processes by Institutional & Domain IQAC annually. QAE to evaluate the processes and systems and submit the report annually To realign, streamline and improve systems and processes for institutional performance tracking	HOIs Institutional IQAC Domain IQAC QAE	During Annual Academic Planning
(c)	Planning and working out intervention strategies in IQAC to make it an effective	(i) The Five year Strategic Planning document 2012-17 has been made and the entire process will be conducted through the three	IQACs/University Planning Sub-Committees/ Deans & HOIs	Every year before the Academic Session begins.

#	Points discussed	Decisions made	Responsibility	Suggested Target Date
	conscious, consistent and catalytic driver to inculcate quality culture in the Institution and University.	<p>levels of IQAC.</p> <p>(ii) The Institutional IQAC will finalize their Academic Planning for the coming year based on the Strategic Planning 2012-17.</p> <p>(iii) The Domain IQAC will vet the Academic Planning finalized by the Institutional IQAC and put up for the recommendations of the University Planning Sub Committees, who then will put up to the University IQAC for the final recommendation.</p>		
(d)	Collaborate with other educational organisations for student / faculty exchange programmes for research and academic activities	Efforts to be made by each Institution along with University to explore possibilities of collaborations with other organisations for student/faculty exchange.	IAD/Institutions/ Placement Cells/Corporate Resource Centers.	Ongoing
(e)	Enhance the University's Academic environment by providing appropriate training to faculty to meet the university's responsibilities.	<p>Conduct more workshops, refresher programmes, training programmes, lectures and demonstrations to develop:</p> <p>(i) Competency in teaching newer subjects introduced in the curriculum</p> <p>(ii) Research skills to enhance ability to publish articles, research papers and books etc.</p> <p>(iii) Orient faculty towards participating in conferences and seminars.</p>	Staff Academic College & HOIs	Ongoing (with immediate effect)
(f)	Certification in Energy Management System i.e. ISO 50001:2011.	The University has got the certification for Energy Management System in May 2012. The next verification audit will be conducted in May 2013.	QAE	May 2013

#	Points discussed	Decisions made	Responsibility	Suggested Target Date
(g)	Golden Peacock Global Business Excellence Award - 2013	To apply for the Golden Peacock Awards as per the direction of the Chancellor	Committee	Dec 2012
(h)	To develop various policies, processes and systems for efficient and effective working of various constituents of the University.	Formulation of necessary Policies / Regulations / Guidelines for developing sound academic system. Dr Tushar K Nath will be drafting the format and Registrar will be issuing it for implementation.	Registrar	Ongoing
(i)	Develop mechanism for analyzing students' feedback on institutional performance	The satisfaction surveys designed by Dr B K Srivastava will be put up for the approval of the competent authority and made available online for the various stakeholders.	Dr B K Srivastava/QAE/ Registrar/VC	With immediate effect.
(j)	Training workshops conducted in 2012-13.	The following training workshops were conducted for IQAC: (i) 24-25 July 2012- Awareness training workshop on handling and disposal of solid lab waste (ii) 21 Dec 2012- Audit by IQAC and post audit processes. (iii) 8-9 May 13- An Induction Training workshop on QMS, EMS, FSMS & EnMS. (iv) 9 Sept 2013: IQAC workshop by Actg VC for Deans/HOIs/Sr Faculty Members/IQAC Members	QAE/AASC	On going

7. The draft formation of University IQAC and the approach adopted in finalizing the members both internal and external. He also suggested that the IQAC should be formed both at Institutional and domain level also.
8. The observations and recommendations given by the NAAC peer team was discussed in detail.

9. **Suggestions by the Members:-** The following suggestions were given by the members which was discussed in detail :

- (a) The draft guidelines of IQAC had to be prepared keeping in mind the size of the university, institutions and domain.
- (b) The members appreciated the three level approach University, Domain & Institutional IQAC.
- (c) Conduct workshop for familiarization of guidelines and its implementation.

10. **Actions to be taken:-** The Actions will be taken on all the points discussed in para 5 above in addition to the following:

- (a) The QAE will put up the draft University IQAC guidelines in the next meeting to be finalized by the member.
- (b) The list of University IQAC may be revised as per the suggestions given by the participants and put up for the approval of the competent authority.
- (c) Communication to be sent to all HOIs and Deans to form IQAC at Institution and Faculty level separately.
- (d) The Annual Quality Assurance Report (AQAR) for the year 2012-13 to be initiated and a committee be constituted to review and finalise the AQAR 2012-13 to be sent by November 2013.

11. Vote of thanks was given by the Member Secretary.

With Regards

Brig Om Parkash

Member Secretary IQAC

LIST OF PARTICIPANTS		
UNIVERSITY IQAC : 05 NOVEMBER 2012		
1	Prof (Dr) Balvinder Shukla	Acting Vice Chancellor and Mentor ISO and DG ASET
2	Lt Gen P D Bhargava	Dy Vice Chancellor, Domain Head of Information & Communication Domain & DG AITTM & AIATTR
3	Prof (Dr) Ajit Varma	Pro Vice Chancellor Science & Technology (International), Domain Head of Biotechnology Domain & DG AIMT, Advisor AIHRS
4	Prof (Dr) S S Agrawal	Pro Vice Chancellor, DG (Research Commercialization & Research Optimization), Advisor DRIC, Mentor AIGIRS, DG AIHAPH, AIPAS & AIP Domain Head of Medical & Allied Sciences Domain
5	Rear Admiral Ravi C Kochhar	Deputy Pro Vice Chancellor
6	Maj. Gen. V N Wadhwa	Sr Vice President, RBEF
7	Maj. Gen R.K. Dhawan	Director (Amity International Affairs Division)
8	Dr B B Singh	Advisor to the Founder President & QAE
9	Prof (Dr) A K Srivastava	DG Research and Innovation
10	Prof (Dr) BP Singh	Sr. Director, ASET Bijwasan
11	Prof (Dr) Alka Munjal	Director (Academics) & Director ASB
12	Prof HSP Singh	Director Implementation & Compliance
13	Mr R S Sharma	Offg Registrar
14	Prof B P Singh Sehgal	OSD (Gp. VC)
15	Prof B K Srivastava	Management Representative & Director ACE
16	Prof A L Verma	Director (Science & Technology Research)
17	Prof J C Kapoor	Director (Technical)
18	Dr Sunita Singh	Director Admission
19	Ms. Raginie Singh	Director (Planning & Development)
20	Mr. S K Sethi	Offg COE
21	Ms Chhaya Chordia	Jt. Director Hostels Admin
22	Prof (Dr) Marshal Mukesh Sahni	Dean Students Welfare
23	Prof Dr Rekha Aggarwal	Director ASET Bijwasan

<u>Dean/Domain Heads</u>		
24	Maj. Gen. (Dr.) Surendar Kumar	Distance Learning Domain
25	Prof (Dr) Sanjay Srivastava	Dean of Faculty of Management Studies
26	Prof (Col) R K Dargan	Journalism & Communication

27	Maj Gen Nilender Kumar	Law Domain
28	Dr S C Jain	Engineering and Technology
29	Prof (Dr) Pradeep Joshi	Humanities, Social Sciences & Liberal Arts Domain
30	Prof (Dr) Phool Kaul	Education Domain
31	Prof (Dr) Abha Singh	Behavioral & Allied Sciences
32	Prof (Dr) M Sajnani	Hospitality & Tourism Domain
	<u>Members other than Domain Heads</u>	
33	Mr. Senthil Kumar	Vice President RBEF, AKC Data Systems
34	Dr J S Sodhi	Asst. Vice President, IT
35	Dr V N Sharma	Sr Dir. Electrical and Power System
36	Brig S K Doval	Director Administration
37	Mr. Sanjay Khanna	Sr. Project Engineer
	<u>Members from HQ AUUP</u>	
38	Dr D K Tyagi	Dy Director (Academics), Acting Vice Chancellor's office
39	Ms Preeti Bhardwaj	APO, Registrar Office
40	QAE Staff	