

From : Brig Om Parkash – Member Secretary IQAC
To : Members of University IQAC & Annual Planning Committee
CC : The Vice Chancellor
Date : 01 June 2015

Minutes of University IQAC and Planning Committee meeting

1. The university IQAC and Planning committee meeting was conducted on 30 May 2015 at 1230 hrs in Training & Development Hall B block. Honourable Vice Chancellor, Prof (Dr) Balvinder Shukla chaired the meeting. The list of all participants is attached as **Appendix 'A'**.
2. **Agenda** The agenda of the meeting was as under:-
 - (a) QS in association with Amity University organized higher education Seminar on the theme “Research & Innovation – Global Best Practices” at Radisson Blu Hotel, Noida.
 - (b) Workshop on institutional assessment based on NAAC criteria
 - (c) Monitoring and Review of Teaching – learning process through University intranet (AMIZONE).
 - (d) Presentations by the Chairperson University Planning sub-committee on the annual academic planning for the year 2015-16 .
3. **Welcome by The Vice Chancellor AUUP:** The Vice Chancellor AUUP welcomed all the participants of the meeting. She introduced the external Expert Dr Yogendra Naraiian, IAS (Retd) to the August gathering. The Vice Chancellor was pleased to open the first university level IQAC meeting of AUUP. Thereafter, she invited Dr BB Singh, Advisor QAE to address the house.
4. **Opening Remarks by Dr. B.B. Singh:** Dr BB Singh thanked all members for sparing their valuable time for the University IQAC meeting. While highlighting the important aspects of IQAC he emphasized on the following points:-
 - (a) NAAC has mandated having IQAC at various levels to ensure sustenance of quality after accreditation.
 - (b) Measurement of institutional performance to be carried out by the IQAC through predefined criteria by NAAC.
 - (c) Gaps in performance to be identified through the application of performance measurement criteria.
 - (d) Institutional objectives to be set based on weak areas, to affect necessary improvements.

Dr BB Singh shared the criteria wise score of AUUP scored during the last assessment by NAAC in 2012. He further emphasized upon the year wise CGPA targets given to the institutions in order to achieve a CGPA of 3.94 during NAAC assessment in 2017.

5. **Presentation by Brig Om Parkash:-** Brig Om Parkash briefed the house about the following 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)	QS in association with Amity University organized higher education Seminar on the theme “Research & Innovation – Global Best Practices” at Radisson Blu Hotel, Noida.	The seminar was conducted on 02-February-2015	Organizing Committee	02 Feb. 2015
(b)	Workshop on institutional assessment based on NAAC criteria	The self assessment tool developed by QAE with an aim to enable the Institutional Heads and IQAC Members to assess the performance of their own institutions and arrive at a CGPA, which will help them in carrying out the mandate given by NAAC was discussed in detail in five workshops. Workshops were conducted on the following dates: 8 Jan 2015	QAE	Ongoing

#	Points discussed	Decisions made	Responsibility	Suggested Target Date
		27 February 2015, 13 March 2015 25 March 2015 10 April 2015		
(c)	Monitoring and Review of Teaching – learning process through University intranet (AMIZONE).	The Dean Student Academic Affairs and Supports services and Dy Registrar to monitor the conduct of classes and adherence to University Academic Calendar activities through AMIZONE.	Dean SAASS & Dy Registrar	On Going
(d)	Presentations by the Chairperson University Planning sub-committee on the annual academic planning for the year 2015-16 .	The Member Secretary briefed the house about the Annual Academic Process, its approach and planning done at various levels both at Institutional level and University level.	Refer para 6	

6. Thereafter, the Chairperson University Planning Sub-Committees presented their respective plans to the house in the following sequence:

- (a) Learning Resources Planning Sub Committee – Dr Alka Munjal
- (b) Manpower Planning Sub Committee – Ms Raginie Singh
- (c) Annual Research Planning for Management & Allied areas – Prof (Dr) U. Dhar.
- (d) Annual activities calendar & Industry interaction, placement & alumni subcommittee – Maj Gen JP Singh
- (e) Academic Infrastructure Planning Sub Committee – Rear Adm Ravi Kochhar

The following Chairpersons were not available to give their presentations:

- (a) Lab Equipments and Software Planning Sub-Committee - Dr Ravi Parkash
- (b) International Planning Sub-Committee - Dr Gurinder Singh
- (c) Annual Research Planning Sub-Committee
 - (i) Science & Technology, Environment Sciences, Applied Sciences, Biotechnology, etc - Dr W Selvamurthy
 - (ii) Engineering & Technology - Dr Ravi Parkash
 - (iii) Architecture, Law, Humanities, Journalism & Mass Communication, Education, etc

7. **Suggestions by Dr Yogendra Narain – External Expert:-** Dr Narain gave the following suggestions:

- (a) Students should be given access to e books and the physical books can be reduced.
- (b) Scrutiny of the list of books should be first done at the institutional level
- (c) The requirement of books should also be tallied with the foot fall
- (d) He suggested the Chairpersons of subcommittees to put the data/targets in numbers.
- (e) He emphasized that data analysis and measurement is essential for capturing improvement. “No measurement, no measured improvement”, he said.
- (f) The university must become partners to Government of India programs and have collaboration with Defence Research & development program etc.
- (g) The committees must ensure that the norms of governing bodies is taken into consideration while planning for resources.
- (h) The university should be equipped with new domains of latest specialization

8. **Remarks by The Vice Chancellor:-** During the presentations by the Chairperson Sub-committees the Vice Chancellor gave the following suggestions:

- (a) In order to bring excellence in the domains, while finalizing the plans and targets the IQAC members, HOIs, Domain Heads and Chairperson Sub-committees must take the year wise CGPA targets for NAAC into consideration and then do the backward calculation to prepare their plan.
- (b) Manpower planning is also to be done for new institutions having only HOI and no faculty.
- (c) Wherever faculty with industrial background is required, the specification must be given to HR recruitment department while sending requisition for faculty.
- (d) Whenever request for starting a new program is mailed to Director admissions a copy must also be forwarded to Recruitment with new faculty requirement details.
- (f) Chairperson Annual Research Planning for Management & Allied areas –Prof (Dr) U. Dhar & Chairperson Annual activities calendar & Industry interaction, placement & alumni subcommittee – Maj Gen JP Singh to present the summary of their subcommittees again on 02 June 2015.
- (e) Remaining sub-committees for which the presentation could not be held would, also be held on 02 June 2015.

- (f) In the next meeting Dr JS Sodhi VP IT & Dr Tanu Arora Asst Director Academics should be invited to be present.
9. In the end of meeting, the members discussed and made a resolution on the following points:-
- a) The institutions must plan their activities and events well in advance.
 - b) All the concerned agencies and members must adhere to the schedules given in the calendar.
 - c) There must be a periodic review of the status of implementation of planning approved by the chairperson of University sub committees, University IQAC and Academic Council.

With Regards

Brig Om Parkash- Member Secretary University IQAC

From : Brig Om Parkash – Member Secretary IQAC

To : Members of University IQAC & Annual Planning Committee

CC : The Vice Chancellor

Date : 03 June 2015

Minutes of University IQAC and Planning Committee meeting

1. Further, to the meeting of the above bodies held on 30 May 2015, the University IQAC and Planning committee meeting again met on 02 June 2015 to plug the gaps of Annual Planning for approval of Academic Council/Executive Council.
2. The Honourable Vice Chancellor and Chairperson of University IQAC & Planning Committee, Prof (Dr) Balvinder Shukla chaired the meeting. The list of all participants is attached as **Appendix ‘A’**.
3. The meeting started with the welcome address by the Vice Chancellor and thereafter the Chairpersons of the University Planning Sub-Committee presented their respective plans to the house in the following sequence:

S. No.	Title
1	Learning Resources Planning Sub Committee – Dr. Alka Munjal
2	Manpower Planning Sub Committee – Ms. Raginie Singh
3	Lab Equipments and Software Planning Sub Committee – Dr. A L Verma
4	Annual Research Planning Sub Committees: <ul style="list-style-type: none">• Science & Technology – Dr. W Selvamurthy• Management & Allied Areas – Prof. (Dr.) Upinder Dhar• Engineering & Technology – Prof (Dr.) Sunil Khattri• Applied Arts, Humanities & Social Sciences and Journalism/Mass Communication/Media – Prof. (Dr.) Abha Singh• Education – Prof. (Dr.) Kalpana Sharma

5	Financial Planning Sub Committee – Dr. Alka Munjal
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4. The following Chairpersons of the University Planning Sub-Committee were not available to present their respective plans:

- (a) International Planning Sub-Committee - Dr Gurinder Singh
- (b) Annual activities calendar & Industry Interaction, Placement & Alumni Sub-Committee - Maj Gen JP Singh
- (c) Academic Infrastructure Planning Sub-Committee - Rear Adm Ravi Kochhar
- (d) Annual Research Planning Sub-Committee
 - (i) Law - Maj Gen Nilendra Kumar
 - (ii) Applied Arts/Fine Arts/Performing Arts/ Visual Arts - Prof (Dr) Pradeep Joshi
 - (iii) Health & Allied Sciences - Dr (Mrs.) Chandra Rosha (present but not fully prepared). The Vice Chancellor had asked her to submit the plan to Dr Deka.
 - (iv) Rehabilitation Sciences - Dr K B Kumar (present but not fully prepared). Since, Institution is under the process of establishment, it was decided and agreed by the members that at the first instance, efforts should be made to strengthen the base for doing research. Dr Kumar said that during this year i.e. 2015-2106, he will be looking into the factors that are needed to establish the research infrastructure and will form an Ethical committee to decide on the related ethical issues, necessary in conducting research in rehabilitation sciences.

5. The following decision were taken during the meetings and for further incorporation in he Annual Academic planning by the concerned agencies:

S No	Action to be taken	Responsibility	Time frame
1	The Manpower Planning Sub-Committee members must sit with the Head of the Institutions and reconcile the data and put up to the Vice Chancellor AUUP for approval and inclusion in the Academic Council to be held on 05 June 2015. The reconciliation of the data should be done keeping in view the cadre requirements and the requirements of the statutory bodies.	Ms Raginie Singh & Team	03 June 2015

2	The Research Planning Sub-Committees to ensure that the target to be set such that each faculty publishes 3 research papers on peer reviewed indexed publications with good citation and impact factor. Plan of action to achieve these objectives must bring out roadmap for achieving them	Science & Technology, Management & Allied Areas, Engineering & Technology, Applied Arts, Humanities & Social Sciences and Journalism/Mass Communication/Media, Education, Law, Health & Allied Sciences, Applied Arts/Fine Arts/ Performing Arts/ Visual Arts, Law, Rehabilitation Sciences and Architecture, Planning & Design.	
3	The target API score of each faculty should be more than 4 so as to reach the University CGPA of 3.94 in the Research Criteria for NAAC.		
4	The patents filed should also be reviewed for acceptance.		
5	While setting the targets for the faculty, Institution and Domain, the performance of 2014-2015 should be plotted for benchmarking and targets should be set for 2015-2016 and 2016-2107 accordingly.		
6	The format shown by the Research Planning Sub-Committee of Engineering & Technology Domain should be referred to by other Sub-Committees.		
7	The Financial Data must include the cost incurred on Institutional & University level events like Accreditations, Patent Processing Fees and Annual maintenance/Repairs of the Equipments, etc.	Institutions/Domain Heads/ University Financial Planning Sub-Committee	20 June 2015 (before the Finance Committee meeting)
8	The Financial planning of hostel needs to be revised keeping in the view the low budget/costing submitted.	University Financial Planning Sub-Committee	

6. **Suggestions by Dr Yogendra Narain – External Expert**:- Dr Narain gave the following suggestions:
- (a) The feasibility of the increase in targets in number of publications by Faculty should be studied critically.
 - (b) The requests for new purchase of equipments must also be vetted by the committee thoroughly and critically examining the norms and other possible options.
 - (c) The financial planning may be done on the lines of the government organizations.
 - (d) The University must also explore and find out the possibilities of social relevance and work on them for the benefit of the society.
7. In the end of meeting, the members reiterated the resolution made during the meeting held on 30 May 2015, on the following points:-
- (a) The institutions must plan their activities and events well in advance.
 - (b) All the concerned agencies and members must adhere to the schedules given in the calendar.
 - (c) There must be a periodic review of the status of implementation of planning approved by the chairperson of University sub committees, University IQAC and Academic Council.
8. Put up for the approval of the Vice Chancellor, AUUP, Chairperson University IQAC and University Planning Committee, please.

With Regards

Brig Om Parkash- Member Secretary University IQAC

University IQAC and Planning Committee - 30 May 2015
Attendance Sheet

Sl No	Name	Designation
1	Prof (Dr) Balvinder Shukla	Vice Chancellor
2	Dr W Selvamurthy	President ASTIF
3	Dr BB Singh	Advisor QAE
4	Rear Adml R C Kochhar	OSD (HR & Admin)
5	Prof (Dr) Upinder Dhar	Pro VC (A)
6	Dr Sunita Singh	Dean Admission & Examination
7	Prof (Dr) Alka Munjal	Dean (SAA&SS)
8	Prof (Dr) Kalpana Sharma	Dean Faculty of Education
9	Prof (Dr) Abha Singh	Dean faculty of Humanities
10	Prof (Dr) Marshal Mukesh Sahni	DSW
11	Prof (Dr) Pradeep Joshi	Domain Head (ASFA, ASFT, ASPA)
12	Dr BL Arya	Registrar
13	Maj Gen J P Singh	Director Alumni Association
14	Prof (Dr) SK Khatri	Director AIIT
15	Ms. Ragini Singh	Director Planning & Devp
16	Dr Ajay Rana	Director ATPC
17	Prof (Dr) Sanjeev Bansal	Director ABS
18	Prof RK Kapur	Dy. Director & Head AITEM
19	Prof MK Datta	Professor ASET
20	Dr Yogendra Narain	IAS (Retd.)

21	Brig Om Parkash	Dy Director QAE
22	Col R S Vasudev	Asst. Director
23	Ms Prem Kanthi	Asst. Director
24	Mr Pradeep Kumar	Asst. Registrar
25	Satish Kumar	APO
26	Archana Chandra	APO
27	Ashish Kumar Dixit	Asst. registrar
28	Dr. Deepshikha P.Katare	Asst. Director & head, AIB

University IQAC and Planning Committee - 02
June 2015
Attendance Sheet

Sl No	Name	Designation
1	Prof (Dr) Balvinder Shukla	Vice Chancellor
2	Dr W Selvamurthy	President ASTIF
3	Rear Adml R C Kochhar	Gp PVC & OSD (HR & Admin)
4	Prof (Dr) Upinder Dhar	Pro VC (A)
5	Dr Sunita Singh	Dean Admissions & Examination
6	Prof (Dr) Alka Munjal	Dean (SAA&SS)
7	Prof (Dr) Kalpana Sharma	Dean Faculty of Education
8	Prof (Dr) Abha Singh	Dean faculty of Humanities
9	Prof (Dr) Marshal Mukesh Sahni	DSW
10	Prof (Dr) Pradeep Joshi	Domain Head (ASFA, ASFT, ASPA)

11	Dr BL Arya	Registrar
12	Maj Gen J P Singh	Dir Alumni Association
13	Prof (Dr) SK Khatri	Director AIIT
14	Dr Ajay Rana	Director ATPC
15	Prof Dr Sunita Rattan	Addl. Director AIAS
16	Dr Chanderdeep Tandon	Director AIB
17	Prof (Dr) Sanjeev Bansal	Director ABS
18	Prof RK Kapur	Dy. Director & Head AITEM
19	Prof MK Datta	Prof ASET
20	Dr Yogendra Narain	IAS (Retd.)
21	Brig Om Parkash	Dy. Director QAE
22	Col R S Vasudev	Asst. Director, QAE
23	Ms Prem Kanthi	Asst. Director, QAE
24	Mr Pradeep Kumar	Asst. Registrar
25	Dr. A.S.Bawa	Director AIFT
26	Dr. K.B.kumar	Director AIBHAS
27	S.N.Singh	OSD to Director ASTIF
28	Ragini Singh	Director
29	A.L.Verma	Advisor
30	Tanveer Naved	Actg Principal AIP
31	P.K.paul	Dean Biotechnology

32	Chandra Rosha	Dean Health & Allied Sciences
33	M Sajnani	Dean Hospitality & Tourism
34	Shefali raizada	Dy. Director ALS
35	N.K.Thakur	AP-II
36	Arishma	Pro VC office
37	Jasmine Anand	Academic Coordinator
38	Smita bagai	Program Leader