

From : Brig Om Parkash – Member Secretary IQAC

To : Members of University IQAC
IACBE & WASC Coordinators

CC : The Vice Chancellor

Date : 10 October 2015

MINUTES OF UNIVERSITY IQAC

1. The University IQAC meeting was conducted on 07 October 2015 at 1430 hrs in Training & Development Hall B block. Honourable Vice Chancellor, Prof (Dr) Balvinder Shukla chaired the meeting.
2. The list of Members present during the meeting is attached.
3. **Agenda** The agenda of the meeting was as under:-
 - (a) Orientation Visit of Dr. Richard, Sr. Vice-President, WASC SCUC at AUUP (Noida Campus)
 - (b) Presentations by the IACBE along with team on the SSR of their Principles & Respective standards of IACBE & WASC.
 - (c) Revision/Formulation of regulations/policies and guidelines.
 - (d) Implementation of Choice Based Credit System and Uniform Course Coding
 - (e) Model framework for various degree programmes
 - (f) Implementation of Flexi time table coupled with on-line Course registration
 - (g) Developing Graduate Attributes Course-Review-Cum-Audit Meeting held domain wise with Class representatives and Faculties separately.
 - (h) Finalisation of AQAR 2014-15

4. **Welcome by The Vice Chancellor AUUP:** The Vice Chancellor AUUP welcomed all the participants of the meeting. The Vice Chancellor was pleased to announce that the draft Self

Study report of IACBE & WASC is ready and will be submitted to the Accreditation Body after the approval of the University IQAC and the Chancellor as per the roadmap intimated to all concerned on 29 May 2015. She also apprised the members that during the Annual Academic Planning, the task of achieving IACBE for FMS & WASC accreditation was discussed in detail and the Institutions were advised to prepare their institutional SSRs for both the accreditation. Thereafter, she invited Dr BB Singh, Advisor QAE to address the house.

5. **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 functions of IQAC given by NAAC and therefore, this meeting is important and is as per the compliance of the mandate.

Dr BB Singh appreciated the efforts put in by the FMS team & Coordinators in preparing the SSR and requested the members to put in their sincere efforts in making the document perfect so that the best practices of AUUP are highlighted and the evidences are in order as per the requirements of the Standard.

6. Thereafter, Dr Sanjeev Bansal & the Coordinators of WASC presented their respective SSR of their Accreditation to the house in the following sequence:
- (a) Principles of IACBE - Dr Sanjeev Bansal & his team
 - (b) WASC Standard 1 - Ms Preeti Bhardwaj
 - (c) WASC Standard 2 - Ms Naina Chaudhary
 - (d) WASC Standard 3 - Ms Pradeep Kumar
 - (e) WASC Standard 4 - Col R S Vasudev

7. **Presentation by Brig Om Parkash:-** Brig Om Parkash briefed the house about the following points through a detailed presentation:

- (a) The Roadmap after the SSR is submitted
- (b) Approach to be adopted by the University.
- (c) List of evidences and documents to be prepared and made available at various levels
- (d) Planning at University Level for the IACBE & WASC Accreditation Visit in January 2016.

8. The following decision were taken:

#	Points discussed	Decisions made	Responsibility	Suggested Target Date
(a)	Orientation Visit of Dr. Richard, Sr. Vice-President, WASC SCUC	Dr Richard conducted two sessions on 19-21 May 2015 on the following: Session #1: Addressing the requirements of WASC standards and Policies Session #2: Preparation of first Self-Study for WASC Initial Accreditation	University Accreditation Team	May 2015

#	Points discussed	Decisions made	Responsibility	Suggested Target Date
(b)	Presentations by the IACBE along with team on the SSR of their Principles & Respective standards of IACBE & WASC.	Accordingly, the Coordinators of each Standard of WASC had prepared the SSR, which was presented to the IQAC for their directions and recommendations.	Coordinators/University HQ	Nov 2014
(c)	Revision/Formulation of regulations/policies and guidelines.	The following policy guidelines regarding Calibration of Lab Equipment, Internal Quality Assurance System and Stakeholders satisfaction, Governance Policy, Accounting of chemicals and Institutional Integrity were finalized and recommended for putting up for the approval of Academic Council.	QAE/Registrar	By Next Academic Council
(d)	Implementation of Choice Based Credit System and Uniform Course Coding	The implementation of Choice Based Credit System and Uniform Course Coding from		Ongoing wef Academic Session 2014.
(e)	Model framework for various degree programmes	Model framework for various degree programmes was developed with course distribution with minimum credit units for the semester for each programme.	University Academics Office, Deans and HOIs	Ongoing wef Academic Session 2014.
(f)	Implementation of Flexi time table coupled with on-line Course registration	Implementation of Flexi time table coupled with on-line Course registration, through intranet i.e.		Ongoing wef Academic Session 2014.

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		Amizone, in each semester, which helps the students to choose the courses they want to study and when to study as per policy on Flexi Time-Tabling.		
(g)	Developing Graduate Attributes.	The IQAC at University level ensured that all the Institutions have defined their Graduate Attributes in alignment with the Attributes defined at the University Level.	IQACs	Ongoing wef Academic Session 2014.
(h)	Finalisation of AQAR 2014-15	The members suggested some changes in the AQAR prepared and reviewed by the team constituted by the Vice Chancellor.. After the changes, the AQAR will be put up for the approval of the Academic Council.	University Accreditation Team/QAE/Registrar	By next Academic Council

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

- (a) University Organogram to be reviewed, if required at various levels viz University, Domain/Faculty, Institutional and Departmental.
- (b) Up gradation of University Website to bring information for public.
- (c) A workshop be conducted for familiarisation of requirements of WASC at institutional level.
- (d) Conduct of mock audit/visit of Core teams/Advisory team to gauge the preparedness of Institutions for the visit of IACBE &WASC team.

10. **Remarks by The Vice Chancellor and Chairperson University IQAC:-** The Vice Chancellor gave the following directions:

- (a) The Registrar will constitute a team to review the organogram at various levels.
 - (b) Communication to be sent to all HOIs and Officials to update , review the Institutional & University website.
 - (c) After the SSR is submitted, a team comprising of Institutional representatives, Domain heads, Head Quarter Officials and Academicians and Researchers across the University will be constituted to audit the list of evidences for the WASC accreditation visit and ensure that all Institutions/ Departments for the WASC visit in January 2016. A similar exercise will be done for FMS institutions for the IACBE visit.
11. In the end of meeting, the members discussed and made a resolution on the following points:-
- a) The draft SSRs will be put up for the approval of the Chancellor by the end of October 2015..
 - b) The Core team will be constituted for each Standard of WASC.
 - c) Mock audits will be conducted to ensure the preparation both at University as well as Institutional level.
12. Vote of thanks was given by the Member Secretary University IQAC.

With Regards

Brig Om Parkash- Member Secretary University IQAC