

Minutes of University IQAC and Planning Committee Meetings 2017-18

1. Minutes of the University IQAC and Planning Committee meeting for 2017-18 held on the following dates under the Chairpersonship of Hon'ble Vice Chancellor at Amity University campus sector-125, Noida.

- (a) 23 June 2017
- (b) 04 July 2017
- (c) 8 July 2017
- (d) 12 July 2017
- (e) 18 July 2017
- (f) 27 July 2017

2. List of participants of the meeting is enclosed as Appendix A.

3. The Chairperson welcomed all the members of University IQAC, Chairpersons University Planning Subcommittees, Chairpersons Broad based Goals-2017-22, External Members & Alumni Members of IQAC. The Vice Chancellor, AUUP vide her letter dated 29 May 2017, had already shared the framework for the next five year plan (2017-22) which consists of the following for which the respective Chairpersons gave their presentations as per the below agenda.

(a) **Board Based Goals (BBG) of the University (2017 – 22)** – In the process of review & finalization of BBG for 2017-22, ten Broad based Goals have been proposed as under:

- (i) Ensuring Educational Excellence.
- (ii) Ensuring Student Development Including Physical and Emotional Health and Well Being.
- (iii) Creating Culture of Excellence in Research, Scholarship, Innovation and Creativity for High Impact.
- (iv) Enhancement of Quality of Faculty and Staff for Outstanding Performance.
- (v) Advancing Internationalization.
- (vi) Enhancing Relations with Industry, Alumni & Society.
- (vii) Enhancing Employability and Promote Entrepreneurial Initiatives.
- (viii) Committing to all Aspects of Social, Economic and Environmental Sustainability.
- (ix) Enhancement of Supporting Resources.
- (x) Ensuring Excellence in Organizational Leadership and Governance.

Chairperson of respective BBG presented their strategy and action plan with timelines. The inputs were provided by Broad based Goals Chairpersons, External Members, Alumni, & the Members of University IQAC. The details of Strategic plan for each Broad Based Goal are given as Appendix B.

II. Annual Academic Planning (2017-18) – The University Planning Subcommittees are formed and the Chairpersons presented their planning under their respective areas which are as follows:

- a) Academic Planning and strategy
 - b) Academic & Teaching-learning Strategy
 - c) Resource Planning & Strategy
 - Infrastructure Planning
 - Faculty/staff Planning & Strategy
 - Learning Resource Planning & Strategy
 - d) Industry Interaction and placement planning & Strategy
 - e) Research and Innovation Planning & Strategy
 - f) Internationalization Planning & Strategy
 - g) Student development activities Planning & Strategy
 - h) Faculty Development activities Planning & Strategy
 - i) Operational Planning & Strategy
 - j) Financial Planning
 - k) Annual Calendars – University, Institutional, Programme and department level
 - l) Accreditation Planning review and Monitoring
4. **Presentation of AQAR 2016-17:** The inputs and details of the AQAR was presented by the University IQAC coordinator highlighting the changes from the previous IQAC and the contribution of Institutional and Domain IQACs in preparing the AQAR 2016-17.
 5. The inputs provided by External Members, Alumni, the Chairpersons of other Planning Subcommittees & University IQAC are given in Appendix C.
 6. There being no other point, the meeting ended with vote of thanks.

Chairperson – University IQAC

Member Secretary – University IQAC

List of participants (University IQAC Meeting)

Appendix A

BBG #	Broad Based Goals of University for next five years (2017-2022)	Chairperson
1	Ensuring Educational Excellence	Dr. Balvinder Shukla
2	Ensuring Student Development Including Physical and Emotional Health and Well Being	Dr. Sunita Singh
3	Creating Culture of Excellence in Research, Scholarship, Innovation and Creativity for High Impact	Dr. W. Selvamurthy
4	Enhancement of Quality of Faculty and Staff for Outstanding Performance	Ms. Raginie Singh
5	Advancing Internationalization	Dr. Gurinder Singh
6	Enhancing Relations with Industry, Alumni & Society	Dr. Sanjeev Bansal
7	Enhancing Employability and Promote Entrepreneurial Initiatives	Dr. Alka Munjal
8	Committing to all Aspects of Social, Economic and Environmental Sustainability	Dr. D.K. Bandyopadhyay
9	Enhancement of Supporting Resources	Dr. Marshal Mukesh Sahni
10	Ensuring Excellence in Organizational Leadership and Governance	Dr. B. B. Singh

UNIVERSITY PLANNING SUBCOMMITTEES

S.No.	Name of Sub-Committee	Chairperson
1	Academic Infrastructure Planning sub-committee	Rear Admiral Ravi C Kochhar
2	Manpower Planning sub-committee	Prof. (Dr.) Alka Munjal
3	Library Resources Planning sub-committee	Prof. (Dr.) Alka Munjal
4	Lab Equipment and Software Planning sub-committee (Including teaching aids)	Prof. (Dr.) S. K. Khattri
5	Annual Activities Calendar Planning Sub Committee 1. (Academic Calendar, Industry Interaction, Placement & Alumni Activity Calendar, Examination Calendar, Academic Audit Calendar, Accreditation Calendar, RPSS Calendar, Hostel Calendar, IQAC Calendar, Outcome Assessment Calendar, Internationalization Calendar), Major events calendar, detailed institutional calendar etc.	Dr. Sunita Singh
6	Internationalization Planning sub-committee	Prof. (Dr.) Gurinder Singh
7	Industry Interaction & Placement Planning sub-committee	Prof. (Dr.) Sanjeev Bansal
8	Accreditation Planning review and Monitoring sub-committee	Prof. (Dr.) B. B. Singh
9	Entrepreneurial Development sub-committee	Dr. Lalit Bhardwaj

10	Professional Development Planning sub-committee	Dr. Sujata Khandai
11	Annual repair & maintenance sub-committee	Lt. Gen. P.D. Bhargava
12	Assessment and Examination Planning sub-committee	Dr. Sunita Singh
13	Annual Research Planning sub-committees:	
	13.1 Science & Technology, Environment Sciences, Applied Sciences, Biotechnology.	Dr. W. Selvamurthy
	13.2 Health & Allied Sciences	Prof. (Dr.) B. C. Das
	13.3 Management & Allied Areas	Prof. (Dr.) Gurinder Singh
	13.4 Engineering & Technology	Prof. (Dr.) M K Dutta
	13.5 Humanities, Journalism & Mass Communication	Prof (Dr) Abha Singh
	13.6 Law, Education & Rehabilitation Sciences	Prof. (Dr.) D. K. Bandyopadhyay
	13.7 Applied Arts/Fine Arts/Performing Arts/Visual Arts, Architecture & Design	Prof. (Dr.) Pradeep Joshi
	13.8 Hospitality & Travel & Tourism	Prof. (Dr.) Manohar Sajnani
14	Financial Planning sub-committee	Prof. (Dr.) Alka Munjal

UNIVERSITY IQAC

(i) Chairperson	Vice Chancellor	Prof (Dr) Balvinder Shukla
(ii) Members	Deans of Faculty	Dr Sunita Singh Prof (Dr) Alka Munjal Prof (Dr) Kalpana Sharma Prof (Dr) K M Soni Prof (Dr) Abha Singh Prof (Dr) Marshal Mukesh Sahni
	HoIs/HoDs	Dr. W Selvamurthy Prof (Dr) Gurinder Singh Prof (Dr) AP Singh Prof (Dr) S K Khatri Prof (Dr) Abhay Bansal Prof Sunita Rattan Prof (Dr) Chanderdeep Tandon
	Professors	Prof (Dr) Sanjeev Bansal Prof R K Kapur Prof M K Datta Dr. Aditya Tomar Dr R Srinivasan
(iii) Senior Administrative Officer	Registrar	Dr B L Arya
(iv) External Experts	Member Quality Management	<ul style="list-style-type: none"> • Dr (Mrs) Vijay Malik, Scientist “F” and BIS Coordinator, Rajiv Gandhi National Quality Awards • Dr Yogendra Narain, IAS (Retd.) • Prof. Sanjiva Shankar Dubey

(v) Alumni	Members	
(vi) Member Secretary/ Coordinator	Dy Director QAE	Brig Om Prakash (Retd)

Appendix B

S.No.	Broad Based Goals	Inputs provided by External Experts / Alumni / The Vice Chancellor / Chairpersons of other Subcommittees and Broad Based Goals	Date of Presentation & Speaker
1	BBG#2 - Ensuring Student Development Including Physical and Emotional Health and Well Being	<ul style="list-style-type: none"> - The sports activities should be planned in such a way that every student get a chance at least once in his tenure to participate in any game of his choice. - While counselling and guiding the students, care should be taken that we are not exceeding our approach and making them too much dependent. The Alumni felt that a student should be made self dependent to face the real problems & solve their issues themselves. 	8 July 2017 Dr. Sunita Singh
2	BBG#3 - Creating Culture of Excellence in Research, Scholarship, Innovation and Creativity for High Impact	The External members suggested that we must explore the possibility of having defense projects from DRDO & private agencies outsourced by defense & projects by North-East states.	8 July 2017 Dr. W. Selvamurthy
3	BBG#4 - Enhancement of Quality of Faculty and Staff for Outstanding Performance	<ul style="list-style-type: none"> - The external expert, Dr. Yogendra Narain suggested that we must have strategies in place to retain good faculty although he added that attrition rate is not alarming. - The University should also target to give appraisals on time. 	12 July 2017 Ms. Raginie Singh
4	BBG#5 - Advancing Internationalization	<ul style="list-style-type: none"> - The target to achieve top position in the world is very high, the IAD team should liaise with the institutions for more collaborations through Research, internships & projects. - The students should be sent for study exchange etc during the semester which is best suitable for both the parties. 	8 July 2017 Dr. Gurinder Singh
5	BBG#6 - Enhancing Relations with Industry, Alumni & Society	The Alumni's must be in touch with University at all times. The Alumni meet held this year was the beginning of journey.	4 July 2017 Dr. Sanjeev Bansal

S.No.	Broad Based Goals	Inputs provided by External Experts / Alumni / The Vice Chancellor / Chairpersons of other Subcommittees and Broad Based Goals	Date of Presentation & Speaker
6	BBG#7 - Enhancing Employability and Promote Entrepreneurial Initiatives	The awareness workshop planned for Entrepreneurial Development should be realistic & achievable.	4 July 2017 Dr. Alka Munjal
7	BBG#8 - Committing to all Aspects of Social, Economic and Environmental Sustainability	<ul style="list-style-type: none"> - Credit limit should be defined upto which credits could be assigned to such activities. - The university must adopt one or two villages continuously for a long duration (say 10 years) for development in all aspects of life with involvement of students, faculties & staff from various domains aiming at complete transformation of the village. This would be a more impactful and measurable way of achieving the goal. 	12 July 2017 Dr. D.K. Bandyopadhyay
8	BBG#10 - Ensuring Excellence in Organizational Leadership and Governance	The Alumni has suggested that the objectives should be SMART. To which the Chairperson Dr. B.B.Singh replied that this presentation was based on Broad based Goals, hence were not broken into objectives, which will be done at micro level. Setting objectives as SMART is already in practice since 2006 after AUUP got certification for ISO 9001 & 14001.	12 July 2017 Dr. B. B. Singh

Appendix C

S.No.	Annual Academic Planning Subcommittees	Inputs provided by House	Date of Presentation
1	Academic Infrastructure Planning sub-committee	<ul style="list-style-type: none"> - The infrastructure planning presented did not bring out the financial implications & the explicit. - Plan Institution-wise, block-wise (demand/requirement vs sanctioned) 	23 June 2017 Rear Admiral Ravi C Kochhar
2	Library Resources Planning sub-committee	<ul style="list-style-type: none"> - AUUP Central Library must try to collaborate with the National Knowledge centre. - The library staff has to be more proactive. One or two persons should be on the lookout for new arrivals in the 	18 July 2017 Prof. (Dr.)

		<p>market, exhibitions by publishers, find out specialized publishers and the list of books published by them. Access to various reports through knowledge network and keep all HOI informed about the updates.</p> <ul style="list-style-type: none"> - The requisitions received from institutions for books are going down. There appears to be a shift among the student community from reading books in hard copy to e books, hence more focus to be laid on strengthening of e-resources. - Book24X7.com is a very good e-resource. Create library apps instead of emails and notices. Create contests amongst students for writing book review etc. - The library should also arrange some exhibitions / events to attract more faculty & staff to promote use of library. - There is a need for more collaboration between library and user for its optimum utilization. - There is a huge gap between what is planned and procured. There should be frequent communication from Director Library to all HOIs and users about the following: <ul style="list-style-type: none"> • Arrival of new books/journals • E-resources • Channel of communication of procurement of books (for the reference of new HOIs) • Information to HOIs about library committee meetings • Refresher mails about latest updates 	Alka Munjal
3	Lab Equipment and Software Planning sub-committee (Including teaching aids)	<ul style="list-style-type: none"> - The budget that was approved in the last annual strategic plan for purchase of equipment has not been utilized to the desired level. There is a need to monitor the expenditure utilization through review meetings. - It appears that there have been no follow ups on the approved budget at any level, which could also mean that the targets have not been set with a thoughtful consideration. - The Committee should also present the rationale with every additional requirement, taking into account the projected student strength, increase in faculty, PhD scholars or any new projects proposed to be taken up etc. - The members said that how the non-availability of the equipment was affecting the teaching learning & research and how are the institutions making up the loss. A complete root cause analysis must be done on the previous plan before presenting the plan for the next year. 	23 June 2017 Prof. (Dr.) S. K. Khattri
4	Annual Activities	The calendar for the year 2017-18 had already been	Dr. Sunita

	Calendar Planning Sub Committee	approved & circulated to all concerned.	Singh
5	Entrepreneurial Development sub-committee	<ul style="list-style-type: none"> - The number of awareness workshops should be made in consultation with Dir ACED. - The target number of start-ups should be fixed. 	12 July 2017 Dr. Lalit Bhardwaj
6	Annual repair & maintenance sub-committee	<ul style="list-style-type: none"> - The demands should be based on physical check of all facilities, it is presently estimation based. - Preventive maintenance must be a part of the plan as we cannot afford the shutdown cost. Activities like white wash, pest control should be done without requisition. Institutions must provide the list of vendors to Director Maintenance; same should also be procured from purchase department. We should have an inspection team to ensure that the maintenance work is actually carried out on ground. - Vice Chancellor directed Director Maintenance to make a clear list of actions to be undertaken by Admin and those by Maintenance department for communication to all HOIs and Heads of departments, so that there are no confusions and people would address their issues to the right agency. - Director Maintenance must give a requirement for a workshop to carry out in-house maintenance work. ASET is going to acquire space for maintenance workshop, it should be done in such a manner that it caters to the requirement of the maintenance department. As for lack of technical expertise like refrigeration, mechanical etc in ASET, may be approached for technical guidance wherever required Director Maintenance. 	12 July 2017 Lt. Gen. P.D. Bhargava
7	Annual Research Planning sub-committees	<ul style="list-style-type: none"> - In order to strengthen our research, we should intensely collaborate with corresponding Government organizations in all fields of research. - Nowadays private sector is involved in a big way in defense research. AUUP must explore the possibility of collaboration with such organizations. - Commercialization of patents to be mentioned with expected income from each commercialization in the plan. - Government of UP is looking for development of new tourism destinations. Department of Hospitality & tourism AUUP could explore a possibility for joint project with the government of UP. - Higher targets for projects and other research activities should be set for Amity Institute of Food Technology as 	18 July 2017 Dr. W. Selvamurthy

		<p>now the institution has a dedicated Director for Research.</p> <ul style="list-style-type: none"> - Similarly, research targets & conferences should be increased for Environment and Biotechnology domains. - Targets for guest lecture to be increased in line with the directions of the management. - Targets for publications to be increased to 5 per faculty. - Domain of Hospitality and Travel & Tourism must set targets for copy right in place of patents and all targets to be set for the entire domain. - Targets have to be based on 5 publications per faculty. - Research Papers should also Publications be identified from the thesis of masters degree programs. - Increase tie ups with journals indexed under Scopus and UGC. - Increase guest lectures to 40 each semester. - Report of event / Guest Lecture to be uploaded the same day or by next day Dr RS Rai to finalize the format for the report. - Minimum three outreach program in the 1st semester should be documented - Institutions could have independent research study course instead of elective. Students with good writing skills should be encouraged to take up such courses. - Every week discussions should be held on research and academic matters. 	
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Appendix D

S.No.	AQAR 2016-17	Inputs provided by External Experts / Alumni / The Vice Chancellor / Chairpersons of other Subcommittees and Broad Based Goals
1	Part A: Details of the University & IQAC Composition and Activities	<ul style="list-style-type: none">- The conference conducted on the quality related issues by the Institutional IQAC should also be included.- Remove the dates of the IQAC meeting held.
2	Part B: Criterion Wise Inputs	<ul style="list-style-type: none">- Wherever the abbreviations have been used, please indicate the full form at the beginning of the statement/response.
3		<ul style="list-style-type: none">- Before, final completing, please ensure that the financial details are filled in.
4		<ul style="list-style-type: none">- The sentence formation should not be in the verb form. Please see that all the sentence are in the form of action taken.
5	Plans for the next year	Once the Board Based Goals of five years are finalized in the prescribed format, take the targets for the year 2017-18 accordingly and prepare the plans for the next academic year.