



**13th University IQAC Meeting
Third Quarter (Jan-March 2021)
31 March, 1 and 2 April 2021
MINUTES OF THE MEETING**

1. The University IQAC meeting for the quarter Jan to March 2021[III Quarter] was conducted from 31 March to 02 April 2021 (3 days) on Hybrid Mode. Prof (Dr) Balvinder Shukla, Chairperson University IQAC and Vice Chancellor, AUUP chaired the meeting. The list of participants attended the meeting in personal /online and for those leave of absence was granted is attached as **Appendix 'A'**.

DAY 1:- Wednesday, 31 March 2021

2. **Welcome Address By The Vice Chancellor, AUUP** - At the outset the Vice Chancellor, AUUP welcomed all participants present on offline/online mode. She briefed on how the Amity University completed session as per calendar and implemented the 10 UGC Quality mandates. The University also organized more than 2000 webinars with highly eminent speakers and a seminar on NEP 2020. She complemented the University officials for having worked hard to comply with requirements of NAAC, NIRF and other rating, ranking and accreditation agencies. She also set the benchmark of A++ Grade in NAAC and encouraged all present to work towards this goal.
3. Almost all processes have gone online because of the prevailing pandemic situation. This was made possible because of timely technology support provisioned and provided by our Hon'ble Chancellor. AUUP was able to maintain the academic calendar, at a time when most of the university's academic calendar was impacted by the pandemic. With the help of our robust ICT infrastructure and relevant contractual infrastructure, examinations were successfully conducted online and the result were declared timely. The new session for first year commenced late as the CBSE results and results of other universities were delayed. Convocation was conducted in December 2020 on online mode and the degrees were dispatched to the graduands through post. During this period AUUP successfully implemented 10 Quality Mandates issued by the UGC and have uploaded the implementation plan on University activity monitoring portal of UGC.

After these opening remarks, she requested Dr. W Selvamurthy, Dr. Gurinder Singh, Dr. Sunil Dhaneshwar and Dr. N Ramachandran to brief progress in their respective domains / campuses.



4. **Remarks by Dr W Selvamurthy, President ASTIF** - Dr W Selvamurthy gave a presentation on Research, Patents and Technology Transfer progress of the University in the year 2019-20 and 2020-21.
5. Dr Selvamurthy gave an overview on research achievements during the pandemic situation. He thanked Hon'ble Founder President and the Chancellor for providing all the support and motivation. He complemented the faculty members of AUUP, Noida and sister campuses for achievements like sanction of research projects, more than 2500 Scopus research publications, patents, technology transfer, collaborative partnerships, creation of research clusters during the pandemic. He concluded that all this was possible only with commitment and devotion of all faculty members and staff of Amity University.
6. **Remarks by Dr Gurinder Singh, Group Vice Chancellor & Campus Head, Greater Noida**- Dr Gurinder Singh, highlighted the development on Internationalization and achievement of Greater Noida campus. He said that through the efforts of faculty and support of senior management at Apex level, the world is recognizing Amity among the top universities of world.
7. He further spoke about establishment of world Class University at Tashkent and said that It's also great pleasure for us that government invited us to open a campus with zero investment. The University will be adding various innovative courses / programs like Artificial intelligence, Block Chain management, Data Science, Machine Learning etc in Taskhkent Campus.
8. The Management is working hard to create Global Research Hub at New York Campus involving best scientific minds of the world. The University has established linkages with many foreign universities like Princeton University, Harvard University etc. The international conference organized there attracted 486 senior faculty members from prestigious universities.
9. **Remarks by Dr Sunil Dhaneshwar, Pro VC Lucknow** - Dr Sunil Dhaneshwar briefed the house about achievements of Lucknow Amity campus. He said that Lucknow campus could adhere to academic calendar during the pandemic. Faculty members are engaged in publishing Research papers, books and books chapters. Approx. 500 papers are published out of which 135 were in Scopus indexed, 44 in Web of Science and remaining are in UGC approved Journals. 65 Projects have been submitted for funding out of which two have been sanctioned. 6 patents have been filed out of which one is granted.
10. Conducted more than 200 webinars during this period by inviting scientists and eminent people from the world. One international conference was conducted by Engineering and Technology Domain wherein 16 international speakers took part on online mode.
11. **Remarks by Dr N Ramachandran, Pro VC Dubai Campus**-Dr Ramachandran, briefed the house about the achievement of the faculty and students of Amity Dubai campus. He informed



that a funding of 216000 US dollars has been received from UAE Space Association for establishing their Satellite ground station in Dubai Campus. One important project of engineering department (treatment of ablution water) is also funded by EXPO 2020. More than 200 Scopus indexed research papers were published by the faculty.

12. Member Secretary University IQAC & Dean AQA, briefed the house about the agenda points of the III University IQAC Meeting.

13. Minutes of previous University IQAC was reviewed and ratified.

14. **Agenda Items**-The agenda of three days meeting by day and the corresponding discussion is as under: -

Day 1: 31 Mar 2021

UIQAC-3/2020-2021/AG1: To Review of performance of students of GSSC (Guided Self Study Courses) Registration

UIQAC-3/2020-2021/AG 2: To review interventions into slow and advanced learners during Even Semester 2020-21.

UIQAC-3/2020-2021/AG 3: Student progression status report for the academic year 2019-20

UIQAC-3/2020-2021/AG 4: Outcome Assessment Plan Implementation – Result Analysis of previous year data – Annual (2019-20)

Day 2: 01 Apr 2021

UIQAC-3/2020-2021/AG 5: Presentation of AQAR 2019-20 by each Criterion Chairperson

UIQAC-3/2020-2021/AG 6: Review of student's course feedback Analysis of Even Semester.

Day 3:- 02 Apr 2021

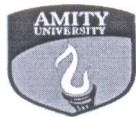
UIQAC-3/2020-2021/AG 7: Review of Critical /Salient Observations from Internal Audits conducted during the last 3 months.

UIQAC-3/2020-2021/AG 8: Status Report of issues of CRs Meetings (Dec-Mar 2021).

UIQAC-3/2020-2021/AG 9: Status Report of Mentoring Programme in the Even Semester 2020-21

UIQAC-3/2020-2021/AG 10: Review of institutional IQAC's working/ progress during the last 3 months & review of Domain / IQAC's progress during the last 3 months. Item No. 13/2020-2021

UIQAC-3/2020-2021/AG 11: Students Achievements (during 2019-20, 2020-21)



UIQAC-3/2020-2021/AG 12 :Faculty Achievement Report (2019-20,2020-21)

UIQAC-3/2020-2021/AG 13:Status of online PBAS system

15. The discussions on above agenda points are given below:-

DAY 1 : Wednesday, 31 st March, 2021			
Agenda Item	Time	Agenda	Presenter
UIQAC-3/2020-2021/AG -1	01:50 pm-02:20 pm	Review of performance of students of (Guided Self Study Courses) GSSC Registration	Dr. Alpana Kakkar, Dy. DSW Mr. Sujit Kr. Prasad, CoE

Presentation: Dr Alpana Kakkar, Dy DSW along with Mr Sujit Prasad, COE presented institution wise and campus wise status of students who had registered for Guided Self Study Courses (GSSC) for the year 2019-20 & even semester 2020-21.

The presentation covered number of students registered for GSSC, percentage of students permitted and not permitted to appear for the examinations.

Comments of External Expert:- Dr Yogendra Narain, enquired whether any students were not permitted to take GSSC due to nonpayment of fees.

The COE clarified that no students was barred from taking GSSC due to non-payment of fees during the pandemic.

Concluding Discussion: The data should be presented in a more meaningful manner, graphs should be separate for Permitted Students and Not Permitted Students so that some action items could be discussed after the presentation.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG1/DC1	Re-work on graphs for better analysis and decision.	COE/ HOIs	30 Apr 21

Agenda Item	Time	Agenda	Presenter
UIQAC3/2020-2021/AG2	02:20 pm-02:35 pm	Overview of interventions into slow and advanced learners in the Even Semester 2020-21	Dr. Alpana Kakkar, Dy. DSW



	02:35 pm- 05:50 pm	To review interventions into slow and advanced learners during Even Semester 2020-21 (10 Minutes by each domain & 5 Minutes for Q & A)	Domain Heads
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Presentation: Dr Alpana Kakkar presented an overview of the interventions into slow and advanced learners in the Even Semester 2020-21. This was followed by presentations by Deans Faculty of Studies for their respective domains. The focus areas of the presentation were:

1. Basis of identification of slow and advanced learners
2. Activities undertaken to support slow learners
3. Activities undertaken to support advanced learners
4. Institution wise data within respective domains.

Comments by the external expert : Dr Yogendra Narain gave the following suggestions:

1. Language also sometimes acts as a barrier for slow learners. University may like to consider interventions to overcome this barrier.
2. University may consider having separate sections for slow learners.

Concluding Discussion: Vice Chancellor said that institutions have identified slow and fast learners broadly based on proficiency test at the time of admissions and end term result during the conduct of the course. There is a need to relook into this practice. The students should ideally be identified based on the continuous assessment of students by Faculty and the action taken by the faculty should be kept as evidence. Being weak in specific subject is different from being a slow learner. The support system should be such that we are able to bring slow learners apace with expected levels of learning. For Advanced learners such opportunities should be provided that they are able to achieve honors and awards at national and international level.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG2/DC1	Develop a scientific way for identification of slow and advanced learners and interventions required, after going through requirements of NAAC and other expert agencies. Monitoring to be done centrally.	Dean AQA	28 May 21
UIQAC3/2020-2021/AG2/DC2	Based on the guidelines, the list of students with evidence for both slow and advanced learners and action taken for both to be updated and uploaded on Amizone.	Implementation - HOIs Monitoring - Dean AQA	30 Apr 21



	GSSC, Bridge course are not to be included as interventions		
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Agenda Item	Time	Agenda	Presenter
UIQAC3/2020-2021/AG3	05:50 pm-06:15 pm	Student progression status report for the academic year 2019-20	Dr. R.K. Kapur, Director (A) & Dr. R S Rai, Director – RP&SS

Presentation: Dr RS Rai, Director – Research Planning & Statistical Services gave a presentation on impact of student progression on rankings in NIRF, ARIIA, and NAAC accreditation with respect to weightage given by these bodies to student participation and achievements in various activities at different levels, examinations, placement, startups, higher education and competitive examinations.

Dr RK Kapur, Director Academics discussed the evidences required to be uploaded on Amizone for student progression, status of institutions that have uploaded the data and anomalies found on the data already uploaded by institutions. He also shared institute-wise status of student progression viz-a-viz the aspiration survey of these students.

Following evidences are required to be uploaded on Amizone:

1. Evidences for Placement – Copy of appointment letter.
2. Family Business – Copy of offer letter for family business
3. Higher Education – Copy of offer/admission letter
4. Competitive Exams/Professional Qualification – Copy of admit card/Result
5. Starting Own Venture – Name of venture, Name of the supporting pre incubation unit of AUUP, Registration details, Name and DIN number

Following Anomalies were found in uploaded data:

1. Incomplete evidences
2. VDS forms uploaded for higher education, family business, own venture, competitive exams.
3. Internship letters for placements
4. E-mail, interview letters, list of shortlisted students, copy of salary cheques, performance report

Comments by the external expert: Dr Vijay Malik pointed out that the numbers mentioned against each category is a combined figure of self-placed and placed through AUUP; she suggested that the data be segregated accordingly.



Concluding Discussion: Vice Chancellor pointed out that data of total student's eligible for placements and the progression does not match with the aspiration survey. At some places progression is much higher than the aspiration survey. This needs to be corrected and further analysis has to be done in terms of student aspiration, support provided by the institution and final status of progression against the support provided. Data should also be presented in percentage against passing out students.

In most of the institutions the number of students who have joined family business or started own venture is more than the data given in aspiration survey. From the data provided it appears that students who have either not been placed or not gone for higher education have joined family business or started own venture. Therefore, it is important to ensure correctness of evidences submitted and uploaded on Amizone. All Deans of faculty will require to analyze the data submitted by institutions under their domains and have the evidences thoroughly checked for correctness.

Dr Kapoor suggested that since the student aspirations keep changing the aspiration survey should be updated at the beginning of final year.

Action to be taken with responsibility and timeline:

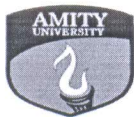
Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG3/DC1	All Deans to update the data and to coordinate with Director Academics to complete the data with correct evidences.	HOI/Deans/Dir Academics	30 Apr 21

Agenda Item	Time	Programme	Presenter
UIQAC3/2020-2021/AG4	06:15 pm-06:45 pm	Outcome Assessment Plan Implementation – Result Analysis of previous year data – Annual (2019-20)	Dr. Sanjeev Bansal, Dean FMS & Director, ABS

Presentation: Dr Sanjeev Bansal, Dean Faculty of Management Studies presented the implementation of outcome assessment plan and result analysis of 2019-20.

Concluding Discussion: The Vice Chancellor said that the implementation report should highlight the domains /institutions/ programmes that have not been able to attain the planned outcomes fully, reasons for the same and changes suggested to be made in the assessment method for the next academic year. Also, mapping of PLOs to be done with Graduate Attributes and results of Direct

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and Indirect Assessment Tools to be analyzed. Actual outcome of each assessment method needs to be analyzed against the planned outcome according to the assessment rubrics for each PLO.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG4/DC1	New committee to be constituted and re-work on Outcome Assessment Plan and results.	Dr. Sanjeev Bansal	With immediate effect

DAY 2 : Thursday, 1st APRIL, 2021

Agenda Item	Time	Programme	Presenter
Agenda Item UIQAC3/2020-2021/AG5	01:45 pm- 04:05 pm	Presentation of AQAR 2019-20 by each Criterion Chairperson	Respective Criterion In charge

CRITERION – I

Agenda Item	Time	Programme	Presenter
Agenda Item UIQAC3/2020-2021/AG5	01:45 pm-02:05 pm	#1 Curricular Aspects	Dr M. Sajnani, De'an Faculty of Hospitality & Tourism, Director, AITT Dr. Raj Kamal Kapur, Director (A)

Presentation: Criterion Co-Chairpersons Dr M Sajnani and Dr RK Kapur gave the presentation as per AQAR format for Criterion 1.

Concluding Discussion: The Vice Chancellor, AUUP said that with respect to metric 1.3.1, the SOP must be referred to while listing the Value Added Courses. According to the SOP, only those value added courses are to be considered which are optional and offered outside the curriculum of the programs. Brochure and Course content or syllabus along with course outcome of Value-added courses offered are to be uploaded. Also, courses which are part of programme structure cannot be considered as part of this metric.



The Vice Chancellor also said that evidence for all metric of Criterion 1 should be made available on Amizone. For example in metric 1.3.2, where the data for number of students undertaking field projects/internships have to be mentioned, copies of the project sanction, internships and certificates to be uploaded.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG5/DC1	While compiling the data for 1.3.1 the SOP needs to be considered and documentary evidences is required as per SOP.	Criterion In charge/ Director Academics	30 Apr 21

CRITERION – II

Agenda Item	Time	Programme	Presenter
Agenda Item UIQAC3/2020-2021/AG5	02:05 pm-02:25 pm	#2 Teaching Learning & Evaluation	Dr .V J Byra Reddy, Dean – AQA

Presentation: Vice Chancellor informed the house that Criterion 2 was earlier chaired by Dr Alka Munjal and has been recently handed over to Dr VJ Byra Reddy. Criterion Chairperson gave the presentation as per AQAR format for Criterion 2.

Comments by External Experts:- Dr Yogendra Narain wanted to know that how the students teacher ratio and mentor mentee ratio is the same.

The Vice Chancellor replied that in Amity we have mentoring system in which all faculty mentor students therefore both ratios appear same.

Dr Vijay Malik also raised the query that that in metric 2.5.2 percentage of student's complaints regarding evaluation has been increased from 2.33% (2018-19) to 2.89% (2019-20), is any root-cause analysis has been done to know the cause.

Dr Sanjeev Bansal, clarified that the reason for increase in the complaints was due to the change of conduct of examination to online mode.

Concluding Discussion: Vice Chancellor, AUUP directed that with respect to metric 2.4.1 regarding the sanctioned post, the HR must update the sanctioned post for the year 2019 – 2020.



With respect to metric 2.4.2, the list of honours and recognition received by Faculty to be checked by HOIs for its correctness. HR will be verifying the list with evidences before finalizing the metrics.

Action to be taken with responsibility and timeline:

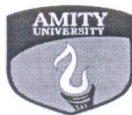
Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG5/DC1	With respect to the metric 2.4.1, HR must update the number of sanctioned post for the year 2019-20	Criterion Incharge/ Director HR	30 Apr 21
UIQAC3/2020-2021/AG5/DC2	With respect to metric 2.4.2, the HoI should check the Honours and recognition received by Faculty for its correctness and evidence in the form of certificate to be uploaded on Amizone.	Criterion Incharge/ Director HR/HOIs	30 Apr 21
UIQAC3/2020-2021/AG5/DC3	With respect to metric 2.5.2 – The examination must do the root cause analyze of the complaints for odd and even semester.	Criterion Incharge/ COE	30 Apr 21

CRITERION III

Agenda Item	Time	Programme	Presenter
Agenda Item UIQAC3/2020-2021/AG5	02:25 pm-02:45 pm	#3 Research, Innovation & Extension	Dr. W. Selvamurthy, President, ASTIF

Presentation: Criterion Chairperson Dr W Selvamurthy gave the presentation of AQAR for Criteria 3.

Concluding Discussion: Vice Chancellor, AUUP said that the data was not presented in the AQAR format and the evidence for all the metrics should be produced as per the SOP and data template. Comparison of AQAR of 2018 - 2019 and 2019 - 2020 was not presented. Analysis of all the metrics to be conducted so that we improve our performance. Dr Gurinder Singh suggested that feedback from the research scholars should be taken to analyse the reasons for delay in award of PhD. The Vice Chancellor suggested to check the quality of PhD thesis at institutional level, so that the numbers of thesis being rejected can be minimized. Corporate training figures needs to be rechecked. Data needs to be cross checked with NIRF Ranking and Atal ranking, with Dr R S Rai. Evidence as per SOP is required to be submitted for all the metrics.



Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG5/DC1	The data should be presented as per the AQAR format with the documentary evidences required as per SOP.	Criterion Incharge	30 Apr 21

CRITERION – IV

Agenda Item	Time	Programme	Presenter
Agenda Item UIQAC3/2020-2021/AG5	02:45 pm-03:05 pm	#4 Infrastructure & Learning Resources	Rear Admiral Ravi C. Kochhar, Gp PVC & OSD (HR)

Presentation: Criterion Chairperson Rear Admiral RC Kochhar gave the presentation as per AQAR format for Criterion 4.

Comments by the External Experts – Dr Vijay Malik advised to match the total expenditure incurred and the budgeted statement. The budget augmented/ utilized/ spent needs to be matched and supported with documentary evidence for scoring full marks in the metric.

Concluding Discussion: The Vice Chancellor, AUUP cleared that the financial statement of budget utilization, income and expenditure of infrastructure development, augmentation, maintenance of physical facilities and academic support facilities to be produced to support the data. Score to be mentioned metric wise, which indicates the continual improvement from the last year. Metric 4.1.1 Budget allocation excluding salary needs to be cross checked as it is on decreasing trend. Metric 4.1.2 - Virtual labs not to be mentioned in 2019 - 2020. It needs to be mentioned in 2020 - 2021. Upgraded Labs needs to be mentioned - Existing labs which are upgraded needs to be mentioned in metric 4.1.2.

The data for Library resources are not matching with the total amount given for the previous and current academic year. The data for Library services needs to be cross checked with Finance Department.

The data for E-content developed needs to be checked and updated. The column of platforms should be checked by the IT Department. She said that the data needs review and rechecking by all the process owners.



Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG5/DC1	The statement of budget utilization, income and expenditure statement should support the data filled in AQAR.	F.O./Admin/ Criterion Incharge	30 Apr 21
UIQAC3/2020-2021/AG5/DC2	The figures of Library resources and value of the same to be matched and evidences are required as per SOP.	Dir. Library/ F.O. / Criterion Incharge	30 Apr 21
UIQAC3/2020-2021/AG5/DC3	The data for 4.2.3 (E Content developed) needs to be reviewed and checked.	Dr Andril De/ Dr V J Byra Reddy/AKC Data Systems/Criterion Incharge	30 Apr 21

CRITERION – V

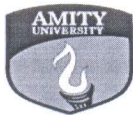
Agenda Item	Time	Programme	Presenter
Agenda Item UIQAC3/2020-2021/AG5	03:05 pm-03:25 pm	#5 Student Support and Progression	Dr. R S Rai, Director – RP&SS

Presentation: Vice Chancellor informed the house that Criterion 5 was earlier chaired by Dr Alka Munjal and has been recently handed over to Dr RS Rai. Dr RS Rai presented the status of AQAR 2019-20 for criterion 5.

Comments by External Experts:- Dr Vijay Malik pointed out that one of the unresolved grievances is pertaining to sexual harassment which is a serious matter.

Dr Vijay Malik also pointed out that the Number of participants in 5.2.1 with respect to student placement have been left blank. The correct figures may be filled. Student participation in various cultural activities organized at the university or institutional level appears to be too high. There is a need to recheck this for correctness.

Concluding Discussion: Students benefited by guidance for competitive examinations and career counselling, still remains a weak area as we have not been able to capture evidences appropriately. There is a need to strengthen the mechanism for capturing this data with evidences.



Regarding student placement metric 5.2.1 Vice Chancellor said that the annual report for placement needs to be prepared which is not complete as institutions have not submitted complete data. Institutions must submit complete data with correct evidences.

Dr Rai suggested that in order to capture progression details of passed out students there is a need to have a better mechanism to connect with alumni. Vice Chancellor directed to plan an alumni felicitation function for alumni special achievements. Alumni would be required to submit their credentials for the function.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG5/DC1	With respect to metric 5.1.1 DSW to have a meeting with Accounts to review the nomenclature and the scholarships given to PhD scholars	Dean- Student Welfare /Accounts Dept.	30 Apr 21
UIQAC3/2020-2021/AG5/DC2	With respect to 5.1.4, Dy DSW to take out un-resolved cases from Amizone to close them.	Dy DSW /Amizone Team/Criterion Incharge	30 Apr 21
UIQAC3/2020-2021/AG5/DC3	With respect to 5.2.1 All evidences to be checked for correctness. Annual report of placement to be prepared and submitted	HoIs/Deans/Dir Academics/ Criterion Incharge	30 Apr 21
UIQAC3/2020-2021/AG5/DC4	With respect to 5.2.3, a felicitation ceremony to be organized wherein alumni from 3 passed out batches to be invited. During the interactions, these certificates and other necessary documents can be obtained.	HOIs/ Alumni Coordinator	30 Apr 21

CRITERION – 6

Agenda Item	Time	Programme	Presenter
Agenda Item UIQAC3/2020-2021/AG5	03:25 pm-03:45 pm	#6 Governance, Leadership & Management	Dr. B.L. Arya, Registrar

Presentation:- The link slides were not opening and hence the data of AQAR was not presented. The criteria will be presented again.



Concluding Discussion: The criteria was complete however, it needs to be presented again as link slides are not opening.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG5/DC1	The criteria to be presented again as suggested by IQAC Members.	Criterion Incharge	With Immediate Effect

CRITERION – 7

Agenda Item	Time	Programme	Presenter
Agenda Item UIQAC3/2020-2021/AG5	03:45 pm-04:05 pm	#7 Institutional Values & Best Practices	Dr. D K Bandyopadhyay, Chairman, ALS

Presentation: Criterion Chairperson Dr DK Bandyopadhyay gave the presentation as per AQAR format for Criterion 7.

Concluding Discussion: In metric 7.1.2 Environmental consciousness and sustainability/ alternate energy the Vice Chancellor asked to cross check the data with Dr RS Rai so that we are sure on percentage which we are presenting.

In metric 7.1.3 there is a mismatch between Physical facilities and number of beneficiaries mentioned in the presentation. Parking Facility to be renamed as Dedicated Parking Facility for differently abled students/faculty/staff. While filling the metric the Signages for differently abled displayed in the university to be included.

Special Skill Development programmes for differently abled students numbers to be rechecked as number shown are the total students of AIRS. We have created physical infrastructure for differently abled students/faculty/staff and we need to show the numbers of Divyangjan in the university This needs to be corrected after looking at SOP of NAAC.

In metric 7.1.4 Inclusion and situatedness :- Celebration of International Day of Yoga where participants shown was 5000 which needs to be cross check from the attendance of the event. For every event evidence of participation needs to be checked and numbers can be taken from IT Department.

Location Advantage is considered however we need to consider the Contribution to the local Community Engagement. Data to be rechecked for both location advantages and disadvantages activities to be corrected accordingly and represented.



In metric 7.1.5. Human Values and Professional Ethics :-Date of publication to be in standard format i.e. dd-mm-yy format for Code of Conduct Handbook for various stakeholder.

In metric 7.1.6. Activity conducted for promotion of universal values and ethics:- Virtual webinar was conducted which needs to be mentioned across all activities.

Number of participants :- Number of participants to be cross checked from either IT or AKC Data System. List of 60 webinars to be inserted, Cross check with evidence and change the number accordingly. The data needs to be formatted in a uniform and presentable format.

Metric 7.2 Best Practices:- In write up of Education 4.0 the word limit to be taken care of . Every section has word limit. Name of programme launched only to be mentioned and institution name to be removed. The Vice Chancellor suggested to identify either a best practice or distinctiveness as per COVID pandemic and what we did after that needs to be elaborated and presented. Also the University adopted the practices of blended mode of learning without affecting the academic calendar. Leveraging ICT can become part of distinctiveness. There is a need to reframe distinctiveness and best practices and redo the exercise as per the AQAR Format.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG5/DC1	The criteria to be amended as suggested by IQAC Members.	Criterion Incharge	30 Apr 21

Item No	Time	Agenda Point	Presenter
UIQAC-3/2020-2021/AG -6	04:35 pm-05:35 pm	Review of student's course feedback Analysis of Even Semester.	Dr. Sujata Khandai, Dy Dean (A) & Director, ACCF

Presentation:- Dr Sujata Khandai, presented the agenda and gave the basis behind the analysis of Student Course Feedback. Following were the parameters to access the feedback:-

- Course Content
- Course Delivery
- Field connectivity and Relevance
- Continuous Evaluation/ Internal Assessment and Feedback
- Personality & Behavior



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Concluding Discussion:- Very few have filled the Action Taken Report on AMIZONE for year 2019-20 and for year 2020-21 none have yet filled the Action Planned/Action Taken Report on Amizone. Dashboard will be developed on AMIZONE which will help in monitoring and compliance.

Remarks by the Vice Chancellor:- First we need to develop the monitoring mechanism for tracking that HOIs have filled action planned and Action Taken Report.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG6/DC1	We need to develop the monitoring mechanism to track the compliance that proper action is planned by HOI and Action Taken on the same.	Dr. Sujata Khandai, Dy Dean (A) & Director, ACCF	30 Apr 21

DAY 3 : FRIDAY, 2ND APRIL, 2021

Item No	Time	Agenda Point	Presenter
UIQAC-3/2020-2021/AG -7	04:05 pm-04:35 pm	Review of Critical /Salient Observations from Internal Audits conducted during the last 3 months.	Dr. V.J. Byra Reddy, Dean – AQA

Presentation: Dean AQA started the presentation by apprising the University IQAC members on the following;

- Analysis of Online Class checks during the odd and the even semester
- Checks on the establishment of Institutional Examination Help Desks in the campus for examination
- Checks on preparedness of Institutions for on campus academic activities, after reopening of the campus post lockdown
- Status of cafeteria checks after reopening of the campus post lockdown

Remarks by External member : Dr Vijay Malik suggested that before the commencement of the audit, the scope and the audit criteria must be shared with the auditee well in advance. Hon'ble Vice Chancellor responded that it is already in practice in AUUP



Concluding Discussion:-Hon'ble Vice Chancellor, during the status review of the uploading of class recordings, expressed her concern that institutions were not fully complying to the quality pre-requisites. She informed that a separate meeting will be conducted to further deliberate on this issue. Regarding conduct of internal audits the Vice Chancellor directed that the Academic Audits must cover all the aspects of NAAC, QAA, WASC and ARIIA. Guidelines issued by NAAC with respect to the Academic and Administrative Audits must also be complied strictly. She advised QAE to ensure checking of all the records are being maintained by the Institutions. Dr DK Bandyopadhyay added that the audit must be conducted in the Institutions with the intent of partnering with the Institutions to bring about improvements in our processes which will facilitate improvement in the University grade and rankings.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG7/DC1	Internal audit checklist to be updated covering the requirements of NAAC, NIRF, WASC and AAA	Dean AQA/HoIs	28 May 21
UIQAC3/2020-2021/AG7/DC2	The ISAT tool to be updated and uploaded on Amizone for the HOIs to fill in their scores.	Dean AQA/ AKC Data System	28 May 21
UIQAC3/2020-2021/AG7/DC3	The online class check will only contain observations where HOI / Dean has to take action.	Dean AQA	With Immediate Effect

Item No	Time	Agenda Point	Presenter
UIQAC-3/2020-2021/AG -8/	11:15 am-11:35 am	Status Report of issues of CRs Meetings (Dec-Mar 2021).	Dr. Alpana Kakkar, Dy. DSW

Presentation: The presentation on Status Report of issues of CRs Meetings for the period from Dec 2020 to March 2021 was presented by Dr. Alpana Kakkar, Dy. DSW: She presented the domain wise data of conduct of CR meetings, Number of issued raised resolved, categories of issues etc. Dr Kakkar suggested that a system should be made to take feedback of the CRs. She said that the there is a need to strengthened the monitoring system of CR.

Remarks by External member : Mr Yogendra Narain inquired whether these issues are same as raised in previous meetings also, new points are raised by the students and how these issues are resolved.



The Vice Chancellor clarified that there are different CRs in each semester so some standard points are raised in each semester.

Concluding Discussion:- The Vice Chancellor suggested that a system should be made to upload the answers of issues on Amizone so that CRs do not asked the same questions again. CR meetings should be more productive. The Vice Chancellor, also suggested that Faculty should upload the Assignments directly on Amizone (ALMS) to access all the students and not through CRs only. Dr Pandey, University IQAC Member said that less issues are raised in this semester just because of online classes conducted and usually more issues raised were related to administration etc.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG8/DC1	Monitoring of CR system to be strengthened Faculty should upload the Assignments directly on Amizone to access all the students not through CRs only. A systems should be made to take feedback of the CRs also	Dr Alpana Kakkar	28 May 21

Item No	Time	Agenda Point	Presenter
UIQAC-3/2020-2021/AG -9/	11:35 am-11:45 am	Status Report of Mentoring Programme in the Even Semester 2020-21	Dr. Alpana Kakkar, Dy. DSW

Presentation: The presentation on Status Report Mentoring Programme during the Even Semester 2020-21 was presented by Dr. Alpana Kakkar, Dy. DSW.

Concluding Discussion: Very few sessions of Mentoring programme were conducted under individual mentoring. Individual session must be conducted regularly by the faculty mentors. Regular monitoring should be done by institution MPC and HOI.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG9/DC1	Regular monitoring by MPCs, HoIs	MPCs/ HOIs	With Immediate Effect



Item No	Time	Agenda Point	Presenters
UIQAC3/2020-2021/AG10	12:15 pm-04:00 pm	Review of institutional IQAC's working/ progress during the last 3 months & review of Domain and campus IQAC's progress during the last 3 months. (10 Minutes by each domain head & 5 Minutes for Q& A)	Deans respective Faculty of Studies and Campus Heads Lucknow and Gr Noida campuses Heads

Presentation: The following Dean of Faculty of Studies presented the Review of their institutional/ Domain IQAC's working/ progress during the last 3 months for their respective domains:

- (a) Dr. D K Bandyopadhyay, Chairman, ALS – Faculty of Law
- (b) Dr. Sanjeev Bansal, Dean FMS & Director, ABS- Faculty of Business Administration / Commerce
- (c) Dr. K.M. Soni, Dy. Dean – Domain Engg. & Technology-Faculty of Engineering & Technology
- (d) Dr. Sunita Rattan, Dean Faculty of Science & Technology
- (e) Dr. Nutan Kaushik, DG, AFAF-Faculty of Agriculture & Allied Disciplines
- (f) Dr. Jayanti Pujari, Dean Faculty of Rehabilitation Sciences
- (g) Dr. Tanu Jindal, Group Addl. Pro VC (R&D)- Dean Faculty of Natural Resources & Environmental Sciences
- (h) Dr M. Sajnani, Dean Faculty of Hospitality & Tourism
- (i) Dr. Kalpana Sharma, Dean Faculty of Education

Dr Sunil Dhaneshwar, Pro Vice Chancellor along with Brig. Umesh K. Chopra, Coordinator Lucknow Campus IQAC presented for the IQAC functioning of the campus.

Mr Anil Kr. Choudhary, Registrar, Greater Noida Campus gave the presentation of the Agenda items discussed in the IQAC meetings.

Remarks by External Member: Dr Vijay Malik suggested that if a structured format which includes all the agenda points could be made by Head Quarter and forward to institution to ensure that nothing will be missed out.

The Vice Chancellor, replied that since all domains are different, therefore flexibility to suggest the agenda points from their area is given to HoIs.



Concluding Discussion: The Vice Chancellor gave following remarks for conduct of IQAC for all domains and campuses.

- Agenda points should be mentioned in minutes of all the Institutional/domain/campus IQAC meetings. These should cover teaching learning, academic performance review and all other points as per NAAC guidelines.
- Domain IQAC meeting should be conducted once in two months or on a quarterly basis to review the working of institutions under the domain.
- Dean should explain how the points from institution IQAC are forwarded to Domain IQAC meeting and how the points have been resolved and then the points forwarded to University IQAC . Agenda and IQAC meeting minutes must be uploaded on Amizone.
- Review and planning in IQAC should be data driven not theoretical.
- Dr Sunita Rattan to Chair the IQAC meeting of AIFS till such time a new HOI joins.
- Minutes of meetings of institutional/domain/campus IQAC should be maintained in the prescribed format and should be uploaded on Amizone
- The Vice Chancellor asked to show the E-contents developed and uploaded on LMS in 2019-20. She also suggested how to identify slow and advanced learners and discuss the same in institutional and domain IQAC.
- QAE must review the IQAC meetings of Domain, Lucknow and Gr Noida Campuses also along with institutional IQAC.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG10/DC1	Institutional, domain and campus IQAC meeting minutes should be uploaded on Amizone on time. Minutes should be in proper format QAE to review the minutes	QAE/HOIs/Deans/Campus Heads/Dean AQA	30 Apr 21



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-----UTTAR PRADESH-----

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG10/DC2	Monthly review meeting with domain institutions must be conducted by each Dean for their respective domains	HOIs/Deans	With Immediate Effect
UIQAC3/2020-2021/AG10/DC3	The following points must be covered in institutional IQACs - Students Progression - Course coverage - Uploading of recordings of session and - E-content - Teaching learning - Peer review of teaching learning - Status of conduct of VAC - Students and faculty achievements - Research Achievement - Review of GSSC - Internationalization - Placements - Club committee activities - Other points as per NAAC guidelines	HOIs/Deans	28 May 21

Agenda Points	Time	Agenda Point	Presenter
UIQAC3/2020-2021/AG11	04:00 pm-04:10 pm	Students Achievements (during 2019-20, 2020-21)	Dr. Marshal M. Sahni, DSW



Presentation: Dr. Marshal M. Sahni, DSW presented the Student Achievements (during 2019-20, 2020-21) in various categories.

Concluding Discussion: The Vice Chancellor directed that all the students achievements must be uploaded on Amizone after being verified by HoIs.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG11/DC1	Data pertaining to student achievement must be prepared in the AQAR format along with evidences	DSW	30 Apr 21

Agenda Points	Time	Agenda Point	Presenter
UIQAC3/2020-2021/AG12	04:10 pm-04:20 pm	Faculty Achievement Report (2019-20,2020-21)	Rear Admiral Ravi C. Kochhar, Gp PVC & OSD (HR)

Presentation: Rear Admiral Ravi C. Kochhar, presented Faculty Achievement Report (2019-20,2020-21)

Concluding Discussion: The Vice Chancellor directed that first level verification of Achievements of faculty members must be done by their respective HoIs, after that the HR is required to do final verification of the data. The format of faculty achievement should be in the format of NAAC criteria.

Action to be taken with responsibility and timeline:

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG12/DC1	First level verification of faculty Achievements must be done by their respective HoIs, after which HR is required will do final verification of the data. The format	HOI/HR	



	of faculty achievement must be in the format of NAAC criteria.		
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Agenda Points	Time	Agenda Point	Presenter
UIQAC-3/2020-2021/AG 13	04:20 pm-04:40 pm	Status of online PBAS (Performance Based Appraisal System)	Rear Admiral Ravi C. Kochhar, Gp PVC & OSD (HR)

Presentation: Rear Admiral Ravi C. Kochhar, presented Status of online PBAS system, category wise details of PBAS system and calculations of PBAS.

Concluding Discussion: The Vice Chancellor stated that NAAC has given high weightage to research work. Therefore, the faculty members are required to work for both teaching learning and research work to get the high scores in PBAS. We have to promote research to get better scores in accreditations also. All aspects of NAAC and NIRF related to faculty should be an integral part of PBAS system

Dr RS Rai suggested we can make a system in which data can be prefilled from the system, which will ease the faculty load and verification by the HoIs.

Action to be taken with responsibility and timeline:

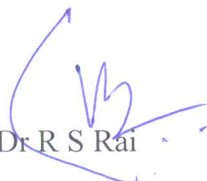
Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC3/2020-2021/AG13/DC1	PBAS - Faculty members are required to work both for teaching learning and research work to get the high scores in PBAS. All aspects related to faculty which come in NAAC and NIRF related should be integral part of PBAS system The feasibility of porting data or pre filled data needs to be reviewed.	Dir RPSS & HR	28 May 21



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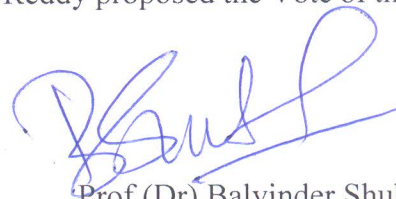
16. **Vote of Thanks** – As all the agenda points were discussed during the three days University IQAC meeting, the Member Secretary, Dr Reddy proposed the Vote of thanks.



Dr R S Rai

Member Secretary

University IQAC, AUUP



Prof (Dr) Balvinder Shukla.

Chairperson

University IQAC, AUUP

Attendance University IQAC 31st March 2021

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Attendance University IQAC 1st April 2021

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