

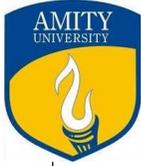
Ref: AUM/DAC-IQAC/2020-21/ 03

08/02/2021

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL OF AMITY UNIVERSITY MAHARASHTRA, HELD ON 29.01.2021

1. The 4th meeting of the Internal Quality Assurance Cell (IQAC) of Amity University Maharashtra was held on Friday, 29.01.2021 at 10:15 AM in virtual mode on MS Teams. Lt Gen V K Sharma, AVSM (Retd), the Hon'ble Offg. Vice Chancellor and Chairman of the IQAC, AUM presided over the meeting.
2. The Agenda Points proposed to be discussed during the meeting were earlier circulated to all the members and are attached at **Appendix-A**.
3. The list of the members who attended the IQAC Meeting is as under:

Sr. No.	Name of the IQAC Member	Designation
1.	Lt. Gen. VK Sharma, AVSM(Retd.)	Chairman, IQAC, Officiating Vice Chancellor, AUM (Ex-Officio)
2.	Prof. (Dr.) A K S Suryavanshi	Director & Coordinator IQAC Director –ABS/ Head –Executive Education
3.	Prof. (Dr.)Aparna Khanna	Dean (Research – Sci & Tech) & Director - AIB
4.	Prof. (Dr.) Shrikant Charhate	Offg. Dean(Academics) & Director- ASET
5.	Prof. (Dr.)Gautam Gawali	Offg. Dean (DSW) & Director -AIBAS
6.	Dr. P S Sali	Director (Academics), RBEF
7.	Dr. Hira Vyas	Registrar, AUM
8.	Mr. Anil Ahluwalia	Founder & Owner – Sanjeevani– Life Beyond Cancer
9.	Mr. Nixon Joseph	President & COO – SBI Foundation
10.	Ms. Tanya Rodrigues	Student, MSc (Sem 3), AIBAS-AUM.
11.	Prof. Rajendra Tamhane	Professor-ASAP
12.	Prof. (Dr.) Bhawana Chanana	Professor & Director-ASFDT
13.	Prof. (Dr.) Manoj Devare	Secretary IQAC, Professor AIIT
14.	Dr. Santhanakrishnan Raman	Offg. Controller of Examinations
15.	Prof. (Dr.)Deepak Havaldar	Professor & Offg. HOI-AILA
16.	Dr. Dattatray Late	Associate Professor/ Head Centre for Nano Science & Nano Technology
17.	Dr. Manjiree Vaidya	Associate Professor / Coordinator ASL & Offg. HOI, ASL



AMITY UNIVERSITY

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

18.	Dr. Vipin Jog	Asst. Director, CRC
19.	Dr. Aradhana Khare	Associate Professor / Offg. HOI ASAS
20.	Dr. Nilesh Wagh	Associate Professor, ASAS

Leave of Absence was granted to:

- Ms. Pooja Joshi, Head-Talent Acquisition-BNP Paribas (Nominee of Employers).
- Mr. Deepak Goyal, Parent of Mr. Anmol Goyal, Sem 6, Student ASET.
- Ms. Athira KS , ASCO Student, Working as Content Strategist at ZEE TV (Nominee of Alumni).

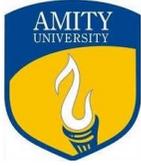
4. The IQAC proceeded to discuss the agenda points one by one. The detailed discussions and deliberations by members are given in following points.

i. Agenda No. 4.0: Welcome Note by Prof. A K S Suryavanshi- Directorate of Accreditations and Ranking

Dr. AKS Suryawanshi, with the kind permission of the Hon. Offg. Vice Chancellor, welcomed all the Internal and External members, Senior Colleagues and Alumni who joined the IQAC meeting No. 4. He gave the background of steady growth and the successful journey of past six years of Amity University Maharashtra, under the guidance by Hon. Chancellor and President of the University Dr. Aseem Chauhan Ji and with the blessings from Hon. Founder President Dr. Ashok Chauhan Ji. He reiterated that the Directorate of Accreditation and Ranking (DAR) and IQAC are expecting good results in the Accreditations and Ranking. He opined that IQAC has to work at a faster pace in this direction, with the help of senior administration. He informed the members that the University is going for NIRF 2021 soon, and is expecting to get a good rank. In this, the role of IQAC will be vital and suggestions of all members will be highly useful.

ii. Agenda No. 4.1 Opening Remarks by Chairman, Hon'ble offg Vice Chancellor, Lt. Gen. V K Sharma AVSM (Retd.)

Lt. Gen. V K Sharma AVSM (Retd.) Hon. Offg. Vice Chancellor in his opening remarks said that establishing quality in education is something that we cannot afford to neglect. Every University is established with three main objectives: to deliver knowledge to the students; to create new knowledge through research and innovation in various disciplines and to help the region grow from local to global, that will ultimately lead to the growth of societies and nations. The quality should not only be in the teaching and learning process but also in the provision of administration, quality of faculty members, in procedures, people and technologies. He further said that the mental make-up also needs to be improved through quality initiatives. Gen Sharma said that the students are our biggest stakeholders and hence



we must do everything in our power to increase the student satisfaction level. We should help provide jobs to the students to earn their livelihood and reach a status that they deserve. We should also make the students into law abiding citizens who contribute to nation building. He informed the house that the new National Education Policy (NEP) -2020 has been rolled out and the instructions to implement the same will come through the gazette notification of the Government of India. There is a lot to be done and a lot to be learnt. Gen Sharma mentioned that though the University is young, being just six years old, yet will go for the UGC Inspection very soon in the year 2021. He explained that in the said inspection, the University would be required to give details about the Minutes of Meetings of the various Governing and Statutory bodies, adhering to the UGC norms. Also, there is a need for introspection and to identify the weak areas that can then be worked upon.

iii. **Agenda No. 4.2 Introduction of Members, Member Secretary**

Dr. Manoj Devare, Member Secretary IQAC, introduced all the internal and external members of the IQAC. He explained that there are a total of 23 members in the IQAC, constituted through the Notification issued by the Registrar's office of AUM, reference number 'AUM/RO/Committee/431', dated 8th January 2021.

iv. **Agenda No. 4.3 Objectives and Charter of IQAC**

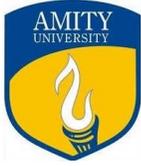
Dr. AKS Suryavanshi, Director and Coordinator of Internal Quality Assurance Cell (IQAC) and Director of Directorate of Accreditation and Ranking (DAR) introduced the Umbrella body DAR under which the IQAC is functioning. He explained that DAR will play an important role in the UGC inspection for getting the 2(f) and 12(b) for AUM, for NAAC, and in the preparation of the various Rankings for AUM. He also explained how the DAR will gradually work for NIRF for all the schools of AUM.

Dr. AKS Suryavanshi explained that the plan was to go for the Q.S. I-Gauge and to achieve a good QS Ranking in 5 to 7 Years. The DAR is working in the direction of the NBA for technical programs and to achieve program specific accreditation like AMBA, and AACSB. He assured the members that the DAR will also endeavor to introduce programs of high value corporate and institutional endorsement.

He also mentioned the Strategies, Functions, and Benefits of the IQAC.

v. **Agenda No. 4.4 Presentation of NAAC frame-work, Member Secretary**

Dr. Manoj Devare presented the NAAC frame-work, the process of Assessment and Accreditation, its importance for the University, and Eligibility Criteria. He discussed the seven broad criteria of NAAC, Qualitative Metrics, and Quantitative Metrics of the NAAC. The details of the Institutional Information for the Quality Assessment (IIQA) document, Self Study Report (SSR), Data Validation and Verification (DVV) process, Student Satisfaction Survey(SSS), Peer



Team Visit (PTV) and Institutional Grading were also discussed.

vi. Agenda No. 4.5 Annual Plans of 'IQAC' Member Secretary

Dr. Manoj Devare, Member Secretary of IQAC, presented the annual calendar of the IQAC meetings. The next three meetings i.e. IQAC meeting No. 5, 6, and 7 are planned in the first week of April, first week of July and the first week of October 2021 respectively. He also presented the plans for the data collection for the NAAC process.

Hon. Offg. VC informed the members that AUM will be going for the UGC inspection very soon. The UGC inspection data will be similar to the NAAC preparation data. He recommended concentrating on the preparation of the AQAR report for A.Y. 2019-20 and that the AQAR should be presented in the next quarter IQAC Meeting.

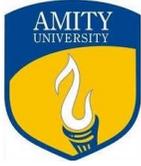
vii. Agenda No. 4.6 Presentations on improving quality in Content Delivery and Curriculum, Prof. Shrikant Charhate, Offg. Dean Academics.

Dr. Shrikant Charhate reported the number of programs offered at AUM, including the Regular, 3C and International Programs. He also reported the process of program implementation, curriculum updates, Progress on UCC, Amity Learning Management System, current best practices followed at each school, Mentor Mentee System, Parent Teacher meetings etc that are followed at AUM. He described the quality management process that was followed during the evaluation and assessment. He also presented a report of the events conducted during preceding six months.

Hon. Offg. VC suggested that the documents should be prepared as guidelines for conducting the Non-Teaching Credit Courses (NTCC). Introducing Uniform Course Code (UCC) will reduce the efforts in examination system and the time spent by the faculty members on preparation of multiple question papers while working in silos. This exercise should be expedited so that UCC could be applied from the A.Y. 2021-22. He also suggested that more frequent meetings should be held among the faculty members of various schools of AUM for the next phases of the UCC. Dr. Shrikant Charhate explained that out of four, the first two phases of UCC have been completed.

Dr. AKS Suryavanshi, Director and Coordinator of IQAC, discussed the various electives offered at the various schools, and their importance in the curriculum.

Hon. Off. VC suggested that the Board of Studies (BoS) meeting should be conducted in January and February every year. The BoS should be organized by each institution. The Electives offered should be decided by the BoS. The budget for the conduct of the BoS should be prepared by Hols, and that all the BoS meetings should finish latest by mid March 2021. He



also stressed upon the need to improve the results of the University, the content delivery and the assessment methods.

viii. Agenda No. 4.7 Presentation on Improving Student Welfare and Wellbeing Quotient of the University, Prof. Gautam Gawali, Offg. Dean Student Welfare.

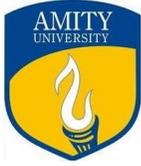
Prof. Gautam Gawali, Offg. Dean Student Welfare presented the current activities of the DSW and the plans for improving Student Welfare and the Wellbeing Quotient of the University. He reported that the DSW has circulated the notification of the UGC scholarship for the students with disabilities. He also reported the status of the compilation of the merit scholarship and the merit-cum-means scholarship offered by AUM. He reported that the DSW has conducted meetings with the SW School Coordinators, with the Student Council and with various Clubs, in online mode during the Pandemic. He reported that currently 10 Clubs are active and three inactive. He also discussed the efforts being made to further activate the clubs.

Hon. Offg. VC suggested that the Dean Student Welfare should establish the “Single Window Clearing System (SWC)”. Currently, the student has to run from the pillar to post to obtain documents. The SWC system should work in such a manner that the student obtains all the various documents from the University Authorities that he/she may need, by contacting the SWC system. The SWC committee should include representatives from the various departments of the University such as Accounts, Registrar Office, IT, in fact all departments, where the student applies for miscellaneous documents.

Hon. Offg. VC suggested that the Counseling Cell should be active and students should have a helpline number on which they can report their stress issues. Every day in the morning or three times in a week, Yoga sessions should be conducted by the Amiyoga Club, either in offline or online mode.

ix. Agenda No. 4.8 Presentation on Improvement in Research Output, Prof. Aparna Khanna, Dean Research (Science & Technology)

Dr. Aparna Khanna, Dean Research (Science & Technology), delivered a presentation on the initiatives taken and strategies adopted for promoting research culture and bringing about improvement in Research Output. She reported about the major research areas of each school and current research outputs at AUM. She said that the Research Seminar Series has been initiated from January 2021 to promote interdisciplinary and collaborative research. She also reported about the constitution of the Statutory Bodies such as Institutional Bio-safety Committee (IBSC), Institutional Ethics Committee (IEC), Institutional Committee on Stem Cell Research (IC-SCR), and MHRD-IIC. She also reported about the existing Centers of Excellence at AUM including Centre of Excellence in Astrobiology, and Centre for Nano-science and Nanotechnology. She reported about the newly established Centre for Computational Biology & Translational Research (CCBTR) started in October 2020, and its progress in terms of



AMITY UNIVERSITY

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

organizing a workshop in November 2020. She reported that the Centre for Proteomics and Drug Discovery (CPDD) has been started in October 2020. She reported that there is a complete ICMR funded project currently undertaken, titled "Understanding the Information Bias in Targeting Drug Resistant in Cancer: The peculiarity of BRAF Associated Mutants". She reported that AUM has established the Institutional Innovation Council (IIC) as per the norms of Innovation Cell, Ministry of Education, Govt. of India IIC in Calendar Year 2020-21, under the guidance of Hon. Offg. Vice Chancellor.

Hon. Offg. VC informed the members that Accreditations agencies take into consideration only those publications visible on Infilbnet, the h-index and Journals only from the Web of Science, Scopus. Marks are awarded accordingly. Hon. Offg. VC instructed that the information should be promulgated among the faculty members about the same.

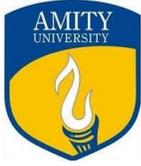
Hon. Offg. VC said that Robotics is finding its way into many sectors. Hence, a Center for Robotics should be established by Amity School of Engineering and Technology (ASET) with representatives from the Mechanical, IT, and Engineering domains. Director ASET should explore how to proceed with the establishment of this Center for Robotics.

Hon. Offg. VC mentioned that mere submission of the Funded Project Proposals is not enough, but lots of liaison is required to be done with the various funding agencies. Further, different schools have their own expertise in different areas; hence they should offer consultancy services to the society and should generate funds for the University. These consultancies could be undertaken at institutional level.

x. Agenda No. 4.9 Improvements in Assessment System, Dr. Santhanakrishnan Raman, Offg. CoE.

Dr. Santhanakrishnan Raman, Offg. CoE. talked about the Examinations Best Practices and Improvements in the Assessment System. He spoke of the existing examination system of AUM, the process of conduct of examinations, evaluation process, grading system, passing and promotion criteria, automation of the examination, result processing, and passing criteria for UG and PG Programme. He also discussed the future plans for improvements in the examination processes.

Hon. Offg. VC suggested that Question Banks be prepared for each subject of each programme and each semester. Also Question Bank preparation should be a dynamic process. The questions should come from the individual schools. The Question Bank should be open to the students and not kept a secret. The Question Banks will help student understand the types of questions that are asked in the examinations.



AMITY UNIVERSITY

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

Hon. Offg. VC suggested that the minimum CGPA criteria for passing should be checked with other Amity University Campuses. Currently, the passing UG CGPA promotion criterion is 3.5 at Amity University Maharashtra. However, CoE should find feasibility of applying the minimum criteria such as CGPA 4.0 for UG and CGPA 4.5 for PG programmes.

xi. Agenda No. 4.10 Presentation on Industry Interaction and Placements, Mr. Vipin Jog, Assistant Director, CRC.

Mr. Vipin Jog, Assistant Director, CRC gave the summary of the Campus Placements and about the major recruiting companies for the graduating batches 2018-19, 2019-20 and 2020-21. He reported about the activities conducted by CRC department for graduating batch 2020-21, such as Orientation sessions for company preparation. He reported that 36 guest lectures were conducted till date on various topics such as Industry Interaction, GD & PI Preparation, Aptitude Test, and MS-Excel. He also presented the action plan for placements 2020-21 & 2021-22.

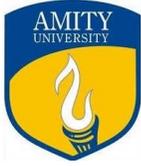
Hon. Offg. VC suggested that CRC should have a Placement Calendar that should be promulgated to the students much before the placement starts. For next year 2021-22, the placement calendar should be promulgated in April – May this year.

He also stressed that placements should take place in five to six phases and not through-out the year. Each phase should be of one week. The first phase should be called “Day Zero”. The “Day Zero” companies should be the best companies. The CRC cell should have the Placement Brochure, which should be given to the company HR and Company Heads beforehand. The Placement Brochure should contain the total number of students available for placement, highest and lowest CGPA, the quality of the students, and the courses the students have studied.

Hon. Offg. VC suggested that the preparation for placements should start in the penultimate year. By the middle of the final year, 80% placements should be completed. The placement process of the students needs to be improved and 100% placement should be targeted. Training for placements of the students should also start before final year. The best 20 students from each course should be selected for special training and these students should be presented to the top companies.

xii. Agenda No. 4.11 Overview of each participating School/ Institution and Departments through respective coordinators

Member Secretary of IQAC explained that the various schools of AUM have started preparing the data in the prescribed format required for the NAAC inspection.



xiii. Agenda No. 4.12 Suggestions regarding Best Practices, Members.

Hon. Offg. VC asked each external member to express his/her views and suggestion about the best practices to be followed by the University.

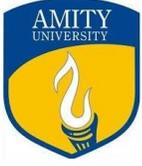
Mr. Anil Ahluwalia, Founder & Owner, Sanjeevani-Life beyond Cancer (NGO) said that the students of the Social Work Department of Amity University Maharashtra working with his organization have done very good work during the Covid19 crisis. He appreciated AUM's effort in imparting such values among the students. He suggested that the students should be trained as responsible citizens. Opportunity should be given to all the students of the University to work at the grass root level through NGOs, as students' learning at the grass-root level is important. The credits allocation for such courses will be a great help to the students in their future. Hon. VC said that the outreach activity will be introduced in the curriculum.

Mr. Nixon Joseph, President & COO – SBI Foundation suggested that the University should encourage the students towards Sustainable Development Goals (SDGs) in the context of UNO. The sustainable practices and inclusivity should be introduced at the University Level. Hon. VC spoke of the several clubs at AUM which teach the students about energy conservation and ethical issues.

Dr. P.S. Sali (Director Academics, RBEF) suggested Community Learning, Off-classroom learning, and Pedagogical Improvements. The classroom teaching should be reduced and the students should learn from the community and society. There is a need to create new age classrooms with updated facilities. The consultancy and research outcomes should improve, as it not only generates revenues but also establishes a relationship with the industry and various organizations. The University should increase its community activities. Customized Faculty Development Programs (FDPs) should be organized. The DSW should play a greater role in the student's physical and mental well-being and the gross campus happiness should be improved. The planning of the research seminars by the Dean Research is a good initiative; it will inculcate the habit of research among the students and the faculty. He suggested that a committee should be constituted for procuring sponsored research work.

Dr. Bhavan Chanana, Director of ASFDT, suggested that CRC should provide more internship opportunities, in addition to providing placements. Hon. Offg. VC informed that AUM CRC has started availing the pool campus facilities. He added that CRC should further work in the direction of providing internship opportunities for all the students of the University.

Dr. Dattatray Late suggested that as high marks are allocated for the Research activities in the NAAC Framework, more focus can be given to the research paper publications. Hon. Offg. VC agreed that more and more research papers should be published by the Faculty members, and the PhD Scholars.



AMITY UNIVERSITY

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

Dr. Manjeeri Vaidya suggested that Amity School of Languages can provide training programmes on soft skill development as part of community services.

On the request of Ms. Tanya Karen Rodrigues, Student of MSc (Semester 3) of AIBAS-AUM, the Hon. Offg. VC directed all HOIs to avoid organizing Webinars on Sundays.

Dr. Rajendra Tamane shared the best practice currently followed at Amity School of Architecture and Planning (ASAP). Hon'ble Offg. VC appreciated this best practice.

xiv. Agenda No. 4.13 Any Point with Permission of Chair

There being no other point for discussion, the Vote of Thanks was proposed.

Hon'ble Offg. Vice Chancellor thanked all the worthy members of the IQAC. He specially thanked external member Mr. Anil Ahluwalia, Founder & Owner – Sanjeevani– Life Beyond Cancer, Mr. Nixon Joseph, President & COO – SBI Foundation, Ms. Tanya Karen Rodrigues, and the MSc Student AUM for their valuable presence and suggestions.

Hon'ble Offg. Vice Chancellor also thanked Dr. P S Sali, Director (Academics), RBEF, for his valuable time, his intellectual and scholarly suggestions for academic excellence and for the progress of the University. Hon'ble Offg. Vice Chancellor thanked all the HOIs and Secretary of IQAC for effectively organizing the online IQAC Meeting.

Hon'ble Offg. Vice Chancellor also thanked Prof. Aparna Khanna, Prof. Shrikant Charhate, Prof. Gautam Gawali, Dr. Santhanakrishnan Raman and Mr. Vipin Jog for their presentations and thoughts on the various points for the quality improvement of the University.

The meeting concluded at 01:15 PM with vote of thanks to the Chair and all the IQAC Members for their valuable presence and scholarly inputs to the IQAC.

Date: 8th February 2021

Place: Mumbai



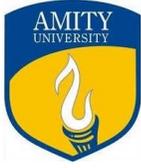
Dr. Manoj Devare

Secretary, IQAC

Amity University Maharashtra

To,

- 1. The Hon'ble Offg. Vice Chancellor and the Chairman of the IQAC**
- 2. All members of the IQAC**
- 3. Office copy**



AMITY UNIVERSITY

Established vide Maharashtra Act No. 13 of 2014, of Government of Maharashtra, and recognized under section 2(f) of UGC Act 1956.

Appendix A

Agenda Item No.	Agenda Details	Responsibility
4.0	Welcome note	Prof. A K S Suryavanshi- 'Directorate of Accreditations and Ranking'
4.1	Opening Remarks by Chairman	Hon'ble Vice Chancellor
4.2	Introduction of members	Member Secretary
4.3	Objectives and charter of IQAC	Prof. A K S Suryavanshi
4.4	Presentation of NAAC frame-work	Member Secretary
4.5	Annual Plans of 'IQAC'	Member Secretary
4.6	Presentations on improving quality in Content Delivery and Curriculum	Prof. Shrikant Charhate, Offg. Dean Academics
4.7	Presentation on Improving Student Welfare and Wellbeing quotient of University	Prof. Gautam Gawali, Offg. Dean Student Welfare
4.8	Presentation on Improvement in Research Output	Prof. Aparna Khanna, Dean Research (Science & Technology)
4.9	Improvements in Assessment System	Dr. Santhanakrishnan Raman, Offg. COE.
4.10	Presentation on Industry Interaction and Placements	Mr. Vipin Jog, Assistant Director , CRC
4.11	Overview of each participating School/ Institution and Departments through respective coordinators	Coordinators -IQAC
4.12	Suggestions regarding Best Practices	Members
4.13	Any Point with permission of Chair	Members