AMITY UNIVERSITY
---------------------UTTAR PRADESH----------------------

26th University IQAC Meeting
Jul to Sep 2024
Minutes of the Meeting

The 26th University IQAC meeting was conducted on 30 Sep 2024 under the Chairpersonship of Prof (Dr) Balvinder Shukla, Chairperson University IQAC and Hon'ble Vice Chancellor, AUUP.

List of attendees is enclosed as **Annexure 'A'.**

1. After ascertaining the quorum for the meeting, Dr R S Rai, Director IQAC, started the meeting with the permission of the Chair.

Opening Address by the Chairperson University IQAC – At the outset the Chairperson University IQAC & Vice Chancellor, AUUP welcomed members of University IQAC members and all those present in the meeting.

Dr Shukla also apprised the gathering about the major developments that have taken place during the last quarter: -

a) Amity School of Engineering and Technology (ASET), Amity University Uttar Pradesh, Noida campus, organized the 4th Biennial International Conference on the theme 'Future Learning Aspects of Mechanical Engineering (FLAME-2024)', from 31st July to 02nd August 2024.

b) Amity University also signed MoU with Universidad de Tarapacá, Arica-Chile, Sant Longowal Institute of Engineering and Technology, Longowal, Punjab and Budapest University of Technology and Economics, Hungary during FLAME 2024.

c) Amity Skills Institute and Amity Business School in collaboration with Ministry of Skill Development and Entrepreneurship conducted short term training programme from 25th July to 15th October 2024.

d) A delegation from Assam Agricultural University, Jorhat, Assam, comprising of Dr. Bidyut Chandan Deka, Vice Chancellor, Assam Agricultural University and Dr. Bidyut Kr Sarmah, Director and Coordinator DBT-NECAB, Assam Agricultural University, Jorhat, Assam, visited Amity University Noida Campus.

e) Amity Foundation for Science Technology & Innovation Alliances (AFSTIA), Amity University Noida organized a Workshop on "Pre-Incubation Entrepreneurship (PIE) Development Programme" in partnership with Indian National Space Promotion and Authorization Centre, Department of Space (IN-SPACe), Govt. of India.

f) Amity University in collaboration with Navbharat Times organized a "Cyber Security Awareness Workshop' under "NBT Cyber Suraksha Kavach Abhiyan, at Amity University campus.

g) Amity University Uttar Pradesh, Noida campus signed an MoU with India Convention Promotion Bureau (Ministry of Tourism, Govt. of India) for conducting residential short-term Conference Management Specialist Programme for working professionals, in collaboration with Amity Institute of Travel and Tourism.

h) Registration Cum Orientation Programme for 200 Ph.D scholars of July 2024 Batch was held on 16th & 17th August 2024.

2. Amity University Uttar Pradesh organized a Student Centric Programme to commemorate International Youth Day, National Anti-Ragging Day, wherein a "Pledge Taking Ceremony", was held as part of "Nasha Mukt Bharat Abhiyaan (NMBA)", launched on 15th August 2020 by the Govt. of India.

3. The University IQAC confirmed the minutes of the 25th University IQAC. The University IQAC took note of the action taken report on minutes of 25th University IQAC meeting. No action is pending.

4. **Agenda Items**

UIQAC-26/2024-25/AG1: Review of AQAR 2023-24 for uploading on NAAC portal. Comparison of last 5 years of AQAR Benchmarking and identifying metrices having low score for further action.

UIQAC- 26/2024-2025/AG2: Admission Status 2024-25

UIQAC- 26/2024-2025/AG3: Preparation of odd semester examination.

UIQAC- 26/2024-2025/AG4: Preparation of 20th Convocation class of 2024

UIQAC-26/2024-25/AG5: Review of Critical /Salient Observations from Internal Audits.

The discussions on above agenda items are given in succeeding paragraphs: -

5. **UIQAC-26/2024-25/AG1:** Review of AQAR 2023-24 for uploading on NAAC portal.

NAAC had also included one parameter in Part A of AQAR where the university have to provide the implementation of NEP in the following fields:

a) Multidisciplinary / interdisciplinary
b) Academic bank of credits (ABC)
c) Skill development
d) Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
e) Focus on Outcome Based Education (OBE)

f) Distance education/online education

Multidisciplinary / interdisciplinary

a) The University had prepared the Academic Planning to implement National Education Policy 2020 (NEP 2020) from academic session 2021-2022. Several directives and guidelines by UGC, AICTE, UPSHED and other regulatory bodies have been taken into account for its implementation. Accordingly, the write – up for AQAR to be drafted and uploaded on NAAC portal.

b) To introduce holistic and multidisciplinary framework in accordance with NEP 2020 a ThreeDiscipline Pattern Model Framework (MFW) has been prepared which is aligned with the MFW given by UPHED 2021, UGC- CCFUP 2022 for the BA/BSc./BCom & BA/BSc./BCom(Honours/Honours with Research). Multi disciplinary curriculum has been implemented in programmes of all faculty of Studies e.g BA/BSc(General), BA/BSc/BCom (Regular) and BA/BSC/BCom (Honours), except the programmes such as technical education (BTech., MCA etc.), Pharma, Law (BALLB, BSc.LLB, LLB, LLM etc) Architecture and teacher education (B.Ed, M.Ed, BPEd, MPEd etc). Under the Three-Discipline Pattern, the Three years bachelor programme/Four years Bachelor Honours/Honours with Research, students get opportunities for multiple exits and entries in the programme with earning a Certificate/Diploma/Degree after the completion of minimum credit units i.e., a student can take a 1-year certificate on earning a minimum of 56 credits, a 2-year diploma after earning a minimum of 112 credits, and a 3-year bachelor's degree with a minimum of 164 credits. Beyond this, a student can pursue a four-year bachelor's (including research) degree with a minimum of 220 credits, a master's degree with a minimum of 272 credits, and a PGDR if he has earned a minimum of 296 credits.

Academic bank of credits (ABC)

1. At Amity University Uttar Pradesh, students have been motivated to open their Academic Bank of Credits Account, which most of the students have done. The total number of Mark sheets processed on academic bank of credits with ABC ID are 30115. The summary of marksheet and awards uploaded is given below:

Total Degree uploaded	218506
Total Marksheets uploaded	860086
Total Award Lodged	1078592
Total ABC Credit Data	117076

The NAAC criterion Chairpersons / Co-Chairpersons presented criteria wise data as per the metrices and SoP of NAAC for AQAR 2022-23 as per detail given below: -

Criterion #	Standards	Chairperson/Co-Chairperson
Criterion 1	Curricular Aspects	Dr S. S Sonavane, Dean Academics along with Academic Office
Criterion 2	Teaching Learning and Evaluation	Dr Alpana Kakkar /Dr Sujata Khandai
Criterion 3	Research Innovation and Extension	Dr W Selvamurthy

Criterion #	Standards	Chairperson/Co-Chairperson
Criterion 4	Infrastructure and Learning Resources	Maj Gen J P Singh
Criterion 5	Student Support and Progression	Dr RS Rai
Criterion 6	Governance, Leadership and Management	Dr R K Kapur
Criterion 7	Institutional Values and Best Practices	Dr.DK Bandyopadhyay

Criteria I: The chairperson/ Co- Chairperson of criteria I presented the data for NAAC AQAR 2023-24 with benchmarking and score analysis.

Remarks by the Chairperson:
2. The Chairperson/ co-chairperson of NAAC criteria I to cross check the list of number of 321 programmes offered in AY 2023-24.
3. The Chairperson/ co-chairperson of criteria to ensure that the evidence is verified and validated before uploading it onto the NAAC portal.

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-26/2024-2025/AG1/DC1	The gaps identified in list of programmes to be corrected and cross checked.	Criteria Chairpersons / Co-Chairpersons	30 Nov 2024
UIQAC-26/2024-2025/AG1/DC2	Chairperson to ensure that the evidence is metric wise verified and validated before uploading it on the NAAC portal.		

Criteria II: The chairperson/ Co- Chairperson of criteria II presented the data for NAAC AQAR 2023-24 with benchmarking and score analysis.

Remarks by the Chairperson:
4. The Chairperson/ co-chairperson of NAAC criteria II, to focus on the metrices where they are getting low score, and work on the improvisation of those metrices.
5. The Chairperson/ co-chairperson to ensure that all QlM metrices to be revised and supporting documents for all QlM to be reviewed.

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-26/2024-2025/AG1/DC3	Chairperson are advised to focus on the metrices where they are getting low score, and work on the improvisation of those metrices.	Criteria Chairpersons / Co-Chairpersons	30 Nov 2024
UIQAC-26/2024-2025/AG1/DC4	Chairperson to ensure that all QlM metrices to be revised and supporting documents for all QlM to be reviewed.		

Criteria III: The chairperson/ Co- Chairperson of criteria III presented the data for NAAC AQAR 2023-24 with benchmarking and score analysis.

Remarks by the Chairperson:
6. The chairperson/ co - chairperson of NAAC criteria III, to focus on the metrices where they are getting low score, and work on the improvisation of those metrices.
7. The Chairperson advised the chairperson/ co-chairperson to increase the research publication per faculty.

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-26/2024-2025/AG1/DC5	Chairperson are advised to focus on the metrices where they are getting low score, and work on the improvisation of those metrices.	Criteria Chairpersons / Co-Chairpersons	30 Nov 2024
UIQAC-26/2024-2025/AG1/DC6	Chairperson to ensure to increase the research publication per faculty.		

Criteria IV: The chairperson of criteria IV presented the data for NAAC AQAR 2023-24 with benchmarking and score analysis.

Remarks by the Chairperson:
8. The chairperson of NAAC criteria IV along with Director University IQAC, to check the financial data thoroughly and accordingly provide the financial statements as per the requirement of each metices.
9. The Chairperson to work on the metrices where score is less as per the benchmarking document of NAAC criteria IV.
10. The chairperson to ensure that all QlM metrices to be revised and supporting documents for all QlM to be reviewed.

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-26/2024-2025/AG1/DC7	To ensure and check the financial data thoroughly and accordingly provide the financial statements as per the requirement of each metrics.	Criteria Chairpersons / Co-Chairpersons/ Director University IQAC	30 Nov 2024
UIQAC-26/2024-2025/AG1/DC8	Chairperson are advised to focus on the metrices where they are getting low score, and work on the improvisation of those metrices		
UIQAC-26/2024-2025/AG1/DC9	To ensure that all QlM metrices to be revised and supporting documents for all QlM to be reviewed.		

Criteria V: The chairperson of criteria V presented the data for NAAC AQAR 2023-24 with benchmarking and score analysis.

Remarks by the Chairperson:
11. The Chairperson advised the chairperson of NAAC criteria V to ensure that all the supporting documents of student progression i.e. Placements, Higher Education, Competitive examination, Family Business, Own venture and Self arranged placement should be uploaded on amizone.
12. The chairperson NAAC criteria V is advised to work on the scholarship provided to students as the score received in the metric is very low

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-26/2024-2025/AG1/DC10	Chairperson of NAAC criteria V to ensure that all the supporting documents of student progression i.e. Placements, Higher Education, Competitive examination, Family Business, Own venture and Self arranged placement should be uploaded on amizone.	Criteria Chairperson	30 Nov 2024
UIQAC-26/2024-2025/AG1/DC11	Chairperson is advised to work on the scholarship provided to students as the score received in the metric is very less.		

Criteria VI: The chairperson of criteria VI presented the data for NAAC AQAR 2023-24 with benchmarking and score analysis.

Remarks by the Chairperson:
13. The Chairperson of NAAC criteria VI is advised to focus on the metrices where they are getting low scores, and work on the improvisation of those metrices.
14. The Chairperson is advised to ensure that all QlM metrices to be revised and supporting documents for all QlM to be reviewed.

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-26/2024-2025/AG1/DC12	Chairperson are advised to focus on the metrices where they are getting low scores, and work on the improvisation of those metrices.	Criteria Chairperson	30 Nov 2024
UIQAC-26/2024-2025/AG1/DC13	Chairperson to ensure that all QlM metrices to be revised and supporting documents for all QlM to be reviewed.		

Criteria VII: The chairperson of criteria VII presented the data for NAAC AQAR 2023-24 with benchmarking and score analysis.

Remarks by the Chairperson:

15. The Chairperson along with Director University IQAC are requested to submit the proposal for Energy and environment audit as per the NAAC requirement.
16. The Chairperson advised the chairperson NAAC criteria VII to also analyze the other best practices at university level and submit accordingly.

Action item	Decision/Recommendation	Responsibility	Timelines
UIQAC-26/2024-2025/AG1/DC14	To submit the proposal for Energy and environment audit as per the NAAC requirement.	Criteria Chairpersons/ Director University IQAC	30 Nov 2024
UIQAC-26/2024-2025/AG1/DC15	To also analyze the other best practices at university level and submit accordingly.		

UIQAC- 26/2024-2025/AG2: Admission Status 2024-25

Maj Gen Bhaskar Chakravarty presented the final admission status of Academic year 2024-25. He presented the domain wise trend analysis of admissions of UG and PG. He also submitted the recommendations to increase the admissions which are given below:-

- Conduct of Open House.
- Participation in Education Fairs.
- Conduct Education Fairs in Tier 2 cities.
- Recruitment of Staff for operationalization of Lead Squared.
- Streamlining Withdrawal Guidelines.
- Revision of Eligibility wherever required.
- Decision of keeping 3-year UG option alive.

The admission status of 2024		
Domains	UG	PG
Agriculture & Allied Disciplines	36	45
Journalism/Mass Communication/Media	76	95
Arts & Humanities Social Sciences/Public Policy/International and Defence & Strategic Studies	1013	1093
Teacher Education/ Training	119	226
Legal Studies	410	484
Business Administration/Management/Finance/Commerce	814	702
Fine Arts/Performing Arts/Visual Arts/Applied Arts	299	73
Hotel Management/Hospitality/Tourism/Travel	67	17

Engineering/Technology	1303	370
Architecture, Planning & Interior Design	179	8
Science & Technology	224	336
Bio-Sciences & Biotechnology	470	211
Health & Allied Sciences	347	226
Rehabilitation Sciences	37	88
Languages	58	5
Total	5452	3979

UIQAC- 26/2024-2025/AG3: Preparation of odd semester examination.

CoE presented the preparation of the odd semester examinations as under :-

- Odd Semester Examination: November - December, 2024 of Academic Session 2024 - 2025 will be conducted centrally in C, D, E, F, I, J, K1/K2 & K3 Blocks from 06th November, 2024 onwards under the supervision of Block Examination Management Committees (BEMC). Except Value Addition Courses (Foreign Language, Behavioral Science, Communication Skills/Business Communication) which will be conducted online on Amizone in MCQ mode.

- Tentative Examination schedule of Odd Semester Examination: November - December 2024, Academic Session 2024-2025 (for the students of 2nd year onwards, including SAP and 3C students) will be published on Amizone for Dean & HoI/HoD.

- He clarified that examinations for all courses will be conducted only on the basis of course code. Schedule of HVCO, Entrepreneurship, OABC, ASPA and Basics of Acting will be notified by the Examination Department after receiving the request from the concerned Coordinator.

- Schedule For conduct of Practical Examinations to be proposed as per University Norms within the block of examinations as specified in the Academic Calendar of the University.

- Constitution of Examination Sub Committee for Academic Session 2024-25 (Odd Semesters) and to upload the MoM of Examination Sub Committee on Amizone in the form of PDF file.

- Examination schedule to be thoroughly checked before confirmation w r t Regular Students, successfully completed the GSSC for Back Papers, on Academic Break, taken Lateral Entry and the students under N+1(+1)/N+2(+1) category) are covered in Examination Schedule.

- Institutional Examination Help Desk (IEHD) will be functional to help the students during the conduct of examinations for Value Addition Courses.

- List of the faculty members for Invigilation Duty: Odd Semester Examination : November - December, 2024 of Academic Session 2024 – 2025 will be sent for verification to check for resigned/on long leave/ new joining of faculty members.

- As per Regulation R-01 para 31 (b) "INSPECTION OF EXAMINATION CENTRE", Observers will be appointed who will visit allotted centers during the conduct of examination to check that the examinations are being conducted properly according to the Regulations.

- BEMC will constitute the Following teams for smooth conduct of examinations.:

Team	Responsibility
Team	• Responsibility
Team 1	• Seating Plan & Invigilation Duty
Team 2	• Student Discipline + Floor In-charge (Examination) along with DSW Team • Proctors and nominated institutional faculty members need to be deployed in the examination centres/blocks/campus to monitor discipline and help students who might seek their help. • To maintain discipline during examination through faculty earmarked as floor -in charges. • Note: DSW will allocate the day wise duty chart and send the details to all the BEMCs.
Team 3	• Block Administration Team for Cleanliness
Team4	• Managing Centralized Control Room of all the institution of the respective block and ensure: • Demand & Collection of Answer Sheets from Examination Department. • Procurement and distribution of all examination related material to the examination halls. (Question papers, answer sheets, stationary etc.) • Collection of Question Papers from Examination Department. • Dispatch and submission of answer sheets to the Designated Centralized Scanning room after examination.
Any other responsibilities as and when assign by the Examination Committee and Competent Authority of the University.	

UIQAC- 26/2024-2025/AG4: Preparation of 20th Convocation class of 2024 – Controller of examination presented the status of preparation of convocation for the students of Class of 2024 who have successfully completed their Academic Programmes.

- Main Convocation will be held on Saturday, 30th November 2024, at Noida Campus in Hybrid mode which includes Honorary Doctorates, Ph. D Degree of all domains, Shri Baljit Shastri ji Award and Best All-Round Trophies of UG & PG students
- After the main convocation degrees will be distributed institution wise on 01 & 02 Dec 2024. Convocation of Tashkent campus will be held on 06th November 2024.
- 721 Graduands of all the other domains (other than FMS – Noida Campus) and Lucknow & Greater Noida campus and their parents will attend Main Convocation on 30th November 2024 On-campus.
- The CoE briefed about the dress code of grandaunts for convocation
- Dates for collection of I Card/ Badges etc
- Security arrangements for Graduands, Awardees &Their Guests, Alumni, Media Wrt Entry and Parking of Vehicles.
- Help desks will also be established at the entry gates and also the mobile number of help desk personals will be shared with the graduands.
- Details of degrees distribution were shared as below:-

S. No.	Campus	Under Graduate	Post Graduate	Certificate/ Diploma/PG Diploma	Ph.D.	Total
1	Noida	5703	3743	105	354	9905
2	Greater Noida	103	41	73	-	217
3	Lucknow	1047	425	14	64	1550
4	AGBS	548	634	-	-	1182
5	Amity University Online	2537	3142	52	-	5731
6	Dubai	314	69	46	-	429

| 7 | Tashkent | 161 | - | 235 | - | 396 |
| **Total** | | **10413** | **8054** | **525** | **418** | 19410 |

6. UIQAC-26 /2024-2025/AG5: Review of Critical /Salient Observations from Internal Audits conducted during the last 3 months and review of external examiner/evaluators recommendations.

The observation of internal audits conducted during the period are given below:
   a. Audits of the institutions and departments have been conducted as per plan. Further, confirmatory audits are conducted to close the points.
   b. A total of 23 internal audits and 09 confirmatory audits were conducted in the last 3 months i.e. Jul 2024 to Sept 2024.
   c. The internal audits of the AUUP institutions were conducted by Quality Assurance and Enhancement team as per the schedule circulated to the institutions 15 days in advance.
   d. The checklist and the audit requirements were sent to the institutions along with the schedule.
   e. Institution/ Department-wise major findings in the internal audits are attached as Annexure: UIQAC-26 /2024-2025 - Ann B

7. Vote of Thanks– There being no further points, the meeting was declared as closed with vote of thanks.

Chairperson UIQAC   Director UIQAC

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