

Minutes of the 19thIQAC Meeting

AUH/IQAC/MOM-19/2023



Held on

3rd July 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)
AMITY UNIVERSITY, HARYANA


Registrar
Amity University Haryana
Manesar Gurgaon-122413



AMITY UNIVERSITY

HARYANA

Established vide Government of Haryana Act No. 10 of 2010

Dear Sir/Madam,

It is my pleasure to enclose herewith the minutes of the 19th Meeting of Internal Quality Assurance Cell of Amity University, Haryana, held on 3rd July 2023, at 3:30 PM in Conference Room, A-Block.

This is for your kind information please.

Dated: 11th July 2023

Welcome by the Hon'ble Pro VC AUH:

The Pro Vice Chancellor AUH welcomed all the participants in the meeting.

Agenda No.	Agenda Point	Discussion & Recommendations	Action to be taken by
Agenda 19.1	Adoption of Agenda	With the permission of chair, the agenda of the 19 th IQAC was adopted.	No action required.
Agenda 19.2	a) To confirm the minutes of the 18 th IQAC Meeting	a) Dr. Sunita Sharma presented the minutes of the 18 th IQAC meeting held on 3 rd January 2023.	No action required.
	b) Action Taken report of the 18 th IQAC Meeting	b) Dr. Sunita Sharma presented the action taken report to Hon'ble Pro VC for his approval. It was unanimously approved by all the members.	
Agenda 19.3	Accreditations and Rankings in the academic year 2023-2024	a) The chairman informed the house about the significant accreditations and rankings in which Amity University Haryana (AUH) will be participating during the academic year 2023-2024.	No action required.
		b) He stated that the academic office and IQAC will soon start collecting data for NIRF ranking 2024.	<ul style="list-style-type: none">Deputy Dean AcademicsDeputy Director IQAC
		c) Office of International Affairs (OIA) will prepare for AICSBP accreditation for Management Courses.	<ul style="list-style-type: none">Dr. Vanita Verma Deputy Director, OIADr. Monika Kapuria Prog Manager, Academic Office

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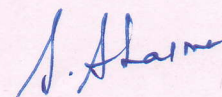
Campus: Amity Education Valley | 122413 (Haryana) | Tel: 0124-2337015/16

Website: www.amity.edu/gurgaon | Email: admissions@ggn.amity.edu; admissions@ggn.amity.edu

NAAC Accredited Grade 'A' University

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Agenda 19.4	Submission of NAAC –Third Annual Quality Assurance Report of Cycle 1.	The Chairperson informed the house that the university will be submitting NAAC- Third AQAR of Cycle-1 before the end of this year. IQAC to initiate the data collection and validation process for timely submission.	<ul style="list-style-type: none"> • IQAC team
Agenda 19.5	Orientation Program for Freshers	b) Four days Orientation programme ‘DEEKSHARAMBH STUDENT INDUCTION PROGRAMME’ for the newcomers have been planned from 9 th August 2023 to 12 th August 2023. He emphasized that students should be actively involved in a plethora of activities. The students should be exposed to academia - industry linkage wherein industry experts should be invited to deliver lectures, workshops during the orientation week.	<ul style="list-style-type: none"> • Director Admission to provide registered student data • Orientation Core Committee to execute. • HoIs/ HoDs
Agenda 19.6	Quality Initiatives in Teaching – Learning and Evaluation	a) NEP has been implemented in 28 programs at AUH as per the new National Curricular Framework for Undergraduate (NCFUG).	Implemented and reported
		b) New value-added courses have been introduced into the curriculum.	Implemented
		c) IQAC to monitor the conduct of formative assessment on LMS for fair and transparent evaluation.	Implemented
		d) Academic Staff College has initiated and will conduct more FDPs for faculty members to focus on experiential learning andragogy in an outcome-based education system at AUH.	<ul style="list-style-type: none"> • Dr. Sanjna Vij, Deputy Director, ASC
		e) Keeping in line with the NEP guidelines, the Community engagement in Sustainability has been introduced as a 3-credit course.	Implemented and reported
		f) Outcome reports of the community engagement projects will be systematically maintained for future reference.	<ul style="list-style-type: none"> • HoIs/ HoDs • Dr. Seema Pathak, Director of Outcome
Agenda 19.7	Academic Excellence	a) Odd semester would commence from 24 th July 2023 for the existing	Academic Calendar Implemented

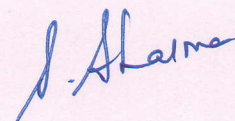



	students and from 9 th August 2023 for the freshers.	
	b) HOIs stated that the schools are continuously making efforts in updating the curriculum at par with industry requirements as per UGC latest guidelines and ensuring that courses are undergoing revisions periodically.	<ul style="list-style-type: none"> • HoIs • Deputy Dean Academics
	c) Sir affirmed that faculty who have been selected nationally and internationally for various awards will be felicitated at AUH for their achievements.	<ul style="list-style-type: none"> • Director Outcome to provide the list of faculty members
	d) Following four new programs are being launched in the academic session 2023-2024: <ul style="list-style-type: none"> i. Bachelor of Business Administration (Business Analytics) ii. Postgraduate Diploma in Rehabilitation Psychology iii. Master of arts in Political Science iv. Master of Pharmacy (Pharmaceutics) 	Implemented and reported
	e) Following four new minor tracks are being launched in the academic session 2023-2024: <ul style="list-style-type: none"> i. IC Manufacturing ii. VLSI Design iii. Defence Technology iv. Social Work 	
	f) Introduction of Indian Knowledge System (IKS)	Implemented

(Signature)

S. Sharma

Agenda 19.8	Research and Publications	<p>a) Dr. Rajendra Prasad stated that the university has made significant progress in research and publications. In the academic session 2022-2023:</p> <ul style="list-style-type: none"> • A total of 8 faculty members have published in Scopus indexed journal having impact factor > 20 and 19 faculty members have published in Scopus index journal having impact factor > 5. • The total number of publications have increased to 6453. • The total number of Scopus publications has increased to 4265. • The h-index of AUH has improved to 53. • The total number of books having ISBN number published by faculty members has increased to 189. <p>He concluded by saying that there is an exponential growth in research and publication.</p> <p>b) The consultancy services of AUH need to be further strengthened. He affirmed that the institutes/ schools should focus on increasing the number of funded projects, collaborative projects and explore avenues of consultancy in all fields.</p>	<ul style="list-style-type: none"> • Dr. Rajendra Prasad, Dean, Research, Faculty of Science, Engineering and Technology, Director AIB & AIISH • HoIs/ HoDs • DRP
Agenda 19.9	Institutional resources and facilities	<p>a) New Pharmaceutics and Pharmaceutical Chemistry laboratories equipped with the latest instruments will be established.</p> <p>b) Dr. Sarika Jain has applied for the mathematics project. With the grant of the project, infrastructure resources are to be created.</p> <p>c) New nanotechnology labs and biomaterials lab advance research in 3D matrices, drug screening, and biomedicine.</p>	<ul style="list-style-type: none"> • Dr. Satish Sardana, HOI, AIP and • Sqn Ldr. S.K. Singh, Director Administration <p>Reported</p> <ul style="list-style-type: none"> • Dr. Atul Thakur, HOI, Centre of Nanotechnology

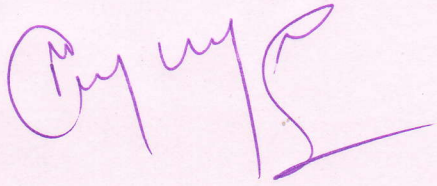
Agenda 19.10	Quality Monitoring & Internal Academic Audits	a) IQAC will be conducting physical checks on classes being managed as per timetable. Report on classes held/ not held/ tracked/ rescheduled will be generated by IQAC and shared with the head of the institutions for review and necessary action.	• IQAC Team
		b) The Odd semester internal academic audit encompassing all academic and administrative parameters will be conducted as per the IQAC calendar.	
		c) Environment Conscious Campus- Besides adopting/ strengthening non-conventional energy resources, IQAC ensures implementation of advanced waste management and moving towards carbon neutral campus.	Implemented and reported
		d) Mobile Library Initiative for community- NBT's Mobile Book Exhibition Van visited Amity University, showcasing diverse titles and fostering a love for literature among students, faculties and local community.	• Librarian
Agenda 19.11	Signing of Memorandum of Understanding (MoU).	a) The institutes/ schools should organize activities as per the agreement and clauses mentioned in the MoU document which will be monitored by the IQAC team during audits.	• Custodian Registrar • HoIs/ HoDs to initiate • IQAC team to monitor
		b) Institutes focus on signing MoUs with reputed organizations nationally and internationally for faculty student exchange and skilling programs.	
Agenda 19.12	Analysis of results for end term results	Analysis of the end term results was presented. It has been observed that the results of the university improved over a period, which is reflected in quality delivery.	Reported
Agenda 19.13	Any other item (s) with the permission of the chair.	A few suggestions have been received and will be considered by the IQAC:	• HoIs/ HoDs • IQAC Team

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		<ol style="list-style-type: none">1. Increased focus on practical learning.2. Extended internships and student-led working projects.3. Collaboration with industries for live projects.	
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The meeting was adjourned after Vote of thanks to the Chair.





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HARYANA

Established vide Government of Haryana Act No.10 of 2010

The University Level Composition of IQAC 2023-2024 at Amity University Haryana.

Sr. No	Name	Designation	Signature
1.	Pro. Vice Chancellor 1. Prof. (Dr) Vikas Madhukar	Chairperson	
2.	Senior Administrative Officers 2. Dr. Ravi Manuja Registrar 3. Prof. (Dr) Rajendra Prasad Dean, Faculty of Science, Engineering & Technology, Director AIB & AIISH 4. Dr. Maj. Gen. Jagbir Singh Dhull (Retd.) Dean Student Welfare, Director- AIDT & Deputy Director-ASET 5. Prof. (Dr.) Udaya Narayana Singh Dean of Faculty of Arts & Humanities & HOD- ACLiS 6. Prof (Dr) Anil Kumar Dy. Dean Academics 7. Sqn. Ldr. SK Singh Director- Administration 8. Prof (Dr.) Vijay Bhardwaj Controller of Examination	IQAC Member	
3.	Senior Teachers 9. Prof. (Dr) Sanjay Kumar Jha Director ASLA&FL 10. Prof. (Dr) Satish Sardana Director AIP 11. Prof. (Dr) Sumit Narula Director ASCO	IQAC Member	

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	12. Prof. (Dr) Seema R. Pathak Director – Directorate of Outcome, Head of the Department –Chemistry, Bio- Chemistry & Forensic Science.		
	13. Prof. (Dr) Ila Gupta Director & HOD ASAP		
	14. Prof. (Dr) Shalini Bhaskar Bajaj Off. Director ASET & AIIT		
	15. Dr. Machiavelli Singh Associate Professor-AIB		
4.	Management Representative (RBEF) Prof (Dr.) Kamal Kant Dwivedi Senior Vice President (REBF)		
5.	External Members 16. Prof. (Dr) Rakesh Bhatnagar National Science Chair Former Vice Chancellor, Banaras Hindu University, Varanasi 17. Mr. Amit Kataria Chief-Human Resource Officer Minfy Technologies		
6.	Student/Alumni 18. Mr. Sandeep Chaudhary Sr. Manager Talent Management Hashed In. by Deloitte 19. Ms. Rajni Gaud Bhatt Sr. Specialist - IT Cross-Functions Smart Europe GmbH	Nominee- Student Nominee – Alumni	
7.	IQAC Coordinator 20. Dr. Sunita Sharma Associate Professor	Dy. Director IQAC	

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INTERNAL QUALITY ASSURANCE CELL Annual Calendar (2023 - 2024)			
S.No	Plan of Action/Activity	Month	Collaborating Institutes / Departments
1	FDP in Odd semester- Quality Initiative Seminar/FDP/Traning/Workshop	June - December 2023	IQAC & All Institutes
2	Hostel & Administration departments Audit	June	IQAC, Admin office, Hostel
3	Tree plantation drive on World Environment day	June	IQAC & ASEES
4	World Accreditation Day	June	IQAC
5	05 days FDP of Fostering Ethical Practices in Digital Publishing: Approaches for Promoting Responsible and Transparent Research Communication.	July	IQAC & ASC
6	05 Days FDP on Recent Advancements, Innovations, Future Trends in Emerging Technologies & their Impact on Higher Education	July	IQAC & ASET
7	05 Days MDP on Data Visualization using Power BI	July	IQAC & ABS
8	01 Day PDP On Innovations, Opportunities and Challenges in Life Science Sector Skilling & Research	July	IQAC & AIB
9	07 Days FDP on Artistic Creation	July	IQAC & ASFA
10	05 Days FDP on Changing Dimensions of The Industry and Revisiting Andragogical Approaches in Higher Education: Present Needs and Way Forward	July	IQAC & ALS
11	05 Days FDP on Technology enabled teaching and learning in Food Science & Nutrition	July	IQAC & AMS
12	Documentation audit w.r.t. - BOS, DRC, Institute meeting, Student progression, Research and Publication, NTCC record	July	IQAC & All Institutes
13	IQAC 'Semester Plan' meeting -I (First week of July)	July	IQAC
14	Orientation Program (4th week of July)	July	IQAC - Orientation core team member
15	Institutional Audits (Checking of Session Plan uploaded ,Time Table,Annual Calendar,Tutorial sheets,Result Analysis-Even Semester, Allotment of Mentors etc.)	August	IQAC & All Institutes
16	Academic monitoring of each institute - Physical check of classes being conducted, students attendance etc.	August- December	IQAC & All Institutes
17	Interaction with students-CR Meeting,Mentor Mentee Meetings, Syllabus coverage - Odd semester	September	IQAC & All Institutes
18	Preparation for AIIRA ranking	September	IQAC & All Institutes
19	Preparation for THE Impact Ranking	October	IQAC & Institutes
20	05 Days FDP on Recent Technological Trends and Advancements in Pharmaceutical Sciences	October	IQAC & AIP
21	Data Collection for NIRF	November	IQAC & All Institutes
22	01 Day FDP on Mastering Business Communication	November	IQAC & ASLA
23	01 Day FDP on Evaluation Research	November	IQAC & ASCO
24	05 Days FDP on Empowering Your Teaching with OER and Moodle	November	IQAC & ASC

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25	Preparation for NAAC-Third AQAR	November-December	IQAC & All Institutes
26	Examination Check – I	December	IQAC & All Institutes
27	FDP in Even semester - Quality Initiative Seminar/FDP/Traning/Workshop	January- June 2024	IQAC & All Institutes
28	IQAC 'Semester Plan' meeting -II (1st Week of January)	January	IQAC
29	05 Days FDP on BATIK	January	IQAC & ASFDT
30	NEP inciting sessions / workshops	January- June	IQAC & All Institutes
31	Institutional Audits (Checking of Session Plan uploaded ,Time Table,Annual Calendar,Tutorial sheets, Allotment of Mentors, Result analysis odd semester 2023 etc.)	January	IQAC & All Institutes
32	Academic monitoring of each institute - Physical check of classes being conducted, students attendance etc.	January - June	IQAC & All Institutes
33	AUH- Visiting Faculty Feedback by students	January	IQAC
34	Preparation for Convocation	February	IQAC & Exam department
35	Preparation for Times India, Hansa Week Ranking etc.	February - April	IQAC & All Institutes
36	Students Feedback - Passing out batch- Odd Semester	March	IQAC & All Institutes
37	Interaction with students - CR Meeting , Mentor Mentee Meetings, Syllabus coverage - Even Semester	March	IQAC & All Institutes
38	Feedback from Stakeholders	March	IQAC & All Institutes
39	Audit of Central Library	April	IQAC & Library
40	Annual laboratory audit, media lab, studio etc.	May	IQAC
41	Examination Check – II	May	IQAC
42	Green Audit & Campus Rounds	May	IQAC & All Institutes
<p><i>* Note : The IQAC plans to organize the programs as above. Depending upon the situation and priorities of 17 Institutes & 6 Departments.It may be amended in terms of dates and programs. Resource persons for certain programs will be discussed & confirmed later.</i></p> <p><i>** This is the duty of Departmental heads to check & keep trained substitute staff ready for audit incase concerned main staff is on leave.</i></p> <p><i>Doc:AUH/IQAC/Cal-10-/2023</i></p>			