

**Minutes of the 20<sup>th</sup>IQAC Meeting**

**AUH/IQAC/MOM-20/2024**



Held on

10<sup>th</sup> January 2024

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**AMITY UNIVERSITY, HARYANA**

A handwritten signature in blue ink, appearing to read "Manoj".

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 20<sup>th</sup> Meeting of Internal Quality Assurance Cell of Amity University, Haryana held on 10<sup>th</sup> January 2024, at 3:30 PM in Conference Room, A-Block.

This is for your kind information please.

Dated: 16<sup>th</sup> January 2024

**Welcome by the Hon'ble Pro VC AUH:**

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

| Agenda No.  | Agenda Point   | Discussion & Recommendations  | Action to be taken by  |
|-------------|--|---|--|
| Agenda 20.1 | Adoption of Agenda   | With the permission of chair, the agenda of the 19 <sup>th</sup> IQAC was adopted.  | No action required   |
| Agenda 20.2 | a) To confirm the minutes of the 19 <sup>th</sup> IQAC Meeting         | a) Dr. Sunita Sharma presented the minutes of the 19 <sup>th</sup> IQAC meeting held on 3 <sup>rd</sup> July 2023.  | No action required   |
|             | b) Action Taken report of the 19 <sup>th</sup> 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 20.3 | Accreditations and Rankings in the academic year 2023-2024             | a) The chairperson highlighted on the university's participation in THE Impact Ranking, MDRA, HANSA, India Today etc.   | <ul style="list-style-type: none"><li>Deputy Dean Academics</li><li>Deputy Director IQAC</li></ul> |
|             |  | b) The date for NIRF ranking has been extended and the university will soon submit the data for Overall category and in 3 Disciplines- Management, Engineering and Law. |  |
| Agenda 20.4 | Submission of NAAC – Third Annual Quality Assurance Report of Cycle 1. | a) The Chairperson informed the house that the date for submission of NAAC- Third AQAR of Cycle-1 has been revised to 30, May 2024. IQAC                                | <ul style="list-style-type: none"><li>IQAC Team</li></ul>  |

*S. Sharma*

*M. Manesar*  
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*[Signature]*

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|             |  | will place the AQAR in the 26 <sup>th</sup> Academic Council scheduled for 4 <sup>th</sup> May 2024 for approval. The university will submit the AQAR within the stipulated time.  |  |
| Agenda 20.5 | Academic Excellence                                      | a) He stated that elements promoting sustainable development goals in education should be introduced and new courses can be introduced for students as per the global industry demand from the academic session 2024-2025.   | <ul style="list-style-type: none"> <li>• Academic Office</li> <li>• Deputy Dean Academics</li> </ul>                       |
|             |  | b) Deputy Dean, Academics, Dr. Anil Yadav informed the HoIs that Progressive Value-added courses will be introduced for all the students in the forthcoming academic session of 2024-2025 wherein students will be provided an opportunity to prepare for various competitive exams such as CAT, GRE, GMAT etc. by professional experts. | <ul style="list-style-type: none"> <li>• HoIs/ HoDs</li> <li>• Dr. Anil Yadav, Deputy Dean, Academics</li> </ul>           |
| Agenda 20.6 | Quality Initiatives in Teaching- Learning and Evaluation | a) It was informed that the Engineering and Management departments have initiated the NBA accreditation process and look forward to its successful completion in the near future. Dr. Paras Chawla will lead the process for ASET, while Dr. Monika Arora will oversee the actions for MBA.  | <ul style="list-style-type: none"> <li>• Dr. Paras Chawla, Director, ASET</li> <li>• Dr. Monika Arora, HOD, ABS</li> </ul> |
|             |  | b) IQAC had physically monitored the classes scheduled for discipline specific courses D2 & D3 during Odd semester 2023 under the NEP 2020 framework. The same monitoring process will be continued during the Even semester 2024.   | <ul style="list-style-type: none"> <li>• IQAC Team</li> </ul>  |
|             |  | c) Research and publication data related to faculty will be monitored by IQAC on the Amizone account of faculty members.   | <ul style="list-style-type: none"> <li>• IQAC Team</li> </ul>  |
| Agenda 20.7 | Research & Publications                                  | a) Detailed review of research performance of schools / institutes   | <ul style="list-style-type: none"> <li>• Dr. Rajendra Prasad, Dean,</li> </ul>   |

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|             |   | <p>for the academic year 2023-24 (Odd Semester 23) was conducted including parameters like papers, citations, papers with zero citations, number of internationally collaborated papers and then key ranking ratios like Papers/Faculty, Citations/Faculty, h5-index etc.</p> <p>b) Dr. Rajendra Prasad suggested that the HoIs / HoDs of all 17 institutes to review their research performance data, consultancy projects and collaborative activities and come up with ways to further bring quantum improvement in the same.</p> <p>c) Dr. Sunita Sharma remarked that for ranking purposes, it is important that the faculty members should collaborate in research publications with international peers for pursuing higher academic pursuits and global recognitions.</p> <p>d) Scopus publications &amp; Citations per faculty to be further strengthened as it plays a significant role in various accreditations, international &amp; national rankings.</p> <p>e) The number of publications in research papers, books, book chapters need to be further increased considerably.</p> <p>f) The institutes/ schools should focus on increasing the number of funded projects, collaborative projects and explore avenues in consultancy in all fields. A total of 27 projects have been funded.</p> | <p>Research, Faculty of Science, Engineering and Technology, Director AIB &amp; AIISH</p> <ul style="list-style-type: none"> <li>• HoIs/ HoDs</li> <li>• DRP</li> </ul> |
| Agenda 20.8 | Quality Monitoring & Internal Academic Audits | <p>a) The IQAC will conduct physical inspections of classes to ensure they are being conducted according to the timetable. A report on classes conducted, not conducted, or rescheduled will be prepared by the IQAC and shared with the heads of</p>  | <ul style="list-style-type: none"> <li>• IQAC Team</li> </ul>   |

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|              |  | institutions for review and necessary action.   |   |
|              |  | b) The Even semester internal academic audit encompassing all academic and administrative parameters will be conducted as per the IQAC calendar.  |   |
| Agenda 20.9  | Stakeholders Feed Back                               | a) Microsoft form will be circulated to all students passing out in the year 2024 to obtain feedback on all academic & administrative parameters as well as facilities available in the campus.<br>b) The chairman stated that IQAC should obtain feedback from students for visiting faculty to ensure that quality of teaching and learning is maintained at AUH. | <ul style="list-style-type: none"> <li>• IQAC Team</li> </ul>                       |
| Agenda 20.10 | Any other item (s) with the permission of the chair. | A few suggestions have been received and will be considered by the IQAC: <ol style="list-style-type: none"> <li>1. Enhancing the emphasis on hands-on learning experiences.</li> <li>2. Offering longer internships and promoting student-led projects.</li> <li>3. Establishing partnerships with industries to implement live projects.</li> </ol>                | <ul style="list-style-type: none"> <li>• HoIs/ HoDs</li> <li>• IQAC Team</li> </ul> |

The meeting was adjourned after Vote of thanks to the Chair.

*S. Sharma*

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

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



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



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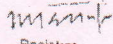
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| INTERNAL QUALITY ASSURANCE CELL<br>Annual Calendar (2023 - 2024) |  |                      |  |
|--|--|----------------------|--|
| S.No   | Plan of Action/Activity  | Month                | Collaborating Institutes / Departments |
| 1  | FDP in 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   | <b>FDP in Even semester - Quality Initiative Seminar/FDP/Traning/Workshop</b>   | <b>January- June 2024</b> | <b>IQAC &amp; All Institutes</b> |
| 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   | <b>January- June</b>      | <b>IQAC &amp; All Institutes</b> |
| 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 &amp; 6 Departments.It may be amended in terms of dates and programs. Resource persons for certain programs will be discussed &amp; confirmed later.</i></p> <p><i>** This is the duty of Departmental heads to check &amp; 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> |   |                           |                                  |

  
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