	INTER OFFICE MEMO	**Sheet 1 of 4**

From: Director-IQAC	To: All IQAC Members & Special Invitees
	CC: Hon'ble GB
29 Mar. 2018	

MINUTES OF 10TH IQAC MEETING, HELD ON 24 MAR 2018 (SATURDAY) AT 10:30 A.M. IN THE CONFERENCE ROOM

1. The Ninth meeting of the Internal Quality Assurance Cell (IQAC), Post NAAC accreditation held on **24TH Mar. 2018 (Saturday)** at **10:30 A.M.** in the Conference Room.
    The following members attended the meeting:-

1.	Prof. H B Raghavendra (Vice Chancellor)	Chairperson
2.	Prof. Prem Vrat (Pro-Chancellor)	Special Invitee
3.	Prof. Swaran Ahuja (Dean Academics)	Member
4.	Dr. Sushmita Waraich (Officiating HoD, SOM)	Member
5.	Dr. Kanu Priya (HOD-School of Law) (Leave of absence, attended by Mr. Praveen K Lohchab)	Member
6.	Dr. Bharti Arora (Dy. Dean – RDIL)	Member
7.	Dr. Sharda Vashisth (HOD EECE)	Member
8.	Dr. Kavita Khanna (HOD CSE & IT)	Member
9.	Mr. Megha Kalra in absence of Officiating HoD - CE	Member
10.	Dr. Ambika (HoD-APS)	Member
11.	Mr. Manoj Gopaliya (Dy. Dean – Academics, UG)	Member
12.	Dr. Anjali Garg (Dy. Dean - PhD Programme)	Member
13.	Wg. Cdr. Manohar Vasudev (Retd.) (COE)	Member
14.	Ms. Deepika Deswal (Dy. Manager HR)	Member
15.	Mr. R.B. Madhekar (CEO, RBMSS Consultancy), Ind. Expert	Member
16.	Col. Bikram Mohanty (Retd.) (Registrar)	Member
17.	Nitish (12ITU037)	Alumni Representative
18.	Mr Devansh Bhatia (14CSU056), 9990655788 (devansh14csu056@ncuindia.edu)	Students Representative
19.	Ritika Sharma (16ECU052) 9810784776 (ritika16ecu052@ncuindia.edu)	
20.	Mr. B.K. Gupta (Director - SPA) (Leave of absence)	Special Invitee
21.	Prof. Ravindra Ojha (Director, SOET)	Director-IQAC

1.	**Confirmation of the minutes** of the eighth meeting of IQAC held on 22nd Jan'18. Minutes of Meeting attached as **Annexure – 1**.Potential Industry related MoUs likely this semester.	– **HoDs**
2.	**NIRF related progress and issues.**	
	• The Pro-Chancellor highlighted that NIRF ranking is going to be a critical direction-setting factor for the University in the coming time. Hence, our focus to continuously improve -the performance indices is very important. Genuine improvement in the two areas of 'Research' and 'Teaching' is needed.	
	• The details of the performance score for NIRF was shared by Dy. Dean RDIL (**Annexure 2 attached**).	**Dy. Dean RDIL**
	• The areas for improvement have been Patents, Faculty Quality, Executive Programmes and Consultancy, Region Diversity and Placement & Higher Studies.	**All HoDs**
	• IPR Cell needs to be made functional and re-energised to deliver.	**Head-SOL**
	• Students going for higher studies related data needs to be captured by the alumni cell and reported periodically.	**Alumni Cell Coordinator**
	• Student's diversity needs to be encourage during the admission season.	**Admission Committee Head**
3.	**Faculty Mentor-Mentee effectiveness.**	
	• In order to re-energise the Faculty Mentor-Mentee process Dr. Jaya Ahuja has been given the responsibility. She presented a brief update of the recent past progress and the way forward (**Annexure 3 attached**).	
	• The Pro-Chancellor recommended to shift the Mentor-Mentee meeting from a more of documentation to genuine mentoring of the faculty.	**Dean (Aca.) & VC**
4.	**PhD related SRC quality improvement plan.**	
	• Dr. Anjali Garg presented the progress on the SRC related update and the improvement actions taken in the recent past. (**Annexure 4 attached**).	**Dy. Dean (PhD Prog.)**
	• Good/ Satisfactory/ Un-satisfactory of the grading of the semester-end research progress to be developed and shared in the next IQAC meeting.	**Dy. Dean (PhD Admission)**
5.	**Skill Development module for slow learners – implementation plan.**	
	• The relevant modules were presented by each Head.	
	• The VC emphasised on the implementation of the action plan of each module to ensure first time right with quality.	**All HoDs**
6.	**Update on Employability related improvement initiatives – Wheebox/ youth4work/ alumni.**	
	• The action plan on the new initiatives to be presented in the next meeting.	**SPA Director**
7.	**Creation of student's portfolio and Engagement through interaction with students' parents.**	
	• The student portfolio system would be implemented from 2018 batch onwards.	**All HoDs and ERP**
	• Faculty counsellors of the students would facilitate in populating the format for students' portfolio.	**Faculty Counsellor and HoDs**

	• The 'Parents Information System' is being designed and developed by ERP and Dean (Academics). The update on this shall be shared in the next meeting.	**Dean (Academics)**
8.	**'Maker's space' & 'Thought lab' integration to curriculum.**	
	• Creation of the 'Maker's Space' for CSE-EECE related activities to be finalized in the next one month.	**Head-CSE & EECE**
	• The 'Thought Lab' to be inaugurated on 20th Apr'18. Necessary awareness and preparation to bring this to limelight to be done by CLL head.	**Head-CLL & Registrar**
	• The VC emphasised that the 'Thought Lab' in NCU would be first of its kind. He shared that principles of nearby schools should also be invited for improving the visibility of this lab in this region.	
9.	**Any other point with the permission of the Chair.**	
	• The competition in education has geared up exponentially. Hence, we need to move quickly to improve our all curriculum processes in terms of quality. In this reference a memo dt. 22/03/18 was released by the Registrar.	
	• The Registrar has requested for inputs from the HoDs for the quality control mechanism.	

Prof. Ravindra Ojha
Director - IQAC