



## INTER OFFICE MEMO

Sheet 1 of 1

From: Director-IQAC

To: All IQAC Members & Special Invitees  
CC: Hon'ble GB

05 Sept. 2017

### MINUTES OF 7<sup>TH</sup> IQAC MEETING, HELD ON 02 SEPT 2017 (SATURDAY) AT 10:30 A.M. IN THE CONFERENCE ROOM

1. The Seventh meeting of the Internal Quality Assurance Cell (IQAC), Post NAAC accreditation held on **2<sup>nd</sup> Sept. 2017 (Saturday)** at **10:30 A.M.** in the Conference Room. The following members attended the meeting:-

1.	Prof. Prem Vrat (Pro-Chancellor)	Chairperson
2.	Prof. Ramaseshan Narasimhan (Dean-SOM) <b>(Leave of absence)</b>	Member
3.	Dr. Kanu Priya (HOD-School of Law) <b>(Leave of absence, Dr. Praveen Lohchab attended the meeting)</b>	Member
4.	Dr. Sushmita Waraich (Officiating HoD, SOM)	Member
5.	Dr. Bharti Arora (Dy. Dean – RDIL)	Member
6.	Prof. Swaran Ahuja (HOD EECE & Dean Academics)	Member
7.	Dr. Kavita Khanna (HOD CSE & IT)	Member
8.	Dr. Anil Mishra (Officiating HoD - CE)	Member
9.	Dr. Phool Singh (Dy. Dean – Academics, UG)	Member
10.	Wg. Cdr. Manohar Vasudev (Retd.) (COE)	Member
11.	Ms. Deepika Deswal (Dy. Manager – HR) <b>(Leave of absence, Ms. Roshini Deka attended the meeting)</b>	Member
12.	Mr. Sudam Mailtra (Deputy MD, IFB), Ind. Expert	Member
13.	Mr. Kashish Jhamb (Alumni) <b>(Leave of absence)</b>	Member
14.	Col. Bikram Mohanty (Retd.) (Registrar)	Member
15.	Aadish Goel (15CSU001)	Students Representative
16.	Chhavi Jain (15CSU053)	Students Representative
17.	Mr. B.K. Gupta (Director - SPA)	Special Invitee
18.	Dr. Anjali Garg (Dy. Dean - PhD Programme)	Special Invitee
19.	Dr. Sharda Vashisth, Assoc. Head-EECE	Special Invitee
20.	Ms. Purnima Bajpai, Dept. Coordinator - CEE	Special Invitee
21.	Prof. Ravindra Ojha (Director, SOET)	Director-IQAC

### Welcome address by Chairman

The Chairperson welcomed the new joinees (Dr. Kavita Khanna-HoD CSE, Dr. Anil Mishra-officiating HoD CEE, Dr. Sharda Vashisth – Assoc. HoD ECE and Ms. Purnima Bajpai-Dept Coordinator CEE) and the 2 students' representatives to the committee. He expressed his and the committee's thanks and appreciation to the Ex Pro-VC Brig. S.K. Sharma and CSE Head Dr. Latika Singh- CSE Ex-Head for their immense contribution to IQAC.

The Chairman has expressed his desire for a greater degree of participation and contribution by SOL & SOM in the improvement drive for quality as being done by SOET.

<b>ITEM NO. 1: Confirmation of the Minutes of the Sixth Meeting of IQAC, held on 7 Jul'17.</b> Minutes of Meeting attached as <b>Annexure – 1.</b> The key action points of the last meeting were reviewed. The following action points were agreed:-	
i. The progress made on the empanelment with different agencies was shared. <ul style="list-style-type: none"><li>• The final list of the empanelment to be shared in the <b>next meeting.</b></li><li>• The Chairman has emphasised ensuring ethics in all testing processes and reports being sent to the customers.</li></ul>	<b>– HoD CE/ Nov'17</b>
ii. A large scale HR conclave with reputed companies which was to be conducted in Oct/ Nov'17 has been postponed to Jan'18 due to unavailability of HR heads from reputed companies. The planning details for Jan'18 HR conclave to be shared in the <b>forthcoming meeting.</b>	<b>– Dir SPA/ Nov'17</b>
iii. The progress made by each MoU to be shared briefly by the respective coordinators in the <b>next meeting.</b>	<b>– RDIL/ Nov'17</b>
iv. Two critical issues: – <ul style="list-style-type: none"><li>• Faculty: Student- ratio (FSR) and the Cadre ratio which is currently unhealthy needs immediate focus. The specific action plan to bridge the gap needs to be shared in the <b>forthcoming meeting.</b></li><li>• A benchmark on people related processes (FSR/ Compensation/ stability tenure/ retention rate/ research funding/ ratio FT:PT/ Leaves etc.) with better Universities like Shiv Nadar, VIT, BML and Amity to be compiled and shared in the <b>forthcoming meeting.</b></li></ul>	<b>– Dy. Mgr. HR/ Nov'17</b>
v. A team was formed under the leadership of Dean (Aca) to review the program wise variations and excessive number of courses taught in first and second semesters. Their recommendation shall be shared by the	<b>– Dean (Aca)/ Nov'17</b>

<b>middle of Sept'17</b> and presented <b>forthcoming meeting</b> .	
vi. Progress on ' <i>Innovation and best practices</i> ' to be shared by. Dean SOM and Head SOL in the <b>forthcoming meeting</b> . It ought to be integrated in the existing SOET report.	<b>– Dean (SOM) &amp; Head SOL/ Nov'17</b>
<b>ITEM NO. 2: Progress made in building the Quality of industry engagement</b>	
The point was shared by the DSOET ( <b>attached as Annex 2</b> ).	
The following 3 points were suggested by the Chairperson for further improvement:-	
i. Focus of paid internship for 3 <sup>rd</sup> year students. ECE and CSE have already started in a small way. ME & CE to follow the same.	<b>– All HoDs</b>
ii. Experts' sessions by industry experts on specific course topics to be encouraged.	<b>– All HoDs</b>
iii. Sign off more productive MoUs with industry with defined deliverables.	<b>– All HoDs</b>
<b>ITEM NO. 3: Status of the research publications in NCU and the related new initiatives taken for its quality improvement – Dy Dean RDIL</b>	
The detailed presentation was shared by the Dy. Dean RDIL ( <b>Annex 3</b> )	
<b>ITEM NO. 4: Quality improvement related initiatives taken/ implemented in the 2017-18 academic curriculum – Dean Academics.</b>	
The point was shared by Dean (Aca). The details are attached as ( <b>Annex 4</b> ).	
<b>ITEM NO. 5: Status of AQAR report 2016-17 – Dir. SOET</b>	
i. All details on the 10 sub-headings were received from the respective coordinators in the last week of Aug'17.	
ii. The Chairman suggested that the Directors, Deans, Registrar and the Heads to arrive at the 'University level plan for year 2017-18. This would complete the one pending area from VC office end.	
iii. The consolidated AQAR to be released in the current month by <b>Sept'17</b> .	<b>– DSOET/ Sept'17</b>
<b>ITEM NO. 6: Presentations by NIRF committee/ sub-committee heads – Dean (Aca).</b>	
The 5 sub-committees of NIRF under the leadership of Dean (Aca) shared the projects. ( <b>Annex 5</b> attached- Registrar, Dy. Dean-RDIL, Dir. SPA, Dy Dean PhD and Dept Coordinator - CEE)	
Some key actionable points are as follows:-	
i. Under the sub-committee led by the Registrar it was suggested to increase the existing limit of 5 lacs as family income for economically weaker students to 8 lacs.	<b>– Registrar</b>
ii. Make the Grade-B position more attractive for best brains to opt for it. A proposal to be made and shared in the <b>forthcoming meeting</b> .	<b>– HR/ Nov'17</b>
iii. Revisit the Appraisal format to align it with the key factors of NIRF – in the <b>forthcoming meeting</b> .	<b>– HR/ Nov'17</b>

iv. Due weightage to projects in B.Tech., M.Tech., and other research areas to be incorporated in the appraisal format to encourage an important factor 'Project Orientation' and the same to be presented in the <b>forthcoming meeting</b> .	– HR & all Heads/ Nov'17
v. Weightage of Contract faculty to be revisited for calculation in relevant NIRF factors indices and shared in the <b>forthcoming meeting</b> .	– HR & Dy. Dean PhD/ Nov'17
vi. Suggestions for improvement in NIRF score computation method, use of more effective matrices and publication related scoring process to be sent to NIRF HQs. It was also suggested that the age of the University should also be considered while providing the score.	– Purnima & Dean (Aca)
vii. In order to improve the 'perception' related score the following actions were suggested by PC;- <ul style="list-style-type: none"> <li>- Conduct a Student and faculty satisfaction surveys</li> <li>- The survey should be online with a well-designed questionnaire. It should be different for students and faculty. The SOM to support in the design of the survey. – HR &amp; Dean SOM</li> <li>- It was suggested by the Chairman to also take the feedback from alumni to get a holistic picture for actioning.</li> </ul>	– HR & Dean (SOM)
<p><b>ITEM NO. 7: Any other point with the permission of the Chair.</b></p> <p>No points</p> <p>The next IQAC meeting is planned in the second week of Nov with the following agenda:-</p> <ul style="list-style-type: none"> <li>• Review of the last meeting's minutes</li> <li>• Status of MoUs</li> <li>• Status of NIRF</li> <li>• AQAR report</li> </ul>	

*Boha*

**Prof. Ravindra Ojha**  
Director - IQAC