

	INTER OFFICE MEMO	Sheet 1 of 4
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From: Director-IQAC

To: All IQAC Members & Special Invitees

CC: Hon'ble GB

25 Jan. 2018

**MINUTES OF 9TH IQAC MEETING, HELD ON 22 JAN 2018 (MONDAY)
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 **22nd Jan. 2018 (Monday)** 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) (Leave of absence)	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)	Member
6.	Dr. Bharti Arora (Dy. Dean – RDIL)	Member
7.	Dr. Sharda Vashisth (HOD EECE) (leave of absence, Dr. Rekha Vig attended the meeting)	Member
8.	Dr. Kavita Khanna (HOD CSE & IT)	Member
9.	Mr. Lokesh Choudhary 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.	Mr. Vivek Jain (Dy. Admn. Officer) (In the absence of Dy Mgr HR)	Member
15.	Mr. Sudam Mailtra (Deputy MD, IFB), Ind. Expert	Member
16.	Col. Bikram Mohanty (Retd.) (Registrar)	Member
17.	Munish Malik (Alumni-SOL) (9871827766) (advmunishmalik@gmail.com)	Alumni Representative
18.	Puneet Khanduja (Alumni-MBA 2015 batch) (puneetkhanduja1@gmail.com)	Alumni Representative
19.	Sandhya (16BCOM22) 8826505662 (sandhya16bcom22@ncuindia.edu)	Students Representative
20.	Mr. B.K. Gupta (Director-SPA)	Special Invitee
21.	Ms. Archana Sarma	Special Invitee
22.	Prof. Ravindra Ojha (Director, SOET)	Director-IQAC

Welcome address by Chairman		
<p>The Chairperson welcomed all the members to the ninth meeting of IQAC post NAAC accreditation. Thereafter, he requested the Director-IQAC to proceed with the agenda of the meeting.</p> <p>The Director-IQAC welcomed the Hon'ble VC to his first IQAC meeting.</p>		
Agenda No.	Particulars	Responsibility & Date
1.	<p>Confirmation of the Minutes of the Eighth Meeting of IQAC, held on 25th Nov'17. Minutes of the Meeting attached as Annexure – 1.</p> <p>The key action points of the last meeting were reviewed.</p>	Director-IQAC
2.	<p>Large-scale HR conclave to facilitate industry-NCU engagement (student Internship, projects, expert sessions, CSR etc.)</p> <ul style="list-style-type: none"> A large scale HR conclave with reputed companies will be conducted on 9th Feb'18. Detailed planning/ approval to be carried out by 27th Jan'18. 	Dir SPA & HoD-SOM, Feb'18
3.	<p>HR related issues-FSR, benchmarking, Grade-B position modification, revisit the appraisal format.</p> <ul style="list-style-type: none"> Registrar shared the benchmarking data of 3 Universities viz Shiv Nadar, BML and GD Goenka. The PPT is attached for the reference. Two common concerns came up in the meeting:- <ul style="list-style-type: none"> a) 5 days workings b) Carry forward of EL <p>VC requested Registrar to prepare a plan and present it in the next meeting.</p> <ul style="list-style-type: none"> Progress in the three pending points <ul style="list-style-type: none"> a) Grade B to be made attractive b) Revision of Faculty Appraisal format with new thoughts c) FSR and Cadre Ratio improvement plan 	Registrar, Mar'18 HR, Mar'18
4.	<p>Status & progress plan of 3 MoUs</p> <ul style="list-style-type: none"> The progress made by the following 3 MoUs (ppts attached) was shared by the respective coordinators:- <ul style="list-style-type: none"> - Mitsubishi Electric India Pvt. Ltd. (Dr. Anjali Garg) - Delta Electronics India Private Limited (Dr. Charu Rana) - VDoIT TECHNOLOGIES PVT. LTD (Dr. Shilpa Mahajan) The VC suggested sharing the <i>Objectives</i> and progress report against the expected <i>Outcomes</i> of all the 17 MoUs in the forthcoming IQAC meetings. 	Dy. Dean (RDIL) & MoU coordinators, Mar'18
5.	<p>Review of NCU participation in NIRF and related details – Dy Dean (RDIL).</p> <ul style="list-style-type: none"> Dy. Dean (RDIL) shared the report of NIRF submission (attached). VC suggested that a deliberation on the top factors needing improvements in NIRF scores to be carried out in the next meeting. 	Dy. Dean (RDIL), Mar'18

6.	<p>Improvements proposed in the current curriculum 2018-19 (modules for slow learners, tinkering/ Maker's Space lab, industry expert modules etc.)</p> <ul style="list-style-type: none"> All HoDs made their respective presentations. The ppts are attached. The VC asked the HoDs to move forward in the areas of – Makers' Space, Special Skill Development for students and context teaching learning process. 	All HoDs, Mar'18
7.	<p>Feedback & recommendation for improvement in systems at NCU.</p> <ul style="list-style-type: none"> The SOM Alumni suggested the following points:- <ul style="list-style-type: none"> a) Benchmarking with top Management institutes/ universities b) More 'Practical' than 'subjective/ theory' learning for students is needed, e.g. case studies/ live projects and internship etc. c) Focus on quality of students' intake for MBA. SOL made the following suggestions:- <ul style="list-style-type: none"> a) Greater degree of focus on quality internship b) Periodic industry visit is a must. VC suggested a separate interaction meeting between the Alumni and HoDs of SOL & SOM to identify the areas of improvement. 	HoDs-SOM & SOL, Mar'18
8.	<p>Activities planned in Women cell</p> <ul style="list-style-type: none"> The activities planned for International Women's Day on 8th March was presented. One page about <i>Roles and responsibilities</i> of the members of the Women Cell to be shared in the next meeting. 	Chairperson-Women Cell, Mar'18
9.	<p>Incubation centre – an update</p> <ul style="list-style-type: none"> It was suggested to improve the visibility of Incubation centre and have a name board at a strategic location. The centre to always be open (working hours) for effective utilization of facilities by the students. One full time coordinator to be available there. Encourage students' engagement from all branches and track the footfall. Explore grants from Govt. 	Registrar & Kashish
10.	<p>Grievance cell reporting – Faculty & Students</p> <ul style="list-style-type: none"> Proceedings of the meeting in both the cells to be documented and summary to be shared in IQAC meetings. 	HR & DSOET resp.
11.	<p>Current status and progress planned for Govt. funded projects and consultancy</p> <ul style="list-style-type: none"> The progress made in the year 2017-18 was shared by Dy Dean RDIL (attached). VC suggested having monthly meeting for consultancy proposals. A capability document of the PhD faculty to be made 	HoDs, 15 Feb'18

	by the HoDs and forwarded to RDIL.	
12.	<p>Other suggestions for implementation by VC</p> <ul style="list-style-type: none"> • Alumni cell to be reactivated/ energized and progress to be shared in each meeting. • Employability related tests – Wheebox & Youth4work to be explored for NCU students. • NBA accreditation of various programs to be taken up in the DoS/ HoD meeting as suggested by the Registrar. 	SPA, Mar'18 SPA, Feb'18 Registrar
13.	The next meeting is to be held in March 2018. The agenda shall be shared by end of Feb'18.	Director IQAC

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Prof. Ravindra Ojha
 Director - IQAC