

**From: Director-IQAC**

**To: All IQAC Members & Special Invitees**

**CC: Hon'ble GB**

**Date: 23<sup>rd</sup> November 2020**

**MINUTES OF 13<sup>TH</sup> IQAC MEETING HELD ON 11<sup>th</sup> NOVEMBER 2020 AT 3:00 PM ON MS TEAMS (ONLINE).**

The thirteenth meeting of the Internal Quality Assurance Cell (IQAC) was held on **11<sup>th</sup> November 2020 at 3:00 PM** on MS Teams (online).

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)	Col. Bikram Mohanty (Retd.) (Registrar)	Member
5)	Mr. R B Madhekar (Industry Expert)	Member
6)	Prof. Ram Karan Singh (Dean – RDIL and PhD Studies, HOD CEE)	Member
7)	Dr. Sharda Vashisth (HOD EECE)	Member
8)	Dr. Kavita Khanna (HOD CSE & IT)	Member
9)	Dr. Ambika (HoD-APS) could not attend the meeting due to prior family commitment. Dr. Hukum Singh (Associate Professor, APS department attended on her behalf)	Member
10)	Dr. Rohit Lather (HoD-Mechanical)	Member
11)	Dr. Archana Sharma (HOD - SOL)	Member
12)	Dr. Swaranjeet Arora (HOD-SOM & LS)	Member
13)	Dr. Rekha Vig (Dy. Dean – Academics, UG)	Member
14)	Ms. Deepika Deswal (Dy. Manager HR)	Member
15)	Dr. B K Gupta (Director, SPA)	Special Invitee
16)	Dr. Shrutimita Mehta (Chairman SAL)	Special Invitee
17)	Ms. Kiran Mrig (COE)	Special Invitee
18)	Mr. Manish Shukla (Library In-charge)	Special Invitee
19)	Dr. Rita Chikkara (CSE & IT department)	Special Invitee
20)	Prof. Avinashi Kapoor (Faculty, NCU)	Special Invitee
21)	Dr. Unanza Gulzar (Faculty, NCU)	Special Invitee
22)	Dr. Vaishali Sahu (Faculty, NCU)	Special Invitee
23)	Mr. Deepak Satyarthi (In-charge ICT and systems)	
24)	Shringa Vatas (Alumni, CSE)	Special Invitee
25)	Himanshi Sharma (Alumni, SOM)	Special Invitee
26)	Nishant Yadav (Student, EECE)	Special invitee
27)	Ojaswi Kulshrestha (Student, SOL)	Special Invitee
28)	Prof. Pramod Bhatia	Director-IQAC

At the start of the meeting, the Chairman, and the Director, IQAC welcomed all the members and looked forward to their contribution and cooperation. Thereafter following agenda items were discussed:

- 1. Confirmation of the minutes** of the 12<sup>th</sup> meeting of IQAC held on 9<sup>th</sup> September 19. Minutes of Meeting are attached as **Annexure – 1**.

Dr. Pramod Bhatia, gave a detailed presentation of action taken report from the previous IQAC meeting. There were no comments from the members and the minutes were confirmed.

- 2. Approval of Programme Outcome and Programme Specific Outcomes**

Every Department/School Head presented their Programme Outcomes (POs) and Programme Specific outcomes (PSOs) for approval. It was commented that while in general POs and PSOs were well drafted however they appear to be long and not crisp, and that there was lot of verbosity involved. They should be more objective and crisper and should lead to popularising our programmes and increased employability. Departments and Schools can relook at them and improve them accordingly.

Presentations of this agenda item are attached in **Annexure – 2**.

**Responsibility:** *All departments/schools should complete this activity by 15<sup>th</sup> December 2020 and upload it on their departmental website.*

- 3. Streamlining the procedure for CO, PO and PSO mapping and their attainment for the university.**

This item was presented by Dr. Pramod Bhatia. It was suggested that Departments and Schools should complete this process soon.

Presentation of this agenda item is attached in **Annexure – 3**.

**Responsibility:** *All departments/schools should complete this activity by 15<sup>th</sup> December.*

- 4. Implementation points from recently held Student Satisfaction Survey- (Dean Academics and all coordinators)**

A student satisfaction survey was conducted by a third party during Feb. in which more than 2400 students participated.

The feedback points were collated, and a high-level committee was set up under Chairmanship of Hon'ble Vice Chancellor. Each feedback point was analyzed and for points requiring actions, coordinators were nominated for actions. The committee has been meeting bimonthly for review and status and way forward on each point is tabulated below. **Each coordinator presented the progress on their respective points.**

The following table includes broad items that were presented under this agenda.

S No	Item	Presenter(s)	Objectives	Suggestions/Comments
4 (a)	Embedding Practical Component in Teaching	<i>Prof Swaran Ahuja (Dean Academics)</i>	Enhancing teaching effectiveness by embedding practical component in teaching. Increasing and improving student participation and determining the learning	The presentation was appreciated. There were no specific comments.  Presentation of this agenda item is attached in <b>Annexure – 4</b> .

			outcomes of Industrial visits and Workshops.	
4 (b)	Creating a Central Repository for university data.	<i>Dr Rekha Vig (Deputy Dean-Academics)</i>	Creating a Central Repository for storing all data required for NAAC, NIRF, QS Rating purposes. Making ERP more flexible and capable of reflecting the activities of all Departments simultaneously. Meticulous planning for course delivery and incorporation of time slots for Industry Visits etc.	<p>It was suggested that we should keep the objective in mind while creating the Central Repository. Once the Central Repository is created, we should not again and again ask data from the departments/schools for various purposes.</p> <p>Presentation of this agenda item is attached in <b>Annexure – 5</b>.</p> <p><b><i>The progress should be presented in next IQAC meeting.</i></b></p>
4 (c)	Employability of Students	<i>Dr B K Gupta (Director SPA) and Mr. Shakeel Hasan</i>	Enhancing students experience through better planning of placement activities. Efforts of getting all NCU students placed, irrespective of their grades. Planning PPI's with the help of Departmental representatives.	<p>It was suggested that efforts should be made to improve the average package for placements as well as to place all the students including those who have low CGPA. This will also help in improving admissions at the university. Also, efforts should be made for arranging good internships for students.</p> <p>Presentation of this agenda item is attached in <b>Annexure – 6</b>.</p> <p><b><i>The plan and progress should be presented in next IQAC meeting.</i></b></p>
4 (d)	Faculty Recruitment	<i>Ms Deepika Deswal (HR)</i>	Present status in terms of Faculty Recruitment, Cadre Ratio, efforts for hiring good faculty.	<p>Departments should put effort in recruiting senior faculty members by propagating the information and shared poster.</p> <p>Presentation of this agenda item is attached in <b>Annexure – 7</b>.</p> <p><b><i>Efforts in this direction should be briefed by departments in next IQAC meeting.</i></b></p>
4 (e)	Student Activities (SAL)	<i>Dr Shrutimita Mehta (Deputy Dean-Students' Welfare)</i>	Enhancing the overall experience of students by adding more Clubs and Societies at NCU. Improving the quality of students by integrating outside class activities with the curriculum. Visibility of events	<p>Presentation was appreciated as many activities have been organized and planned. It was suggested that students should be encouraged for getting awards in cultural and extension activities. Also, the activities conducted by SAL should be properly utilized for branding of our university.</p>

			through NCU social media handles	<p>Presentation of this agenda item is attached in <b>Annexure – 8.</b></p> <p><i>Efforts and outcome in this direction should be briefed by departments in next IQAC meeting.</i></p>
4 (f)	Alumni Affairs	<i>Prof. Avinashi Kapoor/Ms Mehak Khurana</i>	Improving the functioning of the Alumni Association of NCU. Getting the Association registered and making the Alumni play a pivotal role in building the brand image of NCU.	<p>Alumni activities and alumni contributions need significant improvement. For this, specific time bound action plan needs to be prepared.</p> <p>Presentation of this agenda item is attached in <b>Annexure – 9.</b></p> <p><i>Plan as well as efforts should be presented in next IQAC meeting.</i></p>
4 (g)	Infrastructural Planning to Enhance Student Experience	<i>Col. Bikram Mohanty (Registrar)</i>	Enhancing hostel facilities (in general and for International students), arranging tie-ups with nearby Gymnasium and Swimming pool, Identifying an All Religion Prayer Room and Stationery/Book Shop.	<p>There were no specific comments.</p> <p>Presentation of this agenda item is attached in <b>Annexure – 10.</b></p>

#### **5. SOP for financial assistance students**

This item was presented by Ms. Amanpreet Kaur. There were no major comments.

Presentation of this agenda item is attached in **Annexure – 11.**

***Responsibility: Chairman SAL and Ms. Amanpreet Kaur should complete this activity and circulate the SOP by 30<sup>th</sup> December.***

#### **6. IPR Policy should be there to motivate the faculty for patents**

Coordinator IPR Cell - *Ms. Unanza Gulzar* will present this item.

We need to make this IPR cell functional and effective. Faculty should be provided support for filing patents through this cell.

Presentation of this agenda item is attached in **Annexure – 12.**

***Plan as well as efforts should be presented in next IQAC meeting. Also, IPR policy should be circulated by 30<sup>th</sup> Dec 2020.***

**7. Introduction of Community Service as compulsory in curriculum of all programs (Dr Vaishali Sahu)**

As approved in Academic Council meeting held on 16<sup>th</sup> Sept., 2020 , NCU has taken an initiative towards holistic development of students for introducing Community Service as compulsory component in all UG/ PG Curriculums. This is in line with the NEP-2020 and also UGC guidelines on fostering social responsibility issued in Jan. 2020. All the Schemes have been modified to include this component. Under the scheme, each student is required to do 140 Hrs of community service / year. This shall help the University in improving national / international rankings. *Dr. Vaishali Sahu*, presented the implementation proposal.

It was suggested that student should be motivated by making the process simple, smooth, and effective.

Presentation of this agenda item is attached in **Annexure – 13**.

*Efforts and outcome should be presented in next IQAC meeting.*

**8. Actions taken based on UGC/ Haryana Govt directives**

During Lockdown period, a number of directives have been received from Haryana Govt./ UGC for conducting classes and examinations and declaration of results. *Dy Dean (Academics)* presented a summary of decisions and issues faced regarding online classes and online examinations. The presentation included the corrective actions taken and way forward.

There were no specific comments.

Presentation of this agenda item is attached in **Annexure – 14**.

**9. Development of Institutional facility for e-content development by faculty members**

The update was presented by Mr. Deepak Satyarthi.

It was suggested that this should be created as soon as possible, as Lecture Capturing Solution are the focus these days due to prevailing situation.

*Progress should be presented in next IQAC meeting.*

*Also, this facility should be created by 11<sup>th</sup> December 2020.*

**10. Policy for incentives to teachers who receive state, national and international recognitions/awards**

HR presented the first draft of policy. It was suggested that the policy should be finalized as soon as possible, by taking input from VC, Pro-Chancellor and Dean Academics.

Presentation of this agenda item is attached in **Annexure – 15**.

*Policy should be circulated by 15<sup>th</sup> December 2020*

**11. Plan for improving international admissions and exchange programme**

The item was presented by *Chairman, International Relation Office*.

It was suggested that his office should set time-based targets for implementation. Also, efforts should be made to rejuvenate earlier association and MOUs.

Presentation of this agenda item is attached in **Annexure – 16**.

*Efforts and actions regrading above should be briefed in next IQAC meeting.  
Also, progress report should be sent to VC office at least once in every 15 days.*

## **12. Other points of discussion**

Following points were suggested

- 1) In the IQAC meetings, instead of focusing on information, focus should be on discussion on key issues, action points, new ideas and help need from university for proper execution.
- 2) All departments need to make efforts in improving the key indicators for ARIIA and should include these key indicators in curriculum. **Departments will present the progress regarding this in the next IQAC meeting.**

There being no other agenda item for discussion, the meeting ended at 6:30 PM with vote of thanks to the chair.

Regards



Pramod Bhatia  
Director IQAC

# **ANNEXURE - I**

**From: Director-IQAC**

**To: All IQAC Members & Special Invitees**

**CC: Hon'ble GB**

**28<sup>th</sup> Sept. 2019**

**MINUTES OF 12<sup>TH</sup> IQAC MEETING HELD ON 9<sup>th</sup> OF SEPT. 2019 AT 2:30 PM IN THE CONFERENCE ROOM**

The twelfth meeting of the Internal Quality Assurance Cell (IQAC), was held on **9<sup>th</sup> of Sept 2019 at 2:30 PM** 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.	Col. Bikram Mohanty (Retd.) (Registrar)	Member
5.	Mr. Sudam Maitra (Industry Expert)	Member
6.	Prof. Ram Karan Singh (Dean – RDIL and PhD Studies)	Member
7.	Ms. Neeru Bahl (Director – Centre for Emerging Technologies)	Special Invitee
8.	Col. Devavrat Chhikara (Retd.) (COE)	Special Invitee
9.	Dr. Sharda Vashisth (HOD EECE) <i>She could not attend as she was on SCL for attending a workshop. Dr. Anjali Garg (Associate Prof., EECE) attended on her behalf.</i>	Member
10.	Dr. Kavita Khanna (HOD CSE & IT)	Member
11.	Dr Archanaa Dongre (Officiating HoD – CEE)	Member
12.	Dr. Ambika (HoD-APS)	Member
13.	Dr. Praveen Lohchab (Team Leader - SOL)	Member
14.	Prof Hemant C Trivedi (Officiating Dean-SOM)	Member
15.	Dr. Rekha Vig (Dy. Dean – Academics, UG)	Member
16.	Ms. Deepika Deswal (Dy. Manager HR)	Member
17.	Ms. Amanpreet Kaur (Chairman SAL)	Special Invitee
18.	Ms. Shivani Govil (Library In-charge)	Special Invitee
19.	Ms. Harshita Dubey (Alumni – Btech ECE 2018 pass out)	Special Invitee
20.	Virendra Pratap Singh (Student – BTech CSE 2017 entry batch)	Special invitee
21.	Rohit Bhola (Student – MBA 2018 entry batch)	Special Invitee
22.	Prof. Pramod Bhatia (HoD-Mechanical)	Director-IQAC



At the start of the meeting, the Chairman and the Director, IQAC welcomed all the members and looked forward to their contribution and cooperation. Thereafter, following agenda items were discussed:

1. **Confirmation of the minutes** of the Eleventh meeting of IQAC held on 28<sup>th</sup> August'18

Dr. Pramod Bhatia gave a detailed presentation of action taken report from the previous IQAC meeting. His presentation is attached as **Annexure – 1**. There were no comments from the members and the minutes of previous meeting were confirmed.

2. **Linking Student Projects with incubation activities**

A successful project incubated at incubation center can be considered for awarding credits to students as a major project. In this regard, after due audit/evaluation from department we can consider giving final year major project credits to student(s) who successfully create a product and incubate the same through incubation center with the support of vendors/industry. The student(s) can be from any year, not necessarily from final year. A SOP for the same needs to be prepared for presentation in Academic Council meeting.

Dean Academics presented this item. His presentation is attached in **Annexure – 2**.

**The committee gave following comments**

- 1) Workshops to make students aware of this scheme should be conducted.
- 2) Effort should be made to popularize this scheme amongst students of SOM and SOL
- 3) Interdisciplinary projects should be encouraged
- 4) Alumni may be involved to make this scheme successful
- 5) Senior Students should do hand holding of juniors

***Responsibility: Dean Academics to prepare the final SOP for further approval. The SOP needs to be approved by 30<sup>th</sup> Oct 2019.***

3. **Integration of GP with Curriculum**

Though we have credits associated with GP in the present curriculum, in order for it to be taken more seriously by the students, its integration into the curriculum need to be improve further.

Dean Academics presented this item. His presentation is attached in **Annexure – 3**.

**The committee gave following comments**

- 1) Include online courses in GP form
- 2) Mentors need to be more active in encouraging students for participation in co-curricular and extra-curricular activities.
- 3) Mentors should be part of the committee which evaluates GP of the students.
- 4) In order to improve student participation, mentors should meet the students regularly.
- 5) Comments from mentors should be mentioned in the GP form.
- 6) There should be dedicated slot in the time table for extra-curricular and co-curricular activities.
- 7) Possibility of alumni complimenting this process should be seen.
- 8) Possibility of seniors taking care of juniors by mentoring should be seen.

***Responsibility: Dean Academics to modify the GP form for further approval. It needs to be approved by 30<sup>th</sup> Oct 2019.***

#### **4. Starting 'Coding Club' at NCU**

These days coding skills have become very important for students. Although many institutions have a 'Coding Club' for students, no such club exists at NCU. A need is felt that such a club should be created and SOP for the same should be prepared and discussed.

HOD-CSE presented this item. Her presentation is attached in **Annexure – 4**.

#### **The committee gave following comments**

- 1) Designing of problems/competitions relevant to disciplines other than CSE should be considered
- 2) During student competitions, students should be allowed to develop code in any language.
- 3) Possibility of these events leading to placement for students should be explored.
- 4) If possible, consider involving students and faculty from SOM and SOL also.

***Responsibility: HOD-CSE; the progress needs to be shared in next IQAC meeting.***

#### **5. Issues faced by first year students**

During recent induction programme and later there were some issues/difficulties which have been highlighted for first year students. Plan of action needs to be prepared to resolve those issues/difficulties.

Dean-Academics presented this item. His presentation is attached in **Annexure – 5**.

#### **The committee gave following comments**

It was suggested that the induction programme should be conducted during the week prior to start of classes. Pros and Cons of doing so were discussed. It was also considered that staggering the induction programmes for SOM, SOL and SOET might resolve some of the issues. Also, it was suggested that there should be interaction of these freshly admitted students with their seniors. It was also suggested that utilization of sports related activities should be optimised. Above points were suggestive in nature and finally it was decided that an interim committee should be formed to discuss and recommend solutions of issues pertaining to Induction programme.

***Responsibility: Dean Academics to modify the SOP for conducting Induction programme which needs to be approved by 30<sup>th</sup> Oct 2019.***

#### **6. Observations/Relevant actions for Modular Courses**

We have been running modular mode of delivery for more than a year now. Currently this mode is running for all first and second year BTech students. It's time that we discuss the observations of modular courses by the students and if required decide and implement relevant actions for improvement within a specified time frame.

Dean Academics and HOD-CSE presented this item. Their presentations are attached in **Annexure – 6**.

#### **The committee gave following comments**

- 1) Before implementing modular mode for a course, suitability of that course for Modular mode should be seen, and hence, modular courses should run on case-to-case basis.
- 2) While running courses in modular mode, it should be ensured that due to exams of modular mode courses, the students should not be forced to miss their classes of courses running under regular mode.
- 3) Spread of classes, breaks, evaluation and exams for Modular mode courses should be such that it

should not interfere with other activities, exams and classes; and it should improve delivery and learning for students.

- 4) In this regard it was suggested that an SOP for conduct and evaluation of modular mode courses be made.

**Responsibility: HOD-CSE to prepare the SOP which needs to be approved by 30<sup>th</sup> Oct 2019.**

#### **7. Feedback from stakeholders**

Although we take feedback from following stake holders, a structured procedure for collecting, analysing and taking action should be developed and uploaded on the website. Online student satisfaction survey regarding teaching learning process, similar to that of NAAC can be a part of this feedback.

a) Students b) Teachers c) Employers d) Alumni e) Parents

Dy. Manager, HR presented this item. Her presentation is attached in **Annexure – 7.**

#### **The committee gave following comments**

- 1) Format for feedback should be developed for all stakeholders not just students.
- 2) SOP for conducting, analysing and taking action from these feedbacks should be developed. This action taken report needs to be uploaded on website
- 3) Student feedback should be conducted latest by October end and should be uploaded on website

**Responsibility: Dy. Manager, HR to prepare the SOP by 30 Oct 2019**

#### **8. Future expansion of liberal education modules**

Liberal education is an important part of development for our students into better human beings and responsible citizens. It therefore becomes imperative that liberal education modules should be expanded and also included in the curriculum of our UG students. In this regard, it should also be seen how we can improve our BSc courses through modules of liberal education.

Dean SOM presented this item. His presentation is attached in **Annexure – 8.**

#### **The committee gave following comments**

The tasks presented in the PPT should be completed in a time bound manner. Also liberal education courses should also be offered as open electives

**Responsibility: Dean SOM to implement the above for the next academic year. Accordingly, required approvals need to be processed.**

#### **9. Registration of Alumni Association and Alumni contribution**

As per NAAC our university needs to register an Alumni Association/Chapter and financial and non-financial contributions of Alumni need to be listed. Procedure/progress for the same should be presented.

Dy. Manager, HR presented this item. Her presentation is attached in **Annexure – 9.**

#### **The committee gave following comments**

- 1) The registration of Alumni Association should be completed by 15<sup>th</sup> Sept 2019
- 2) Efforts to engage Alumni should be intensified

**Responsibility: Dy. Manager, HR to complete the process of registration by 30<sup>th</sup> Oct 2019.**

#### **10. Rare books and library usage**

As per NAAC there is some weightage given for collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment. Such material should be made available to faculty and students. Also, usage of library by teachers and students needs to be monitored. Procedure for these should be presented.

Sr. Library Assistant presented this item. Her presentation is attached in **Annexure – 10**.

#### **The committee gave following comments**

- 1) Disturbance and Noise in library should be controlled as it disturbs others
- 2) Utilization of Department library should be improved
- 3) There should be separate shelf for rare books.

***Responsibility: Sr. Library Assistant to implement the procurement of rare books and other tasks by 30<sup>th</sup> Oct 2019.***

#### **11. SOP for financial assistance to faculty members for conferences, workshops etc**

(a) Although the above SOP exists, very few faculty members take advantage of it. The SOP for the same should be discussed for improving faculty participation. (b) Also, no such SOP exists for students, which may also be prepared and discussed.

Dr. Pramod Bhatia and Chairman SAL presented this item. Their respective presentations are attached in **Annexure – 11 and Annexure – 12**.

#### **The committee gave following comments**

- 1) SOPs for academic and non-academic activities should be separate in particular for students.
- 2) Regarding the presentation of SOP for financial assistance to faculty members it was said that other quality standard for availing such funds should not be relaxed, however registration fees of online courses may be included in the SOP. Also, current condition of utilization of funds only once in a year by a faculty member should be relaxed. Subjected to the specified yearly maximum limit, a faculty member should be allowed to utilize the funds any number of times in a year.
- 3) Based on the maximum upper limit on expenditure (which needs to be decided first), SOP for students should be properly formulated.

***Responsibility: Dr. Pramod Bhatia for SOP related to faculty and Chairman, SAL for SOP related to students. These need to be completed and approved by 30<sup>th</sup> Oct 2019.***

#### **Other points for discussion and improvement**

- 1) It was reiterated that in order to maintain proper standards, external PhD thesis examiner should be from developed country.

#### ***Responsibility: Dean - RDIL and PhD Studies***

- 2) Since extension and extra-curricular activities carry lot of importance, SAL needs to be more active as it was noted that students' participation in such activities is low. In this regard, if required and in case rigid attendance system is the cause of this low participation of students, then attendance rules needs to be relooked. Also it was suggested that a fixed free slot in the time table should be provided for such activities.

***Responsibility: Chairman SAL and Dy. Dean Academics (UG). Plan of action for this needs to be sent by 30<sup>th</sup> Oct 2019.***

- 3) Currently assessment of learning levels of the students is carried out during induction programme, and some plan of action is implemented for slow learners however there is no special programme for advanced learners. This needs to be prepared.

***Responsibility: Deans/HODs/Mentors of respective Department/School. Heads/Deans need to send the plan by 15<sup>th</sup> Oct 2019.***

- 4) NCU should have a well defined policy for promotion of research and same should be uploaded on the institutional website.

***Responsibility: Dean - RDIL and PhD Studies to prepare and upload it on website by 30<sup>th</sup> Oct 2019***

There being no other agenda item for discussion, the meeting ended at 5:15 PM with vote of thanks to the chair.

Regards



Pramod Bhatia  
Director IQAC

# Annexure 2

## Agenda Points (1 of 2)

- 1) Confirmation of the minutes of previous meeting
- 2) Approval of Programme Outcome and Programme Specific Outcomes  
(every Department/School Head)
- 3) Streamlining the procedure for CO, PO and PSO mapping and their attainment for the university. (Dr. Rita Chhikara)
- 4) Implementation points from recently held Student Satisfaction Survey-  
(Dean Academics and all coordinators)

S No	Item	Responsibility
4 (a)	Embedding Practical Component in Teaching	Prof Swaran Ahuja (Dean Academics)
4 (b)	Attendance of Students, ERP Upgradation	Dr Rekha Vig (Deputy Dean-Academics)
4 (c)	Employability of Students	Dr B K Gupta (Director SPA)
4 (d)	Faculty Recruitment	Ms Deepika Deswal (HR)
4 (e)	Student Activities (SAL)	Dr Shrutimita Mehta (Deputy Dean-Students' Welfare)
4 (f)	Alumni Affairs	Prof. Avinashi Kapoor/Ms Mehak Khurana
4 (e)	Infrastructural Planning to Enhance Student Experience	Col. Bikram Mohanty (Registrar)

## **Department of Computer Science & Engineering PSOs and POs**

**IQAC Meeting November 2020**

### **Programme Outcomes (POs) BTech CSE**

- Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
- Problem analysis: Identify, formulate, review research literature and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural and engineering sciences.
- Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet a specific requirement with appropriate consideration for the public health and safety and the cultural, societal and environmental considerations.
- Conduct investigations for the complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data and synthesis of the information to provide valid conclusions.

## Programme Outcomes (POs) BTech CSE



- Modern tool usage: Create, select and apply appropriate techniques, resources and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
- The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
- Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of and need for sustainable development.
- Professional Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

## Programme Outcomes (POs) BTech CSE



- Individual and team work: Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.
- Communication: Communicate effectively on complex engineering activities with the engineering community and with the society at large. Will be able to comprehend and write effective reports and design documentation, making effective presentations and guide with themselves and others with clear instructions.
- Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work being a member and leader in a team, to manage projects and in multidisciplinary environments.
- Life-long learning: Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broad context of technological change.



## Programme Specific Outcomes (PSO) BTech (CSE)



- Apply the fundamental concepts of mathematics, basic sciences, programming, data structure, database systems and specialized engineering knowledge to understand, analyze and develop applications of varying complexity in the areas of data science, artificial intelligence, full stack, web development, gaming, augmented reality and virtual reality. (PSO1)
- Design and Integrate hardware and software systems in the areas of IOT, cloud computing, cyber security with strong emphasis on lifelong learning of architecture of computer systems, operating systems, computer network and security related issues. (PSO2)
- Implementation and acquaintance of engineering solutions in industry and research for advancement of the society adhering to professional ethics and ultimately apply problem solving and design thinking to innovate novel solutions for existing problems. (PSO3)

## Programme Outcomes (POs) MTech CSE



**Scholarship of Knowledge :** Acquire in-depth knowledge of specific discipline or professional area, including wider and global perspective, with an ability to discriminate, evaluate, analyse and synthesise existing and new knowledge, and integration of the same for enhancement of knowledge.

**Critical Thinking :** Analyse complex engineering problems critically, apply independent judgement for synthesising information to make intellectual and/or creative advances for conducting research in a wider theoretical, practical and policy context.

**Problem Solving:** Think laterally and originally, conceptualise and solve engineering problems, evaluate a wide range of potential solutions for those problems and arrive at feasible, optimal solutions after considering public health and safety, cultural, societal and environmental factors in the core areas of expertise.

**Research Skill :** Extract information pertinent to unfamiliar problems through literature survey and experiments, apply appropriate research methodologies, techniques and tools, design, conduct experiments, analyse and interpret data, demonstrate higher order skill and view things in a broader perspective, contribute individually/in group(s) to the development of scientific/technological knowledge in one or more domains of engineering.

## Programme Outcomes (POs) MTech CSE



- Usage of modern tools : Create, select, learn and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling, to complex engineering activities with an understanding of the limitations.
- Collaborative and Multidisciplinary work : Possess knowledge and understanding of group dynamics, recognise opportunities and contribute positively to collaborative-multidisciplinary scientific research, demonstrate a capacity for self-management and teamwork, decision-making based on open-mindedness, objectivity and rational analysis in order to achieve common goals and further the learning of themselves as well as others.
- Project Management and Finance : Demonstrate knowledge and understanding of engineering and management principles and apply the same to one's own work, as a member and leader in a team, manage projects efficiently in respective disciplines and multidisciplinary environments after consideration of economical and financial factors.
- Communication : Communicate with the engineering community, and with society at large, regarding complex engineering activities confidently and effectively, such as, being able to comprehend and write effective reports and design documentation by adhering to appropriate standards, make effective presentations, and give and receive clear instructions. O

## Programme Outcomes (POs) MTech CSE



- Life-long Learning : Recognise the need for, and have the preparation and ability to engage in life-long learning independently, with a high level of enthusiasm and commitment to improve knowledge and competence continuously.
- Ethical Practices and Social Responsibility : Acquire professional and intellectual integrity, professional code of conduct, ethics of research and scholarship, consideration of the impact of research outcomes on professional practices and an understanding of responsibility to contribute to the community for sustainable development of society.
- Independent and Reflective Learning : Observe and examine critically the outcomes of one's actions and make corrective measures subsequently, and learn from mistakes without depending on external feedback.

## Programme Specific Outcomes (PSO) MTech (CSE)



- Apply the knowledge of algorithms, existing models, software engineering practices, open source or commercial programming environments to develop quality products for solving engineering applications efficiently. (PSO1)
- Design and integrate cost effective solutions in the areas of data science and cyber security, keeping in mind the professional, ethical and environmental context in mind. (PSO2)
- Apply domain knowledge and expertise to take up higher studies, enhance research capability to develop and evaluate innovative ideas to meet the requirements of industry and society. (PSO3)



# Thanks!!

## Programme Specific Outcomes (PSO) Programme Outcomes (PO)

BTech(ECE)

### Programme Specific Outcome (PSO)

#### PSO1

- Ability to comprehend basic subjects of Electronics and communication engineering like Analog & Digital Circuits, Signal & Systems, Communication and specialized knowledge in IOT, VLSI, Embedded System etc. in line with market requirement to assimilate technological advancements for analyzing and designing system and processes to arrive at the solution of real world problems.

## PSO2

- Acquire problem solving skills for effectively using hardware and software technologies pertinent to research and industry practices in the field of Electronics & Communication Engineering.

## PSO3

- Ability to make use of acquired technical knowledge, develop right blend of aptitude and attitude leading to holistic development of individual conscious of social responsibility , to create opportunities for premium jobs in MNC's, private and public sector, higher education, become a successful Entrepreneur and a worthy global citizen.

## Programme Outcomes (PO)



### PO1: Engineering knowledge:

- Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

### PO2: Problem analysis

- Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using the first principles of mathematics, natural sciences, and engineering sciences.



### PO3: Design/development of solutions:

- Design solutions for complex engineering problems and system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

### PO4: Conduct investigations of complex problems

- Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

### **PO5: Modern tool usage**

- Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

### **PO6: The engineer and society**

- Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

### **PO7: Environment and sustainability**

- Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

### **PO8: Ethics**

- Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

### **PO9: Individual and team work:**

- Function effectively as an individual, and as a member or leader in diverse teams, and in multi-disciplinary settings.

### **PO10: Communication**

- Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

### **PO11: Project management and finance**

- Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multi-disciplinary environments.

### **PO12: Life-long learning**

- Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.



## Programme Specific Outcomes (PSO) Programme Outcomes (PO)

MTech (ECE)

### Programme Specific Outcome (PSO)

#### PSO1

- Enable students to engage in the practice of Electronics and Communication engineering by assimilating undergraduate fundamentals as well as advanced knowledge through courses like internet of things, navigation systems, Computer aided VLSI design etc. to solve complex problems in the larger interest of the society.

## PSO2

- Acquire deep knowledge of research methodology and advanced topics in communication engineering or VLSI Design, and ability to carry out research work in emerging technologies and pursuing careers in MNCs, private or public sector, or becoming entrepreneurs.

## Programme Outcomes (PO)

### PO1: Scholarship of Knowledge:

- Acquire in-depth knowledge of specific discipline or professional area, including wider and global perspective, with an ability to discriminate, evaluate, analyse and synthesise existing and new knowledge, and integration of the same for enhancement of knowledge..

### PO2: Critical Thinking:

- Analyse complex engineering problems critically, apply independent judgement for synthesising information to make intellectual and/or creative advances for conducting research in a wider theoretical, practical and policy context.

### PO3: Problem Solving:

- Think laterally and originally, conceptualise and solve engineering problems, evaluate a wide range of potential solutions for those problems and arrive at feasible, optimal solutions after considering public health and safety, cultural, societal and environmental factors in the core areas of expertise.

### PO4: Research Skill:

- Extract information pertinent to unfamiliar problems through literature survey and experiments, apply appropriate research methodologies, techniques and tools, design, conduct experiments, analyse and interpret data, demonstrate higher order skill and view things in a broader perspective, contribute individually/in group(s) to the development of scientific/technological knowledge in one or more domains of engineering.

### PO5: Usage of modern tools

- Create, select, learn and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling, to complex engineering activities with an understanding of the limitations.

### PO6: Collaborative and Multidisciplinary work

- Possess knowledge and understanding of group dynamics, recognise opportunities and contribute positively to collaborative-multidisciplinary scientific research, demonstrate a capacity for self-management and teamwork, decision-making based on open-mindedness, objectivity and rational analysis in order to achieve common goals and further the learning of themselves as well as others.

### PO7: Project Management and Finance

- Demonstrate knowledge and understanding of engineering and management principles and apply the same to one's own work, as a member and leader in a team, manage projects efficiently in respective disciplines and multidisciplinary environments after consideration of economical and financial factors.

### PO8: Communication

- Communicate with the engineering community, and with society at large, regarding complex engineering activities confidently and effectively, such as, being able to comprehend and write effective reports and design documentation by adhering to appropriate standards, make effective presentations, and give and receive clear instructions.

### PO9: Life-long Learning:

- Recognise the need for, and have the preparation and ability to engage in life-long learning independently, with a high level of enthusiasm and commitment to improve knowledge and competence continuously.

### PO10: Ethical Practices and Social Responsibility

- Acquire professional and intellectual integrity, professional code of conduct, ethics of research and scholarship, consideration of the impact of research outcomes on professional practices and an understanding of responsibility to contribute to the community for sustainable development of society.

### **PO11: Independent and Reflective Learning**

- Observe and examine critically the outcomes of one's actions and make corrective measures subsequently, and learn from mistakes without depending on external feedback.

**Thank you**

## **POs & PSOs B.Tech and M.Tech.**

**MECHANICAL ENGINEERING DEPARTMENT**

### **B.Tech. ME Programs Outcomes (POs)**

1. Students shall have an ability to apply knowledge of mathematics, science, and engineering to engineering problems.
2. Students shall have an ability to design and conduct experiments, as well as analyze and interpret data.
3. Students shall have an ability to design a system, component, or process to meet desired needs.
4. Students shall have an ability to function on multi-disciplinary teams.
5. Students shall have an ability to identify, formulate, and solve engineering problems.
6. Students shall have an understanding of professional and ethical responsibility.
7. Students shall have an ability to communicate effectively.
8. Students shall have the broad education necessary to understand the impact of engineering solutions in a global and societal context.
9. Students shall have recognition of the need for, and an ability to engage in lifelong learning.
10. Students shall have knowledge of contemporary issues.
11. Students shall have an ability to use techniques, skills, and modern engineering tools including computational tools necessary for engineering practice.

## B.Tech. ME Program Specific Outcomes (PSOs)



- **PSO1:** Ability to demonstrate an understanding of mechanical engineering courses like Thermodynamics, Energy Conversion, Fluid mechanics and machines, Automobile system engineering Heat Transfer, Instrumentation and control engg., Industrial and production engineering, and specialized knowledge in CAE, HVAC, Manufacturing, and automotive engg., in line with market needs and requirements to identify, analyze and solve mechanical and allied engineering problems.
- **PSO2:** Ability to innovate, plan and execute projects demonstrating system design and managerial skills to become successful technologists, entrepreneurs and researchers in the field of mechanical and allied engineering.
- **PSO3:** Ability to apply acquired knowledge by demonstrating an aptitude towards societal problems and sustainable development indicating holistic development as an individual. Enable our graduates to have a global outlook and be competitive, in pursuing employment opportunities in the public and private sector or advanced and higher education.

## M.Tech. Mechanical Engineering Programs Outcomes (POs)



- PO1: Engineering knowledge: Attain advanced knowledge in specific discipline of mechanical engineering and effectively apply it on engineering systems.
- PO2: Problem analysis: Identify, formulate, review research literature, and analyse complex engineering problems reaching substantiated conclusions using advanced optimization tools and techniques.
- PO3: Design/development of solutions: Design and develop solutions for complex engineering problems in for various engineering systems.
- PO4: Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
- PO5: Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern tools such as modelling and simulation.
- PO6: The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

## M.Tech. Mechanical Engineering Programs Outcomes (POs)



PO7: Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8: Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9: Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10: Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11: Project management: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12: Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

## M.Tech. Thermal Engineering Program Specific Outcomes (PSOs)



PSO1: Excel in thermal engineering in the areas of design of thermal systems, advanced thermodynamics, modern power plants and apply the design and development principles to provide solution in thermal engineering domain to meet the desired needs of industry and society.

PSO2: Ability to innovate, plan and execute projects demonstrating system design and managerial skills to become successful technologists, entrepreneurs and researchers in the field of thermal and allied engineering.



## **M.Tech. Engineering Design Program Specific Outcomes (PSOs)**



PSO1: Excel in engineering design in the areas of design and development, and apply the design and development principles to provide practical solution in engineering design domain to meet the desired needs of industry and society.

PSO2: Ability to innovate, plan and execute projects demonstrating system design and managerial skills to become successful technologists, entrepreneurs and researchers in the field of engineering design and allied engineering.

## **M.Tech. Production & Industrial Engineering Program Specific Outcomes (PSOs)**



PSO1: Excel in production and industrial engineering in the areas of advanced production and manufacturing technology, project management, and apply the principles to provide practical solution in production and industrial engineering domain to meet the desired needs of industry and society.

PSO2: Ability to innovate, plan and execute projects demonstrating system design and managerial skills to become successful technologists, entrepreneurs and researchers in the field of production and industrial engineering and allied engineering.

## Programme Outcomes in B.Tech Civil Engineering



- PO1.** Ability to apply knowledge of mathematics, science, and engineering to analyze, design and construct in the field of civil engineering.
- PO2.** Proficiency in designing and conducting tests of construction materials and building components as well as analyze and interpret data.
- PO3.** Ability to apply techniques, skills, and modern engineering tools including computational tools necessary for sustainable civil engineering practices.
- PO4.** Understand professional and ethical responsibility that has impact on lifelong learning.
- PO5.** Communicate effectively with engineering community and society at large as an individual or as a member in multidisciplinary teams.
- PO6.** Ability to become effective project managers and work for the economic growth of the nation.

## Programme Specific Outcomes, B.Tech in Civil Engineering



- PSO1:** Capable of designing and building civil engineering-based systems in the context of environmental, economical, and societal requirements and serve the community as ethical and responsible professionals.
- PSO2:** Able to use knowledge in various domains in Civil Engineering to identify research gaps and hence to provide solutions, innovations and engage in lifelong learning for professional growth.

## Programme Outcomes in M.Tech Civil Engineering



**PO1.** Attain in-depth knowledge of the specialization with an ability to demonstrate the same to solve real life practical problems.

**PO2.** Independently carry out research and development work in the key areas of the specialization.

**PO3.** Able to identify and analyse the impact of specialization in development projects and find a suitable sustainable solution

**PO4.** Conceptualize and apply appropriate techniques, resources and modern engineering tools in solving multidisciplinary problems.

## Programme Specific Outcomes, MTech in Civil Engineering



### **MTech in EE:**

**PSO1:** Ability to apply knowledge for proposing mitigation methods for different types of pollution and climate change.

**PSO2:** To understand modern management of environmental resources, controlling waste and environmental impact assessments and audits.

### **MTech in CEM:**

**PSO1:** Ability to analyse and understand sustainable construction techniques and practices

**PSO2:** To conceptualize the knowledge of scientific principles involved in the successful execution and management of construction projects.

## Programme Specific Outcomes, MTech in Civil Engineering



### MTech in SE

**PSO1:** Conceptualize the ability to analyse and understand the behaviour and response of structures against natural calamities like earthquake, landslide etc.

**PSO2:** The ability to design stable structures as per standard code of practices with focus on stability, sustainability and innovativeness in terms of materials and life cycle through research and development.



## PO's and PSO's of APS Programs

**11th Nov 2020**

# BSc (Hons) Mathematics



## Program Outcomes(PO's)

After graduating, the students will be able to;

- Acquire the ability to understand and analyze the mathematical problems.
- Develop the skill to think critically on abstract concepts of Mathematics.
- Analyse the situation, make a mathematical problem and find its solution.
- Enhance logical reasoning skills, arithmetic skills, aptitude skills, communication skills, for better employability.
- Develop proficiency in the analysis of complex physical problems and the use of mathematical or other appropriate techniques to solve them.
- Demonstrate skills in the use of computers for control, data acquisition, and data analysis in experimental investigations

## Program Specific Outcomes (PSOs)

- **PSO1:** The students will be able to recall basic facts about **mathematics** and to display knowledge of conventions such as notations, terminology.
- **PSO2:** Enhancing student's overall development and to equip them with mathematical modelling abilities, problem solving skills, creative talent and power of communication necessary for various kinds of employment.
- **PSO3:** The students will get a rational understanding of mathematical concepts and concerned structures, and to follow the patterns involved, mathematical reasoning.

# BSc (Hons) Physics



## Program Outcomes

After graduating, the students will acquire

- A systematic understanding of the academic fields of Physics, like Condensed matter Physics, Astrophysics, Nuclear and Particle Physics etc. and their linkage with related disciplinary areas.
- Professional skills to excel in research and development, teaching and government/public service.
- The ability to use skills in Physics for formulating Physics-related problems and identifying and applying appropriate physical principles and methodologies to solve a wide range of problems associated with Physics.
- The skills to plan and execute Physics-related experiments, analyze and interpret data, and report accurately the findings of the experiment while relating the findings to relevant theories of Physics.
- The ability to communicate the results of theoretical calculations and laboratory experiments in a clear and concise manner that incorporates the scientific conventions used by physicists worldwide.
- The ability to demonstrate problem-solving skills required to solve different types of Physics-related problems with well-defined solutions.

## Program Specific Outcomes (PSOs)

- **PSO1:** The students will obtain the basic and applied knowledge of the Physics Courses with emphasis on the scientific reasoning.
- **PSO2:** Students will be trained to make themselves to be more employable through skill enhancement courses.
- **PSO3:** Students shall have hands on experience on the research activities and projects that will provide a platform to them to explore their area of interest in future.

# BSc (Hons) Chemistry



## Program Outcomes

After completing BSc (Hons) Chemistry program, the graduates will;

- Understand basic facts and concepts in Chemistry while retaining its exciting aspects to develop interest in the study of chemistry as a discipline.
- Develop the ability to apply the principles of Chemistry in various domains.
- Appreciate the achievements in Chemistry and to know the role of Chemistry in nature and in society.
- Be familiarized with the emerging areas of Chemistry and their applications in various spheres of Chemical sciences and to apprise the students of its relevance in future studies.
- Develop skills in the proper handling of apparatus and chemicals.
- Be exposed to the different processes used in industries and their applications.

## Program Specific Outcomes (PSOs)

- **PSO1:** Students will be able to understand the basic concepts of Chemistry and its applications used in Chemical and medicinal industries.
- **PSO2:** Students will be able to explain why chemistry is an integral activity for addressing social, economic, and environmental problems.
- **PSO3:** Students will be able to explore new areas of research in both chemistry and allied fields of science and technology

# MSc Mathematics



## Program Outcomes (POs)

After pursuing MSc Mathematics, the students will be;

- Able to apply the knowledge of mathematical science to solve real life problems.
- Able to communicate the outcomes and analyse effectively.
- Able to use statistical methods to develop and maintain predictive models
- Able to give first-hand knowledge in advanced applied mathematics and forefront research experience
- Able to seek out universal mathematical constructs to scientific discipline

## Program Specific Outcomes (PSOs)

- **PSO1:** Students will gain the in-depth knowledge of advanced mathematics and will be prepared for various research activities.
- **PSO2:** Students will be able to concentrate on data sciences and advanced mathematical and statistical methods that tie together all the different forms of mathematics they have already learned.

Thank You

13<sup>th</sup> IQAC  
meeting

**Program Outcomes and  
Programme Specific Outcomes  
of  
School of Management  
and  
Liberal Studies**

## **Program Outcomes for Master of Business Administration**



By the end of the MBA program the students should be able to:

- Apply the knowledge of functional areas of business management, economics, technology and law for integrative solutions to complex management problems. (Multidisciplinary Knowledge)
- Communicate effectively in different business contexts and situations so as to be able to receive and give clear instructions, comprehend, write reports, prepare documentation and make effective presentations. (Verbal and Written Communication)
- Function effectively as an individual and as a team member in diverse and multidisciplinary settings. (Individual and teamwork)
- Apply a variety of managerial, team building and communication skills for effective management and leadership of organizations. (Managerial and Leadership Skills).



- Develop business awareness through continuous study of newspapers, periodicals, journals and digital media and develop the ability to assess and evaluate competitive business environment. (Awareness of Business Environment)
- Demonstrate IT knowledge and skills for efficient and effective business processes and develop innovative methods of applying IT and e-commerce for competitive advantage. (IT proficiency)
- Explore various business ideas, develop business plans, understand regulatory requirements, and locate sources of finance and other resources to start new business ventures. (Entrepreneurial Skills)



- Demonstrate ethical conduct in personal and professional decisions ; appreciation of business ethics, social responsibility and environmental concerns in the decision-making process of modern-day businesses. (Professional Ethics, Environmental Concerns & Social Responsibility)
- Recognize the need for continuous learning and ability to engage in independent and life-long learnings. (Life-long Learning)

## Program Specific Outcomes for Master of Business Administration

- **PSO1:** Ability to learn and understand the management theory and practices to give a strong foundation in dynamic global, technology oriented and diverse business environment through basic concepts of courses like Marketing, Human Resource, Finance, Entrepreneurship, Business Analytics and Industry internships etc.
- **PSO2:** Ability to gain holistic approach towards strategic decision making by developing the MBA graduates who are able to identify, model and solve decision problems in different settings across the various functional domains of Management by applying acquired knowledge to interpret results, and to identify appropriate courses of action for a given managerial situation.

- **PSO3:** Nurturing industry ready professionals with business, research acumen and entrepreneurial skills, who shall hold high degree of human values and social consciousness in their professional and personal lives by understanding the social, economic, political, technological, and ecological environment of modern society and its characteristic values, which creates employability through effective classroom training, project based learning and experiential learning.

## Program Outcomes for Bachelor of Business Administration

By the end of the BBA programme, students should be able to:

- Acquire basic knowledge of various disciplines in economics, law and various functional domains of management and to apply this knowledge to real life business issues in a holistic manner. (Multidisciplinary Knowledge)
- Understand the basic concepts of accounting and finance that will help them to prepare and analyse various financial statements. (Finance and Accounts Application in Business)
- Understand the basic concepts of quantitative methods so as to apply them in the study of other disciplines and prepare project reports. (Quantitative Application in Business)

- Acquire the basic legal knowledge related to various business operations. (Law in Business)
- Understand the integrative role of management functions and fundamentals of business management. (Basics Business Management)
- To understand various environmental problems and their impact on society and business. (Environmental Study)
- Communicate effectively in different business contexts and situations so as to be able to receive and give clear instructions, comprehend and write reports, prepare documentation and make effective presentations. (Communication)

- To demonstrate IT knowledge and skills for efficient and effective business processes and develop innovative methods in order to apply IT and e-commerce for competitive advantage. (IT proficiency)
- Demonstrate ethical conduct in personal and professional decisions and an appreciation of the significance of business ethics and social responsibility in the decision-making process. (Ethics & Social Responsibility)

## Program Specific Outcomes for Bachelor of Business Administration



- **PSO1:** Understand and demonstrate knowledge in specific areas of the business such as Human Resources, Marketing Finance, Digital Marketing, Business analytics, Entrepreneurship etc.
- **PSO2:** Application of acquired skills in solving complex business problems and to take strategic decisions for a business in a socially responsible manner.
- **PSO3:** To become a responsible corporate citizen and to play their part in nation-building by joining corporate/ public services, start their own enterprise or study further in the field of business and management.

## Program Outcomes for Bachelor in Commerce (Hons)



- By the end of the program from B Com Hons Courses in Gurgaon, the students should be able to: –
- Acquire basic knowledge of various disciplines in finance, economics, law, and management and to and apply the same to real business situations in a holistic manner. (Multidisciplinary Knowledge)
- Understanding of the basic concepts of finance and accounting that will help students to prepare and analyze various financial statements. (Finance and Accounts Application in Business)
- Understand the basic concepts of quantitative methods in order to apply them in various domains and prepare project reports. (Quantitative Application in Business)
- Understand the process of price and output and behaviour of a consumer with respect to spending and investment. (Microeconomics)

- Understand the basic concepts of macro and monetary economics relevant to business decision. (Macro and Monetary Economics).
- Acquire the basic legal knowledge related the various business operations. (Law in Business)
- Understand the basic management functions and fundamentals of business management. (Basics Business Management)
- Understand various environmental problems and their impact on society and business. (Environmental Study)
- Demonstrate IT knowledge and skills for efficient and effective business processes and to develop innovative methods of applying IT and e-commerce for competitive advantage. (IT proficiency).

- Demonstrate ethical conduct in personal and professional decisions and of business and an appreciation of the significance of business ethics and social responsibility in the decision-making process. (Ethics & Social Responsibility)
- Acquiring skills so that students can Start their own business ventures or demonstrate their entrepreneurial capabilities for their employer organization. (Entrepreneurship)
- Develop expertise in a specific domain of business operations for further specialization. (Specialization)

## Program Specific Outcomes for Bachelor in Commerce (Hons)



- **PSO1:** Ability to comprehend basic subjects of Commerce like Accounting, Finance and specialized knowledge in direct Tax, Indirect Tax, banking, entrepreneurship , creative thinking and negotiation skills etc. in line with market requirement and designing systems and processes to arrive at the solution of real-world problems.
- **PSO2:**Acquire problem solving, professional and competitive skills and evolve strategies for work in teams for effectively using software of accounting, interpreting and analyzing financial statements pertinent to research and industry practices in the field accounting and finance.



- **PSO3:** Ability to make use of acquired theoretical and technical knowledge, understanding of social cues, develop ethical practices and Imbibe values for better corporate governance, understanding of sustainability related concerns, the ecosystem of start up in the country, develop right blend of aptitude and attitude leading to holistic development of individual conscious to create opportunities for premium jobs in public and private banking area, MNCs, higher education and entrepreneurship.

## Program Outcomes for BA Hons. (Psychology)



- By the end of the program, the students should be able to: –
- Ascertain likely psychological principles that stimulate rational and critical thinking.
- Usage of appropriate language of psychology in verbal and written communication.
- Apply psychological knowledge in generating novel solutions for diverse problems.
- Identify recent trends and challenges in the field of psychology.
- Transfer knowledge of psychology to innovative contexts and situations.
- Develop an operational understanding of psychology's content domains.
- Engender and enrich interpersonal skills.



- Interpret psychological phenomena through scientific enquiry.
- Locate, interpret, and evaluate controversial and ethical issues in psychology.
- Interpret, design, and conduct basic psychological research.
- Apply psychological content and skills to career goals.

## Program Specific Outcomes for BA Hons. (Psychology)



- **PSO1:** Strong foundation in interdisciplinary psychological understanding of human behavior with a holistic perspective of economic, marketing and physiological background.
- **PSO2:** Application of professional skills for offering basic counseling services and community mental health services in social sector, NGOs, schools, colleges and IT companies. Courses of applied social psychology, environmental psychology and advertising principles help in additional and diverse perspectives in job market.



- **PSO3:** Aptitude to pursue Masters courses and higher education programme in India as well as foreign universities. Research courses such as statistics, research ethics and qualitative research help in higher education prospects in research.



## Program Outcomes for BA Hons. (Economics)



- By the end of the program, the students should be able to: –
- Articulate multiple principles, concepts, and theoretical perspectives central to understanding complex international issues relating to various sectors and in various domains.
- Formulate effective responses to specific interdisciplinary problems.
- Connect their personal beliefs to their professional practice.
- Prepare themselves for multiple careers and learn other careers not aware of before.
- Be Industry ready.



- Write and speak professionally for diverse audiences.
- Develop key critical thinking skills.
- Enhance creativity level of students.
- Get high chance of becoming top decision makers of an organization.
- To face the VUCA (Volatility, Uncertainty, Complex and Ambiguity) environment through teaching pedagogy.
- Programs are an integration of qualitative (Art, culture) and quantitative (Stat, Quant) to make it intensive, relevant and with liberal approach.

## Program Specific Outcomes for BA Hons. (Economics)



- **PSO1:** Ability to acquire factual knowledge and strong foundation courses in subjects like Econometrics, Mathematical Economics, Statistics through various software, Time Series Analysis, Financial Economics and many more.
- **PSO 2:** Ability to develop an understanding of the basics, transform, strategize, and implement projects demonstrating Micro and Macro Theory and their Application to Economic Sub-Fields.



- **PSO 3:** Ability to have an international stance using knowledge of practical subjects towards social dilemmas and ecological advancement implying all-inclusive expansion as an entity. The program equips students with analytical, research and decision-making skills which creates employability and hence graduates of economics play a vital role in organizations.

## **PROGRAMME OUTCOMES & PROGRAMME SPECIFIC OUTCOMES**

### **SCHOOL OF LAW**

## **PROGRAMME OUTCOMES BBA LL.B (HONS.)**

### **1) Instilling professionalism**

- To equip with knowledge, passion and drive to excel as leaders in the legal profession, judiciary, public service, non-profit & non-governmental organizations, entrepreneurships, and corporate entities through internship programmes.

### **2) Effective communication**

- Graduates are able to communicate effectively to various stakeholders and practice their profession with high regard to societal needs, diversity, constraints in the professional workplace and ethical responsibilities.

### **3) Understanding the legal system**

- Students are able to understand the Indian legal system and various principles and theories which the system is based on.

## PROGRAMME OUTCOMES BBA LL.B (HONS.)



### **4) Ability to use various legal tools and techniques through classroom and moot court exercises**

- Students are able to understand and use precedents to construct legal arguments.
- They are also able to read, understand and interpret statutes and other enacted rules to solve legal problems or construct legal knowledge
- Predict the probable judicial interpretation of simulated legal disputes.
- Learning techniques of persuasive written advocacy.
- Access to various online legal databases like West Law and Manupatra subscribed by the University to upgrade to higher learning and research activities.

### **5) Active participation in professional training**

- Students develop the skills to actively participate, as professionals, in legal counselling, advocacy and decision-making through legal aid clinic, workshops, seminars and internship programmes.

## PROGRAMME OUTCOMES BBA LL.B (HONS.)



### **6) Dealing with contemporary issues**

- The students are able to recognize the need for identifying contemporary issues due to changing scenario by participating in classroom debates, special lectures and moot court exercises on latest cases.

### **7) Building up teamwork**

- Enhance the coordination among students to work in a team through participation in Moot Court competitions, Parliamentary Debates and various other co-curricular and extra-curricular activities.

## PROGRAMME SPECIFIC OUTCOMES BBA LL.B (HONS.)



- **PSO 1- Effective application of laws and drafting skills**
  - To be able to understand and demonstrate knowledge about substantive and procedural laws to engage with a wide variety of arguments and resolve legal disputes through fact-finding, investigation, interviewing, legal research and drafting.
- **PSO 2- Professions on Alternative Dispute Resolution mechanisms**
  - Ability to effectively adopt alternative dispute resolution mechanisms for settlement of disputes in an expeditious manner thereby delivering a well-rounded and satisfying experience for the parties involved.
- **PSO 3 – Enhancement of employability skills through Inter-disciplinary approach to law**
  - To enhance employability skills in the contemporary times through exposure to a wide range of courses having a combination of law, management and technology thereby opening up more inter-disciplinary employment opportunities.

## PROGRAMME OUTCOMES LL.M



- PO 1** - Develop a textured, empirical understanding of how law and legal institutions operate in Indian society.
- PO 2** - To equip with knowledge, passion and drive to excel as leaders in the legal profession, judiciary, public service, non-profit & non-governmental organizations, entrepreneurships, and corporate entities through internship programmes.
- PO 3** - The students are able to recognize the need for identifying contemporary issues due to changing scenario by participating in classroom debates, special lectures and moot court exercises on latest cases.

## PROGRAMME SPECIFIC OUTCOMES LL.M



- **PSO 1- Meaningful contribution to academic research**
  - The students shall be able to demonstrate exhaustive understanding of crucial aspects of corporate law and human rights law and contribute meaningfully in their respective domains.
- **PSO 2- Ability to address legal problems**
  - The students shall be able to analyze the legal problems from a scholarly perspective and work towards finding solutions to the problems by application of laws and regulations.
- **PSO 3 – Enrichment of skills in Legal Drafting**
  - To develop the skill of drafting or art of framing various complaints, petitions, writs and other legal communications using appropriate formats with clarity to represent his/ her clients competently.



# Annexure 3

## Agenda Points (1 of 2)

- 1) Confirmation of the minutes of previous meeting
- 2) Approval of Programme Outcome and Programme Specific Outcomes  
(every Department/School Head)
- 3) Streamlining the procedure for CO, PO and PSO mapping and their attainment for the university. (Dr. Rita Chhikara)
- 4) Implementation points from recently held Student Satisfaction Survey-  
(Dean Academics and all coordinators)

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4 (e)	Student Activities (SAL)	Dr Shrutimita Mehta (Deputy Dean-Students' Welfare)
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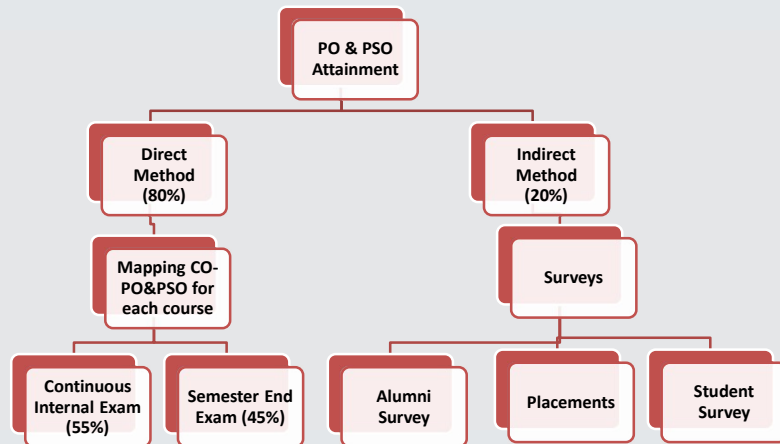
## Streamlining the process of CO, PO and PSO mapping

## Terminology

- Course Outcomes (CO)
- Program Outcomes (PO)
- Program Specific Outcomes (PSO)
- Continuous Internal Exam (Internal)
- Semester End Exam (External)



## POs and PSOs Attainment



## POs and PSOs Attainment



### 1. Target Setting for Assessment Method

A standard value of 60% has been set as target.

### 2. Attainment of Program Outcome (POs)

#### 2.1 Direct Method

- a) Mapping CO of each course with POs and PSOs

#### 2.2 Indirect Method based on Surveys

- a) Alumni Survey
- b) Placements
- c) Student Survey

### 3. Identifying Gaps and improve the Program Outcome

## CO Attainment Process

## CO Attainment Process

### 1. Target Setting for Assessment

### 2. Attainment of Course Outcome (COs)

#### Direct Method

- a. Based on Continuous Internal Exam ( Assignments/ Class Tests/ Online Quiz/Minor Exam, Mid Term Lab Evaluation)
- b. Based on Semester End Exam (Major Exam, End Term Lab Evaluation)

### 3. Identifying Gaps for Improvements

## Target Setting for Assessment



### CO ATTAINMENT TARGETS

CO	TARGET (CLASS AVERAGE)
CO1	60%
CO2	60%
CO3	60%
CO4	60%
CO5	60%
CO6	60%

### Mapping of CO to PO and PSO(Correlation)

**3**-indicates Substantial (high) mapping (high contribution towards attainment)

**2**-indicates Moderate (medium) mapping (medium contribution towards attainment)

**1**-indicates Slight (low) mapping (some contribution towards attainment)

### INTERNAL ASSESSMENT v/s END SEMESTER ASSESSMENT WEIGHTAGE

Internal	External
55	45

## Attainment of COs-Internal



**Direct Method (55% of Internal Assessment - Assignments/ Class Tests/ Online Quiz/Minor Exam, Mid Term Lab Evaluation)**

### CO ATTAINMENT CALCULATIONS(INTERNAL)

CO1				CO2				CO3				CO4		CO5		CO6	
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
MINOR/ (Q1,Q3)	MID TERM LAB/ (Q1,Q2)	ASSIGN MENT1/ (Q1,Q2)	CLASS TEST 1 (Q1)	MINOR/Q2	MID TERM LAB/Q3	ASSIGNM ENT 1/Q3	CLASS TEST 1 (Q2)	MINOR /Q4	MID TERM LAB/Q4	ASSIGN MENT 2/Q1	CLASS TEST 1/Q3	ASSIGN MENT 2/Q2	CLASS TEST2/ Q1+Q2	ASSIGN MENT 3/Q1	CLASS TEST2/ Q3	ASSIGN MENT 3/Q2	CLASS TEST2/ Q3

- All questions must be considered for the calculation of each CO.

## Attainment of COs-External



- **Direct Method (45% of External Assessment - Major Exam, End Term Lab Evaluation)**

CO ATTAINMENT CALCULATIONS(EXTERNAL)											
CO1		CO2		CO3		CO4		CO5		CO6	
10	10	10	10	10	10	10	10	10	10	10	10
END TERM LAB/ (Q3)	MAJOR/Avg(Q2,Q5,Q6)	END TERM LAB/Avg(Q1,Q2)	MAJOR/Q1,Q3)	END TERM LAB/Q4,Q5	MAJOR/Q4	END TERM LAB/Q6	MAJOR/Q5	END TERM LAB/Q7	MAJOR/Q5	END TERM LAB/Q8	MAJOR/Q7

- All questions must be considered for the calculation of each CO.

## CO Direct Attainment



Attainment of CO<sub>i</sub> in a course CSLxxx = 0.55\*Attainment of CO<sub>i</sub> in Internal + 0.45\*Attainment of CO<sub>i</sub> in External evaluation.

CO ATTAINMENT(DIRECT ASSESSMENT)								
CO	CO (EXTERNAL)	CO (EXTERNAL*0.45)	CO (INTERNAL)	CO (INTERNAL*0.55)	CO Attained(DIRECT)	CO (TARGET)	GAP	REMARKS
CO1	60	27	60.25	33.1375	60.1375	60	-0.1375	ACHIEVED
CO2	65.5	29.475	60.25	33.1375	62.6125	60	-2.6125	ACHIEVED
CO3	60.5	27.225	61.75	33.9625	61.1875	60	-1.1875	ACHIEVED
CO4	45.5	20.475	49.5	27.225	47.7	60	12.3	IMPROVE MENTS
CO5	61	27.45	61	33.55	61	60	-1	ACHIEVED
CO6	65	29.25	65	35.75	65	60	-5	ACHIEVED

## Gap Analysis



- **Gap Calculation = CO Target - CO attained**
- **If Calculated Gap  $\leq 0$  then Target attained.**
- **If Calculated Gap  $> 0$  then Target not attained.**

**Improvement must be planned to increase attainment next time.**

- **Close the quality loop at course level**



**Set Targets and compute attainment  
of POs and PSOs and close quality  
loop at Program Level**

## Target setting COs to POs & PSOs

### • Course Articulation Matrix

CO	Statement	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CSL300.1	Describe Computer Network in terms of Layered Model	2	1	3	2	2	2	3	3	3	3	2	3	2	3	3
CSL300.2	Demonstrate and evaluate different signals for Strength and Error	2	2	2	3	3	1	2	3	2	1	1	3	1	3	2
CSL300.3	Determine different types of errors and data flow within networks..	2	3	2	3	3	2	1	3	3	3	1	3	1	3	3
CSL300.4	Implement Data Link Layer, Network and Transport Layer in a simulated Environment	2	1	1	2	3	1	1	2	3	3	2	1	1	2	2
CSL300.5	Planning logical sub address blocks within a given address blocks	2	2	1	1	1	2	2	2	2	1	1	2	1	2	3
CSL300.6	Analyze network using various routing protocols on network simulator	3	2	2	3	3	2	2	2	3	3	3	3	2	3	2

CSLxxx – xxx is the course code

## Results of evaluation of each PO & PSO for a course

$$(CO1 \times PO1) / 100$$

CO	CO	PO1	PO1 Attained	PO2	PO2 Attained	PO3	PO3 Attained
CO300.1	60	2	1.20	1	0.60	3	1.81
CO300.2	62	2	1.24	2	1.24	2	1.24
CO300.3	61	2	1.23	3	1.84	2	1.23
CO300.4	48	2	0.97	1	0.48	1	0.48
CO300.5	61	2	1.22	2	1.22	1	0.61
CO300.6	65	3	1.95	2	1.30	2	1.30
SUM		13	7.80	11	6.68	11	6.66

$$7.80/13$$

$$6.68/11$$

$$6.66/11$$

Course	PO1	PO2	PO3
CSL300	0.60	0.61	0.61

## POs/PSOs ATTAINMENT ALL COURSES- DIRECT METHOD



COURSES	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
COURSE1	0.60	0.61	0.61	0.60	0.59	0.61	0.61	0.60	0.59	0.59	0.60	0.61	0.60	0.60	0.60
COURSE2	0.70	0.68	0.70	0.70	0.70	0.69	0.70	0.69	0.70	0.71	0.72	0.69	0.71	0.69	0.69
COURSE3	0.60	0.61	0.61	0.60	0.59	0.61	0.61	0.60	0.59	0.59	0.60	0.61	0.60	0.60	0.60
:	:	:	:	:	:	:	:	:	:	:	:	:	:	:	:
AVERAGE	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.64	0.65	0.65	0.66	0.65	0.66	0.65	0.64

## Attainment of POs – Indirect Method



COURSE OUTCOMES - PROGRAM OUTCOMES/PROGRAM SPECIFIC OUTCOMES MAPPING (ATTAINED) - INDIRECT															
SURVEY	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
STUDENTS SURVEY	0.70	0.68	0.70	0.70	0.70	0.69	0.70	0.69	0.70	0.71	0.72	0.69	0.71	0.69	0.69
PLACEMENTS	0.70	0.70	0.88	0.70	0.69	0.70	0.69	0.70	0.71	0.72	0.69	0.70	0.40	0.69	0.70
ALUMNI SURVEY	0.70	0.68	0.70	0.70	0.40	0.69	0.70	0.30	0.70	0.71	0.67	0.69	0.71	0.69	0.69
PO ATTAINED	0.70	0.69	0.71	0.70	0.62	0.74	0.69	0.59	0.70	0.71	0.70	0.69	0.63	0.69	0.69

## Total Attainment of POs & PSOs



						TOTAL PO ATTAINMENT									
PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
DIRECT	0.65	0.65	0.65	0.65	0.65	0.65	0.65	0.64	0.65	0.65	0.66	0.65	0.66	0.65	0.64
INDIRECT	0.70	0.69	0.71	0.70	0.62	0.74	0.69	0.59	0.70	0.71	0.70	0.69	0.63	0.69	0.69
Average PO															
ATTAINED	0.66	0.65	0.66	0.66	0.64	0.67	0.66	0.63	0.66	0.66	0.67	0.66	0.65	0.66	0.65
PO TARGET	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6	0.6
GAP	-0.06	-0.05	-0.06	-0.06	-0.04	-0.07	-0.06	-0.03	-0.06	-0.06	-0.07	-0.06	-0.05	-0.06	-0.05

## Gap Analysis



- Gap Calculation = PO Target - PO attained
- If Calculated Gap <= 0 then PO is attained
- If Calculated Gap > 0 then Plan improvement action
- Close the quality loop at program level



## References



- NBA ACCREDITATION AND TEACHING-LEARNING IN ENGINEERING (NATE) By: PROF. N J Rao, IISc Bangalore  
<https://nptel.ac.in/courses/127/108/127108135/>
- <https://www.slideshare.net/RavikumarTiwari1/course-outcome-and-program-outcome-calculationnew-method>



THANK YOU

# Annexure 4

## Agenda Points (1 of 2)

- 1) **Confirmation of the minutes of previous meeting**
- 2) **Approval of Programme Outcome and Programme Specific Outcomes (every Department/School Head)**
- 3) **Streamlining the procedure for CO, PO and PSO mapping and their attainment for the university. (Dr. Rita Chhikara)**
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4 (e)	Infrastructural Planning to Enhance Student Experience	Col. Bikram Mohanty (Registrar)

**Student Feedback  
on  
Practical Content in Teaching in Learning process  
and improvements**

**11<sup>th</sup> Nov. , 2020**

**Background**

A student survey was conducted in Feb-March 2020 by a third party to get feedback on various aspects of University functions.

- Appx 2400 students participated in this survey.
- The feedback analysis identified a number of areas for improvements listed under this agenda item
- A project committee, with Hon'ble Vice Chancellor as Chairman was constituted to suggest and implement actions for improvements
- Lead persons for each point were designated to work out implantation plans/ strategies

**One of the points related to improving practical content in teaching learning**

## Feedback on practical content



**1.Student expecting more practical aspects to help link theory and practice to make them employable.**

**Steps to improve lab experience**

**2.Industrial visits or workshops to help knowledge gain**

**Increase and improve participation in these activities and learning outcomes**

**3.Faculty training and better recruitment to improve delivery of curriculum**

**Ongoing exercise**

**Take wholesome approach to improve student's practical experience**

## Approach



- A sub-committee with representatives from all depts was constituted to review the practical content and suggest improvements

## Approach



- The practical content of all programs was reviewed as provided for in the Scheme of Studies by all Depts. / Schools

The practical components looked at were :

No of Labs with credits (SOET)	Case studies
Project Work	Surveys
Internships	Field studies
Workshops	Moot Courts
Guest Lectures	Legal drafting etc
Industrial Visits	Other industry interactions

- All SOET programs have relevant labs. However we can review upgradation , addition or replacement of obsolete experiments.
- Other elements of practical work , more systematic implementation needs to be done to give students a better appreciation of work being done.
- Study the practical content of relevant programs in some leading Universities for improvements.

## Strategy for improving practical content



- i) Check **adequacy of practical content** including lab work, project work and other hands on activities.
  - ii) Improve the content by **removing any obsolete materials adding new experiments / content/ activities** including adding online materials.
- ii) For **ensuring better student participation** and effectiveness of other practical components such as field visits, guest lectures, case studies, moot courts and workshops etc. evaluation through short reports, tests/quizzes post activity **to test learning outcomes** is being made mandatory.
- iv) Review **upgradation of labs**, duration of labs, increase industry association for Project work, review Internship policy for providing better options to students.

## Strategy for improving practical content



v) **Course outcomes** reviewed to make them **more application** and skill oriented.

vi) It has been found that, by and large, although the curriculums contain adequate practical content, **the delivery needs to be improved**. Therefore the faculty needs to be sensitized and FDP need to be conducted for this purpose. One FDP recently done. More planned.

All these steps have been integrated into teaching learning process and laid down in **course templates** of all programs.

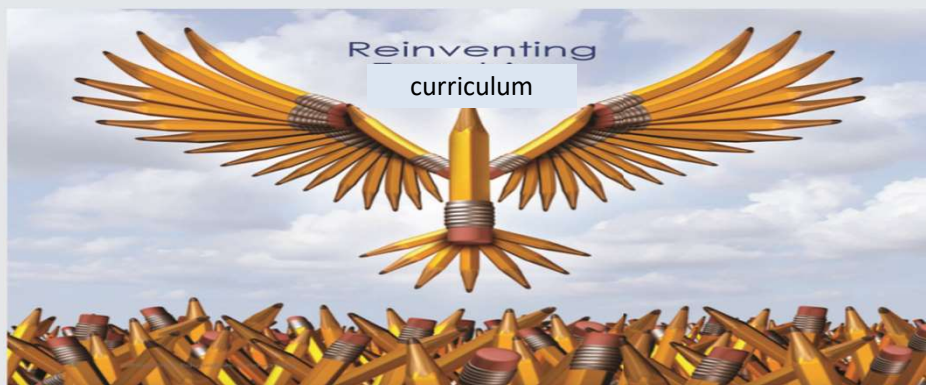
**One Sample course template shall now be presented by CSE Dept.**



# THANK YOU

## Improving Curriculum and Practical Content

### Department of Computer Science and Engineering



## Practices : To improve Curriculum and Practical Content



- Practical content have been modified in all the courses.
- Enhanced Self learning component has been included to add more value to the student skill set.
- Advance learning component have been added for fast learners
- Experiential learning activities have been identified and incorporated along with Proper evaluation guidelines for evaluating the same.
- Coverage of certain topics have been lessened, keeping in consideration the total course contact hours
- List of Practicals/Tutorials/Case Studies/Mini Projects have been included for the quick reference by Student and Faculty
- All COs have been revisited to incorporate the unique features/USP of the course
- Improved course templates have been prepared by incorporating all these quality parameters.





# Annexure 5

## Agenda Points (1 of 2)

- 1) Confirmation of the minutes of previous meeting
- 2) Approval of Programme Outcome and Programme Specific Outcomes  
(every Department/School Head)
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4 (f)	Alumni Affairs	Prof. Avinashi Kapoor/Ms Mehak Khurana
4 (e)	Infrastructural Planning to Enhance Student Experience	Col. Bikram Mohanty (Registrar)

## **IQAC Meeting**

11 November, 2020

Dr. Rekha Vig  
Dy. Dean (Academics)

## **Agenda Sub-Points**

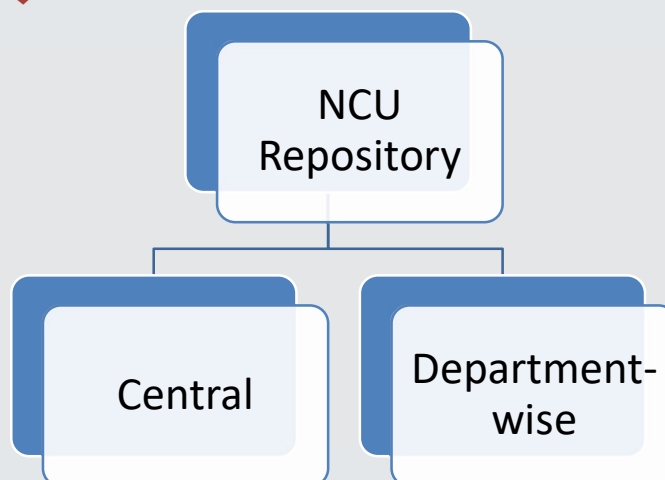
- Creating a Central Repository for storing all data required for NAAC, NIRF, QS Rating purposes.
- Making ERP more flexible and capable of reflecting the activities of all Departments simultaneously.
- Meticulous planning for course delivery and incorporation of time slots for Industry Visits etc.

## Central Repository

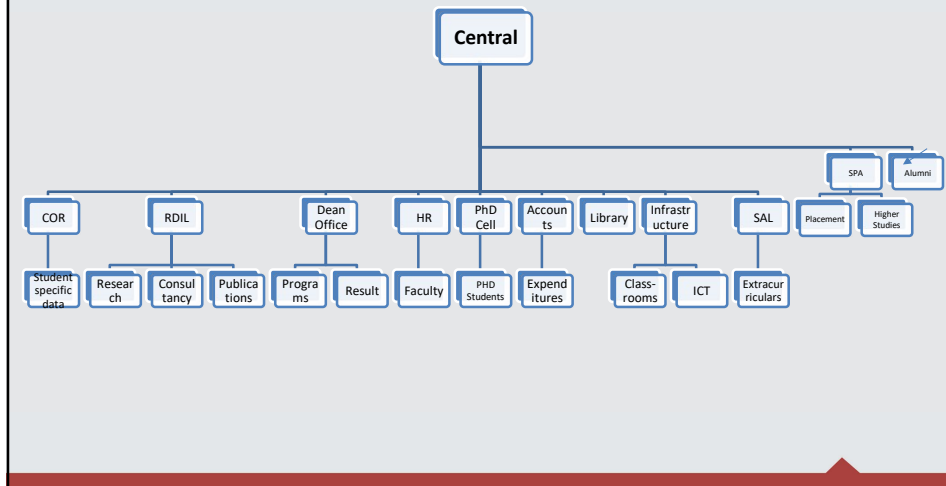


- As of now on a google drive [ncurepository@ncuindia.edu](mailto:ncurepository@ncuindia.edu)
- Backup to be taken on server (additional)
- One departmental/office coordinator to upload data on regular basis
- Directory structure
  - Central data
  - NAAC specific
  - NIRF specific
  - QS Star specific
- To be updated twice in a semester by the coordinators
- Editing rights to be given to only coordinators. Downloading rights to all

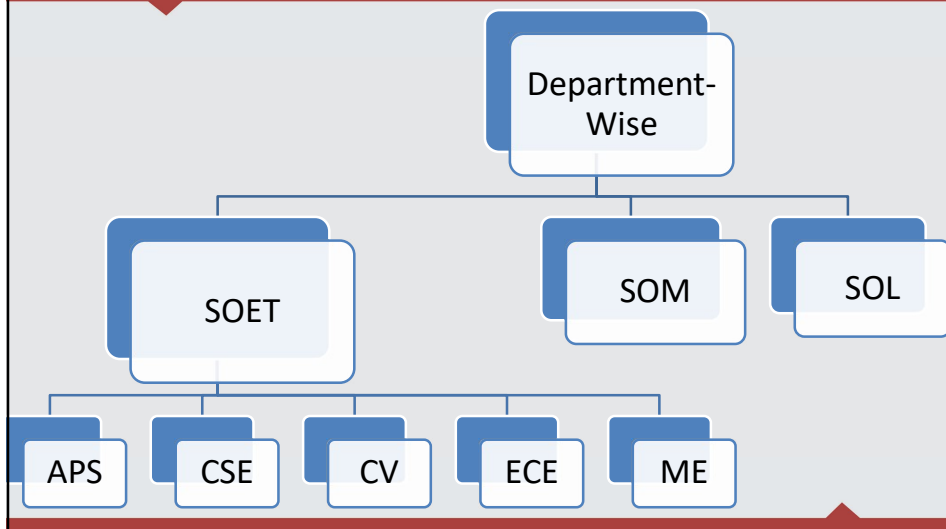
## Directory Structure



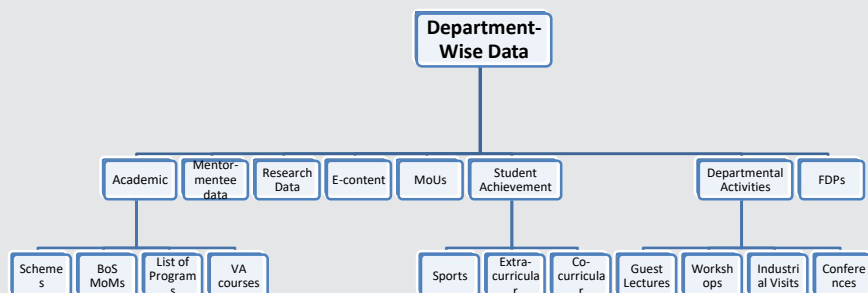
## Directory Structure



## Directory Structure



## Department-Wise data



## ERP and Attendance



- Incorporating Leave of Absence with students participation in various extra and co-curricular activities
- To avoid filling physical form, get it approved by Faculty coordinator and visit dean office to submit LoA
- Automatic updation of LoA
- Consideration for genuine medical cases where the student is absent for a prolonged illness (more than 3 weeks) for cases like operations, fracture etc. for exceptional case approved by Vice-chancellor.
- Only 10 % maximum attendance to be given. Mentors of such students can approve such cases after discussion with student/parent.

## Incorporation of Extra-curricular and co-curricular activities in TT



- Two-hour slot to be kept free in the academic time-table of the entire university so that students can participate in inter-department/school activities
- Faculty can plan Industry visits and workshops and mention the mapping of the visit to the course being taught for theory/practical component.
- Evaluation of these activities like quiz in guest lectures, report by students on industry visits (with internal marks) may be also be incorporated in the conduction of these events.



# Annexure 6

## Agenda Points (1 of 2)

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(every Department/School Head)**
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4 (e)	Infrastructural Planning to Enhance Student Experience	Col. Bikram Mohanty (Registrar)

## 13<sup>th</sup> IQAC Meeting

### Agenda

Enhancing students experience through better planning of placement activities

Efforts of getting all NCU students placed, irrespective of their grades

Planning PPI's with the help of Departmental representatives

11<sup>th</sup> November 2020

## Enhancing students experience

### Current status of placements

#### For 2020 pass out batch : More than 96% Placed (Despite Lockdown)

S.NO.	2020 Batch	CSE	EECE	ME	Civil	B.Tech Total	MBA	LAW
1	Strength	400	66	68	29	563	14	62
2	Not Eligible	55	17	21	7	100	7	8
3	Higher Studies   Family Business   Not Interested	72	11	13	7	103	6	3
4	Eligible & Interested	273	38	34	15	360	1	51
5	No of students Placed	268	34	30	11	343	1	50
6	% PLACEMENTS	99%	90%	89%	74%	96%	100%	99%

#### For 2021 pass out batch : More than 25 % placed as of now.

S.NO.	2021 Batch	CSE	EECE	ME	Civil	B.Tech Total	MBA	M.Sc	M.Tech CS
1	Strength	177	33	33	7	250	30	11	5
2	Not Eligible	19	4	7	0	30	11	2	1
3	Higher Studies   Family Business   Not Interested	6		1	1	8			
4	Eligible & Interested	152	29	25	6	212	19	7	4
5	No of students Placed	46	5			51		1	1
6	% PLACEMENTS	31%	18%	0%	0%	25%	0%	15%	25%



## Efforts of getting all NCU students placed (Irrespective of their grades)



We have been able to succeed placing almost all the students with minimum 6 CGPA.

Since none of the companies agreed to hire students with less than 6 CGPA, all such students have been advised to upskill themselves to become eligible.

We could succeed to place 4 students with less than 6 CGPA.

## PPI's with the help of Department representatives



Pre Placement Interactions (PPI) carried out with all students of 3rd year (SOET). 40 sessions were conducted starting from 11th May 2020 to 30th July 2020.

6 students were invited every day and a virtual interaction on placement aspects was provided.

A career guidance session was conducted (along with all HOD's) for the students of all three schools on 3rd March 2020 in the University auditorium. It was attended by 380 students.

## Highlights & Concerns Placements 2020



Normal placement process continued during odd semester (Sem-7)

Adversely affected during even semester (Sem-8) due to Covid lockdown - from March 2020 onwards

Impact has been felt for the core Mechanical and Civil companies which normally hire students during even semester

NCU has been able to manage good placements (still ongoing)

On campus placement process replaced with Virtual process

Posed a challenge for both - companies as well as students

Process completion has been delayed by most companies

Challenge for the on-boarding process of selected students



# Thank You !!!

# Annexure 7

## Agenda Points (1 of 2)

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4 (e)	Student Activities (SAL)	Dr Shrutimita Mehta (Deputy Dean-Students' Welfare)
4 (f)	Alumni Affairs	Prof. Avinashi Kapoor/Ms Mehak Khurana
4 (e)	Infrastructural Planning to Enhance Student Experience	Col. Bikram Mohanty (Registrar)

## FACULTY CADRE RATIO STATUS 2020

DEPT	NORMS: Cadre ratio 1:2:6 UG 1:1:1 PG				ACTUAL REGULAR FACULTY STATUS			
	TOTAL FACULTY REQD= A+B+C	PROF	ASSO	ASSTT	TOTAL	PROF	ASSO	ASSTT
APS	17	3	2	12	19	1	2	16
CIVIL	9	1	2	6	5	2	0	3
CSE*	52	5	10	37	37	0	5	32
ECE	8	1	2	5	7	1	2	4
MECH	11	2	2	7	6	1	1	4
SOL	26	3	6	17	15	2	1	12
SOM	29	4	7	18	17	2	1	14
<b>TOTAL</b>	<b>151</b>	<b>19</b>	<b>30</b>	<b>101</b>	<b>106</b>	<b>9</b>	<b>12</b>	<b>85</b>



## FACULTY RECRUITMENT EFFORTS



Apart from regular faculty search, NCU is also exploring distinguished Professors upto age of 70 yrs , who served or retired from the country's premier educational institutions. We are pleased to provide an opportunity to engage and gain from their strong work ethics, varied work experiences, and wisdom in academics and research which will add more value to our University's work culture.

Circulated on website/social media/LinkedIn/ referrals etc , various leads are obtained via this mode, which are in pipeline.

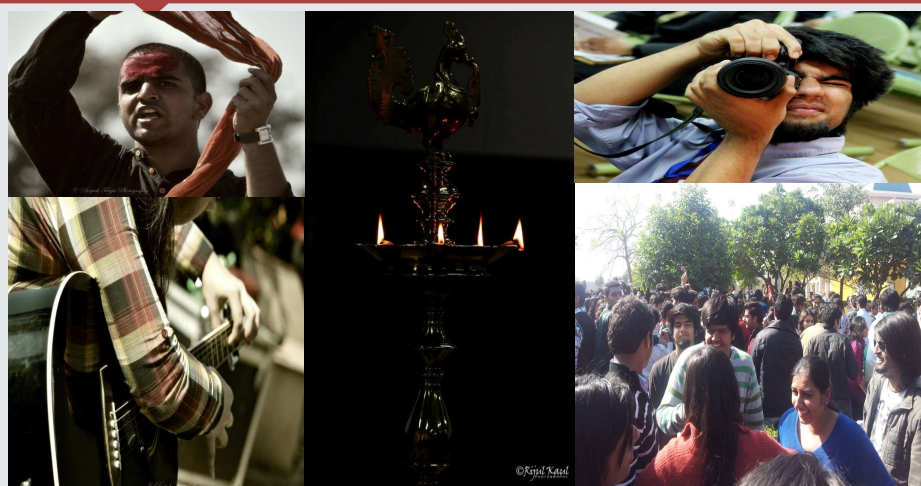
## Agenda Points (1 of 2)



- 1) Confirmation of the minutes of previous meeting
- 2) Approval of Programme Outcome and Programme Specific Outcomes (every Department/School Head)
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## STUDENT ACTIVITIES AT NCU



# Annexure 8

## 4 (e) - Enhancing Student Experience at NCU through Student Activities

### Objectives:

- To enhance the overall experience of students by adding more Clubs and Societies at NCU.
- To improve the quality of students by integrating outside class activities with the curriculum.
- To improve the visibility of events through NCU social media handles.

## Extra-Curricular and Co-curricular Activities at NCU



Students are encouraged to participate in a host of activities organised by the different Clubs and Societies throughout the year.

All events are student driven and provide ample learning opportunities to both participants and organisers.

Winners and participants are duly encouraged through prizes and certificates. Their names feature in the University Newsletter and NCU Social Media handles.

A two-hour common slot is available every week in the time-table for conduct of extra-curricular and co-curricular activities.

## Student Activities-Progress



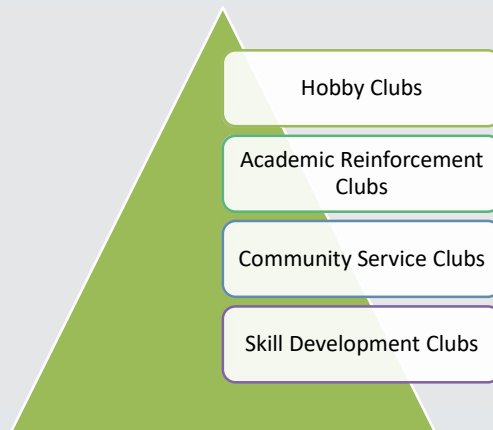
The number of clubs functioning at the University has been increased from 23 to 44. The total number of Professional Societies functioning at NCU is 15. All are actively involved in engaging students constructively.

The number of activities conducted throughout the year through the Clubs and Societies has increased considerably.

120 events are presently being conducted through online mode (during the period July-Dec 2020). 29 events were conducted online in May-June 2020.

Information regarding all events is shared with the Communication Team on a regular basis and the same is uploaded on all the Social Media Handles of the University. Domain specific posters and broadcast messages are used for the purpose

## Clubs at NCU



## Clubs at NCU- 44



**Abhimanch - Theatre Club**  
**Lumiere – The Photography Club**  
Encore - Music Club  
SPIC MACAY      Yoga Club  
NCUGaming Mantra  
NSS   Rotaract   YUKTI   Quizzing Club-MINERVA   Synergy   E-Cell  
Success Mantra   Abhivyakt   NCU MUN  
Brainstorming Club   Constitutional Law Club  
Marketing Marvels   Physics Club   Mathemactive Club  
The Economics Collective   VITTUDYOG-The Finance Club  
Brainstorming Club   Cloudiot   Python Warriors   Computernerds  
Women in Coding Club   Sapient Club   Effective Altruism Club  
Creator's Garage   Researchers Club   SOCER   Visualive  
Google Students Club  
DRAGON   Programmers Club   The Puzzle Club  
MEROBO   Heritage Club   NRSC   Manovriti  
Vibings Creative Solutions   Manovriti Exuberance Club



## Professional Societies at NCU- 15



**SPACE**  
**ENACTUS**  
**MOOT COURT**  
**SAE COLLEGIATE CLUB**  
**OSA (THE OPTICAL SOCIETY)**  
**SPIE (THE INTERNATIONAL SOCIETY FOR OPTICS AND PHOTONICS)**  
**ACM (ASSOCIATION FOR COMPUTING MACHINERY)**  
**IEEE (INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS)**  
**ASQ (AMERICAN SOCIETY FOR QUALITY)**  
**ISHRAE (SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS)**  
**IRSC (INDIAN ROAD SAFETY CAMPAIGN)**  
**CSI (COMPUTER SOCIETY OF INDIA)**  
**IEI INSTITUTE OF ENGINEERS (INDIA)**  
**EWB (ENGINEERS WITHOUT BORDERS)**  
**OWASP (OPEN WEB APPLICATION SOFTWARE PROJECT)**

## Outcome of Student Engagement through Clubs/Societies at NCU



Surge in extra-curricular activities during the pandemic provided much-required solace to the students from the present uncertain circumstances and also from the strain of online classes.

Nurtured a sense of normalcy and camaraderie among students despite the challenges they were experiencing.

Witnessed increased external participation and thereby, enhanced the visibility of NCU.

Went beyond the conventional activities and included webinars from experts across the country.

Hands-on learning experience through participation in co-curricular activities.

## Clubs' Recruitment Process for 2020 Batch Students



	Key Tasks	Timeline (Tentative)	Expected Outcome
PHASE 1	Recruitment Form along with brief write-up of the clubs will be sent to the students via notices. Mentors will further channelize the process by guiding students and taking necessary follow ups.	20 November 2020	<ul style="list-style-type: none"> <li>Awareness of various clubs at NCU.</li> <li>Senior-freshers bonding via common interest.</li> <li>Each student will join at least one club of his/her preference.</li> </ul>
PHASE 2	'Club Week 2K20'  During the week, each club will give presentation to the registered students on Microsoft Teams.	23-28 November 2020	
PHASE 3	Detailed report along with list of new recruits will be shared by the respective clubs.	3 December 2020	

Recruitment Form -

[https://docs.google.com/forms/d/e/1FAIpQLScQYiye6NINQIL3SIT\\_gq3MZRC2FAJVN-E-kXTCraLDz\\_H-ZBg/viewform?vc=0&c=0&w=1&flr=0&gxids=7628](https://docs.google.com/forms/d/e/1FAIpQLScQYiye6NINQIL3SIT_gq3MZRC2FAJVN-E-kXTCraLDz_H-ZBg/viewform?vc=0&c=0&w=1&flr=0&gxids=7628)

Dear Students 🙋🙋

Greeting from The NorthCap University! 🙏

Hope you are doing well! 🌟🌟

\*Student Activities and Leadership sub-committee (SAL)\* brings you an opportunity to become a member of the several dynamic clubs running at NCU. Kindly fill in the below-given details and volunteer. 🙋👍👍

Note:- There is no CAP on the club memberships. You may choose multiple clubs keeping in mind your interest and your capability to contribute.

\* Required

Name \*

Your answer

Roll No. \*

Your answer

E-mail (NCU ID Only) \*

Your answer

Department \*

☐ School of Management

☐ School of Law

☐ Department of Applied Science

☐ Department of Computer Science and Engineering (CSE)

☐ Department of Electrical, Electronics, and Communication Engineering (EECE)

☐ Department of Civil and Environmental Engineering (CE)

☐ Department of Mechanical Engineering (ME)

☐ Other: \_\_\_\_\_

---

Centre for Languages Learning

Your answer \_\_\_\_\_

---

Clubs Preference (Choose as many you want) \*

☐ Physics Club

☐ The Puzzle Club

☐ Natural Resources Sustainability Club (NRSC)

☐ Abhivyakt

☐ NCU ModelUN Club (NCUMUN)

☐ Vibings Creative Solutions

☐ ME Alumni Association Club

☐ MEROBO Club

☐ Heritage Club

☐ Constitutional Law Club

☐ HRdiya- The Human Resources Management Club

☐ Manovriti

☐ Marketing Marvels

☐ VITTUDYOG-The Finance Club

☐ Brainstroming Club

☐ Cloudiot

☐ Women in Coding Club

☐ Python Warriors

☐ NCUGaming Mantra

☐ Computernerds

☐ Club Sapient

☐ EFFECTIVE ALUTRISM NCU

☐ CREATOR'S GARAGE

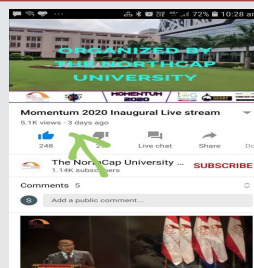
<input type="checkbox"/>	Researcher's Club
<input type="checkbox"/>	Dance Club
<input type="checkbox"/>	NSS
<input type="checkbox"/>	SOCER
<input type="checkbox"/>	Visualive
<input type="checkbox"/>	Google Student Club
<input type="checkbox"/>	DRAGON (Data Research and Analysis Group of NCU)
<input type="checkbox"/>	Programmers Club
<input type="checkbox"/>	E-Cell
<input type="checkbox"/>	Yukti
<input type="checkbox"/>	Encore Music Society
<input type="checkbox"/>	SPIC MACAY NCU Chapter
<input type="checkbox"/>	Synergy Club
<input type="checkbox"/>	The Economic Collective
<input type="checkbox"/>	Exuberance- The Extracurricular Club
<input type="checkbox"/>	Rotaract
<input type="checkbox"/>	Success Mantra
<input type="checkbox"/>	Mathemactive
<input type="checkbox"/>	Yoga club
<input type="checkbox"/>	Minerva the quizzing club
<input type="checkbox"/>	Lumiere- Photography Club



## Virtual Fest-Momentum 2020



- Momentum 2020 was celebrated virtually on 5-6 November 2020.
- 51 Technical/Non-Technical/Cultural events were conducted.
- 5100 viewers have watched the Inaugural event and 6500 have watched the cultural events live.
- The event received good participation from students of NCU and also from other reputed Universities/Colleges/Schools.
- Information regarding the festival was shared in Print Media and all our Social media Handles.



## Community Service at NCU



## Community Service at NCU



NCU recognizes the need for giving back to the community and encourages and propels students to participate in outreach activities actively.

Clubs under SAL undertake several social responsibilities and conduct various donation drives, awareness seminars and street plays, blood donation camps, literacy programmes etc.

A number of legal aid camps/clinics, projects for the upliftment and support of the underprivileged sections of the society and various energy and conservation-based initiatives are also undertaken at regular intervals.



## Integration of Community Service in the Curriculum



- A proposal, in line with the goals and spirit of 'Guidelines on Fostering Social Responsibility & Community engagement in HEIs' issued by UGC and also in line with NEP-2020 has been prepared for engaging students of NCU in socially relevant activities.
- As per the proposal, all students of the University must contribute 140 Volunteer Hours per year serving the community in association with NCU Clubs/Societies and NGO's involved in social work.
- Additional Credits have been assigned proportionately in the existing Course Schemes.
- A Committee has been constituted (as a part of SAL), to look after all Community Service-related activities at NCU.
- Details of the proposal shall be shared under Agenda Number 7



## Future Plans of SAL



Club Week

Community  
Service-  
Implementation

Student Speak-  
Student Leaders  
Forum

Sustainable  
Development  
Goals- Event Series

Street Plays

Mini Marathon-  
Social Cause

Awards and  
Recognition-Titles  
for Achievers

SAL Thursday  
Series-Expert Talk

## Future Plans of SAL



### **1. Club Week- November 2020**

Enrollment of students in the different Clubs of NCU.

### **2. Community Service Proposal- Implementation- November 2020 Onwards**

Team SAL to ensure all processes are in place and students start contributing Volunteer Hours.

### **3. Student Speak-Student Leaders Forum- January 2021 onwards**

Student Achievers in different fields-cultural/sports/technical shall be given an opportunity to share their journey with others and inspire.

### **4. The Sustainable Development Goals (SDGs) Series-January 2021 onwards**

SDG's, also known as the Global Goals, were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.

The 17 SDGs are integrated—No Poverty, Zero Hunger, Good Health, Gender Equality, Clean Water, Climate Action, Life on Land, Life below water, reduced inequalities etc. SAL proposes to conduct 17 events keeping the different goals in mind.

## Future Plans of SAL



### **4. Street Plays-January 2020 onwards**

Street Plays conveying awareness messages shall be prepared and performed/virtually/physically depending on the circumstances.

### **5. Mini Marathon –March/April 2021 (Depending on Circumstances)**

A Mini Marathon with a socially relevant theme (Air Pollution/Save the Girl Child /any other in collaboration with Gurgaon Police and other NGO's.

### **6. SAL Thursday Series – January 2021 onwards (Virtually/Physically)**

Experts from different fields shall be invited once a month. Experts could be renowned figures from different fields like Sports, Culture, Entertainment, Industry Leaders etc. The talk content would be motivational.

### **7. Special Awards and Recognition**

Student Achievers-for outside classroom activities shall be appreciated through a Letter of Appreciation and a Badge of Honour. His/her name to feature in all Virtual Notice Boards and Social Media Handles in order to recognise the accomplishment.



**Thank You**



# Annexure 9

## Agenda Points (1 of 2)

- 1) **Confirmation of the minutes of previous meeting**
- 2) **Approval of Programme Outcome and Programme Specific Outcomes (every Department/School Head)**
- 3) **Streamlining the procedure for CO, PO and PSO mapping and their attainment for the university. (Dr. Rita Chhikara)**
- 4) **Implementation points from recently held Student Satisfaction Survey- (Dean Academics and all coordinators)**

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## Alumni Subcommittee



## Aim and Objectives

- To utilize the rich experiences of old students to provide guidance to the present students in their endeavour for better employment and higher studies.
- To promote the campus placements/internship through the old students working in reputed industries in India and abroad
- To get the valuable advices of the Alumni in the overall development of the University
- To arrange seminars, debates, workshops and also to arrange cultural and social welfare programs

## Coordinators



Chairperson- Prof. Avinashi Kapoor  
Member Secretary- Dr. Mehak Khurana

### Members

- CSE Dept-Dr. Yogita and Ms. Garima
- ECE Dept- Dr. Amanpreet Kaur
- ME Dept- Dr. Anmol Bhatia
- CV Dept- Mr. Lokesh Chaudhary
- APS- Ms. Neha Gupta
- SOM school- Dr. Shilpa Sindhu
- SOL School- Ms. Shiksha Dhayia

## Registration of Alumni Association



Alumni Association/Chapter has been registered

## Alumni Engagement



- Alumni are invited to take online **pre-placement interviews** for 3rd year and prepare the report on industrial skills required to be updated by students for placement interviews.
- Alumni are invited for **Guest lectures/Workshop/Webinar/Counselling Session/Career Guidance/etc**
- **Alumni Mentors** have been associated for current students according to the field and specialization
- **General Proficiency Interviews** Conducted through Alumni Mentors
- Association of Alumni Mentors for **Placement Processes/internship**
- Alumni are **invited as Judges and panellist for Project Exhibition/Technical Poster** Presentation Competition
- **Club and Societies events** involve alumni for workshops and trainings.
- **MoU through alumnus** for various activities

## Plans for future Alumni Involvement



- Initiated to work in the direction of **organising online alumni events** (In process of making NCU/ITM alumni common social handle for all the schools to connect Max alumni)
  - Making Connect with alumni through LinkedIn, as max alumni's have accounts on LinkedIn
  - Building an inviting image on Instagram
- In process of taking Feedbacks and suggestions from **alumni to involve them in the departmental and university related activities.**

# Annexure 10

## Agenda Points (1 of 2)

- 1) **Confirmation of the minutes of previous meeting**
- 2) **Approval of Programme Outcome and Programme Specific Outcomes  
(every Department/School Head)**
- 3) **Streamlining the procedure for CO, PO and PSO mapping and their attainment for the university. (Dr. Rita Chhikara)**
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4 (e)	Infrastructural Planning to Enhance Student Experience	Col. Bikram Mohanty (Registrar)

## Enhancing hostel facilities (in general & International students)



- Currently the University has one Boys and one Girls hostel located approx.. 1 & 2 km away from the Campus.
- Capacity
  - Boys – 18/ 20
  - Girls – 28/ 60

} Keeping the current protocol for COVID 19 in mind

## Arranging tie-ups with nearby Gymnasium & Swimming Pool



- For enhanced, a **tie-up** has been done with OYO to become end to end, student accommodation partner and manage off campus student housing in Gurugram (**enclosed**).
- Provide two building, in close vicinity of the campus with 90 beds in double occupancy with attached washroom.
- **Swimming pool/ Gymnasium** – A tie-up has been done with the erstwhile Chancellor Club, now known as Goa Country Club for use of Swimming pool and Gymnasium on a payment basis. Letter received from the Vice President of the club is **enclosed**. These are financial matters, which require approval by the Governing Body members.



### Commercial Proposal for Northcap University

**Partnership Goal** To become the end-to-end, student accommodation partner for NCU and manage their off-campus student housing in Gurgaon.

#### A. Student Housing Categories

**Off-campus:** Manage end to end operations of 2 Hostel buildings in Gurgaon, having a residential capacity of 90 beds in double occupancy with attached washroom.

#### B. OYO Scope of Work:

**1. Operations** – OYO will run day-to-day operations like Housekeeping, Staffing, Repair and Maintenance, Laundry (VAS) for the Residents.

The broad category of activities to be carried out by OYO in the operations phase are:

- A) **Housekeeping services (sweeping, mopping & dusting)** Room and washroom Cleaning, Common area cleaning, Garbage disposal system
- B) **R&M (Repairs & Maintenance)** online ticketing tool to manage services. Issue-based tickets can be raised on OYO CAMPUS App
- C) **Staff Management:** Management of dedicated operations manager, F&B Manager, housekeeping, vendor management and R&M staff for day to day operations



#### Trained Staff and Accountability

- Engage Trained Staff and/or will Train Existing Staff.
- Reports to HK Supervisor, Clear Escalation Procedure
- 9 hrs. with 1hr break, Attendance Tracking



#### Clearly Defined SOPs Implemented

- Areas of Cleaning and Prioritization
- Science for Monthly Consumption of HK Materials



#### Use Technology for Improving Efficiency

- Students can raise tickets through our App.
- Monitor Cleaning and deploy Staff intelligently.
- Regular Audits and Incentives for Good Performance

### 2. Food and Beverage (F&B) - Part of OYO's core promise is to provide home-cooked meals in hygienic kitchens.

The broad category of activities to be carried out by OYO in this area are:

- A) **Meal Frequency:** OYO will provide 2 meals a weekday and 3 meals on weekends to students.
- B) **Food Variety:** OYO has a significant list of FSSAI licensed food vendors, who provide a vast array of dishes ranging across many local, regional and global level cuisines.
- C) **Food Quality:** OYO standards of food preparation, supply chain, and delivery will be strictly adhered to. Regular audits and checks will be carried out by the F&B Manager to ensure OYO's promised level of quality.
- D) Additionally, there would be vending machine with varied food option for students

### 3. Safety and Security - Part of OYO's core promise is the safety and security of students

The broad category of activities to be carried out by OYO in this area are:

- A. **Fire extinguishers and CCTVs** - OYO will ensure safety and security of students, fire extinguisher and CCTVs in common areas will be provided.
- B. **Security Guards** - Dedicated security personnel will be placed at the gate 24 x7
- C. **SOS Safety Feature for all students**
- D. **Supervisor, AGM, GM & ZBM** - Assist in day to day discipline



**4. Technology** - OYO will cater to every stakeholder: Students, Parents and Institute's administration. The goal is to leverage technology to create transparency and efficiency for all the stakeholders.

The broad category of activities to be carried out by OYO in this area are:

**A. OYO Mobile application for students**

1. SOS Feature for safety and security Repair and Maintenance (R&M) ticket raising and tracking student feedback

**B. Mobile app for administrators**

1. Real-time tickets update on Maestro app of operations manager and tracking of all the tickets for quick resolution

**5. Transformation** – Will comprise of activities undertaken by OYO to raise the quality of hostel. Activities will include beautification including design in identified areas

The broad category of activities to be carried out by OYO in the transformation phase are:

- A) Branding & Design installation in corridors, staircases and common areas, green area.
- B) Common area cosmetic touch up and design enhancements
- C) Reception area



**6. Community Engagement, Common Area and Entertainment** – OYO will arrange community level engagements beyond the purview of pure academics and entertainment for students to relax.

The broad category of activities to be carried out by OYO in this area are:

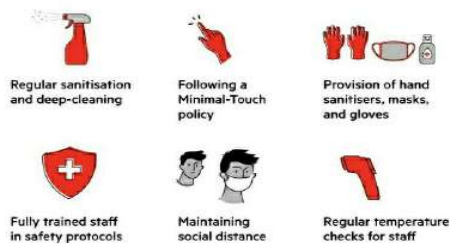
- A) **Monthly calendar of community engagement events** for the students. Events would include - selected festival celebrations, sports day, social events like plantation drive, blood donation, orphanage visits, etc.
- B) **Common Area and Entertainment:** For students to go and relax, OYO will install Foosball table, Carrom board, Ludo and Chess.



**7. Sanitation:** OYO has partnered with Unilever to enhance 'Sanitized Stays' initiative. Unilever's leading home and personal hygiene brands will be used in the cleaning and disinfecting of hostels.



**CLEANER TOGETHER,  
WITH UNILEVER.**  
OYO SANITISED STAYS GETS  
UNILEVER PROTECTION.



### **C. Proposed Commercial for Off-Campus Hostel Facility-**

#### **Option 1:**

No. of Students: 60

No. of buildings: 2

Occupancy type: 30 Single, 30 Double

Charges per student per month: Single: INR 14,600 (including 3 time meals)  
Double: INR 10,500 (including 3 time meals)

#### **Option 2:**

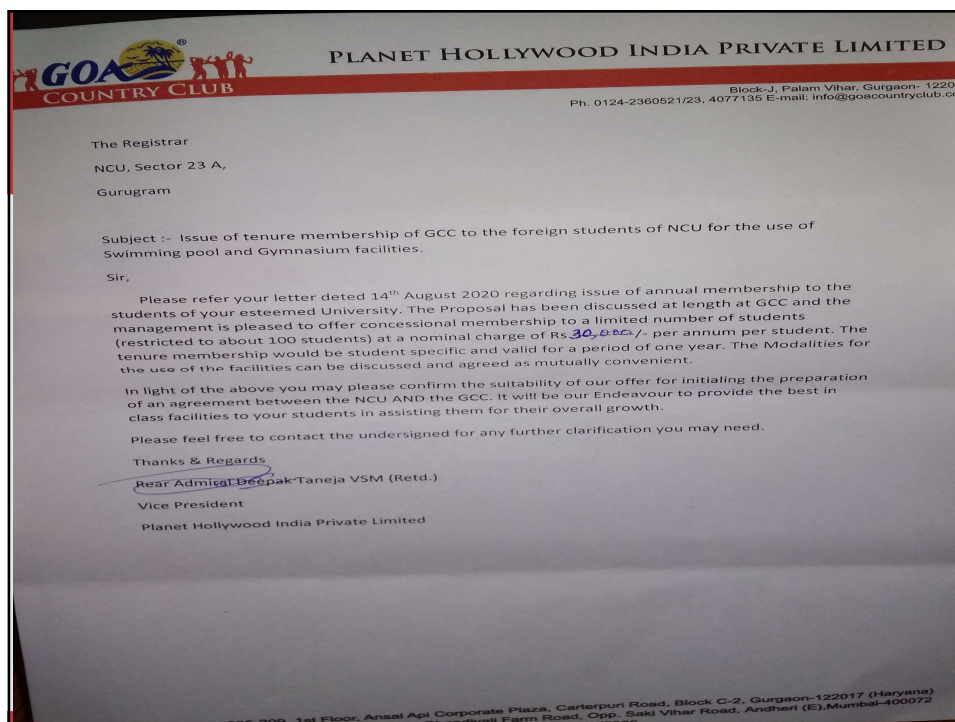
No. of Students: 90

No. of building: 2

Occupancy type: Double

Charges per student per month: **INR 10,000 (including 3 times meals)**

<b>Inclusions :</b>
<b>On Each Floor</b>
1. RO/Water Dispenser
2. Wifi
3. CCTV
4. Fire Extinguisher
<b>In Every Room</b>
1. Geyser in every washroom
2. Wardrobe (with Lock and Key)
3. Bed + Mattress + Pillow + Curtain (Wherever applicable)
4. Study Tables & Chairs
5. Mirror
6. Dustbins
<b>Other Services</b>
1. 3 meals (Breakfast, Evening Snacks and Dinner)
2. Supervisor
3. Housekeeping
4. Refrigerator in common area
5. Power backup
6. OYO Campus App for students
<b>Exclusions</b>
1. Meals other than those specified above
2. Personal expenses like portages, tips, laundry, mineral water etc.
3. Electricity



## All religion Prayer room & Bookshop



- Both the rooms have been identified and shall be made functional in the coming year after obtaining financial consent.



# Annexure 11

## Agenda Points (2 of 2)

- 5) SOP for financial assistance students (*Chairman SAL*)**
- 6) IPR Policy should be there to motivate the faculty for patents (*Ms. Unanza Gulzar*)**
- 7) Introduction of Community Service as compulsory in curriculum of all programs (*Dr Vaishali Sahu*)**
- 8) Actions taken based on UGC/ Haryana Govt (*Dy. Dean*)**
- 9) Development of Institutional facility for e-content development by faculty members (*Mr. Deepak Satyarthi*)**
- 10) Policy for incentives to teachers who receive state, national and international recognitions/awards (*HR*)**
- 11) Plan for improving international admissions and exchange programme (*Chairman, International Relation Office*)**

## SOP for Financial Assistance to Students

Academic , Co-curricular &  
Extracurricular Activities

### Feedback of 12<sup>th</sup> IQAC MEETING HELD on 9<sup>th</sup> Sept 2019

11. No SOP exists for financial assistance for students, which may also be prepared and discussed.

Presented in meeting by Chairperson SAL

**The committee gave following comments :**

- SOPs for Academic and Non-Academic activities should be separate for students.
- Based on the maximum upper limit on expenditure, SOP for students should be properly formulated.

## **SOP for Seeking Financial Assistance for Academic and Co-Curricular Activities**

### **Objective**

To encourage and support students to participate in outreach activities beyond academics and help them showcase their skills and talents in various events involving academic and co-curricular activities such as Conferences, Seminars, Symposia, Workshops, MUN's, Project competitions, Hackathon, Short Term Training Programs, Moot Courts etc.

## Eligibility Criteria for Seeking Financial Assistance



- For events organized within India, the student should have secured at **least 8 CGPA** and the host Institute should preferably be any of the **IITs or NITs, Central Universities, Government-owned Central Research Laboratories** or any other Institution including private Institutions **preferably with a ranking appearing** in the current National Institutional Ranking Framework (**NIRF**) or the event should preferably be supported by any **National/International body or Society**.
- For seeking financial assistance for participation in an **international event**, the student should have secured **at least 8.5 CGPA** and should be actively involved in co-curricular activities at NCU.
- International conferences/symposia/competitions should preferably be supported by reputed international societies and/or the hosting Institute should preferably have a place in World University Rankings or Times Higher Education (THE) or QS World University Ranking.
- For papers presented in conferences, the **conference proceedings** should be indexed; preferably, the indexing should be of **Web of sciences or Scopus**.

## Mode and Schedule of Application



- Eligible candidates are required to submit the applications in the prescribed format available on the University Website ([www.ncuindia.edu](http://www.ncuindia.edu)), the format of which is attached as **Annexure-I**.
- The application should be directly submitted to the Chairperson of Conference Financial Assistance Committee for consideration and the outcome of the review process shall be communicated to the concerned student within 15 days from the date of submission of the application form.

## Process of Selection



a) After initial scrutiny, the application form received from the student will be placed before a committee constituted as under:

- Chairman, Conference Financial Assistance Committee
- Dean Academics-Member
- Chairperson SAL-Member
- Chairperson-Professional Societies-Member
- Head of the concerned Department – Member
- Club/Society Head
- Secretary SAL – Member Secretary

## Contd...



b) Once the committee approves the budget it shall be submitted to the Vice-Chancellor for the further approval.

c) Once approved, the decision should be communicated to the CFAO and the concerned student keeping the HOD informed.

d) Financial assistance to participate in the workshop/short term training program would be limited to within India.



## Quantum of Financial Assistance and its Periodicity



a) For academic year (AY) 2020-21, a fund of ₹...../- (Rupees) shall be allocated by the Hon'ble Governing Body. For an equitable and fair balance, the further distribution of the amount among the various schools/departments are as under:

S.No.	School	Budget
1	SOET	52% X
2	SOM	33% X
3	SOL	15% X
Total		

However, the amounts shown above are only indicative and shall be finalized as per the nature of requests for Financial Assistance received from different departments.

**Note:** The allocation of fund to individual school has been approved based on the student strength in the department.

Contd...



b) The Budget shall be sanctioned by the University in the beginning of every Financial/Academic Year School/Department wise. SAL shall be responsible for applying for the Budget approval every year.

c) The above allocation may be changed by the competent authority depending on the number of applications received in a given semester and the availability of the fund.

d) Students attending conference/symposia/seminar/workshops **within India** are eligible to avail registration fee and travel expenses limited to a **maximum amount of ₹ 10,000/-** (Rupees Ten thousand only). **Subject to maximum allowable limit of ₹ 10,000 per Academic Year, there is no limit on number of times this facility can be availed by a student.**

Contd...



e) Students attending conference/symposia/technical competitions **abroad** are eligible to avail support for **registration fee , accommodation and travel expenses** limited to a maximum of **₹ 30,000/-** (Rupees Thirty Thousand only). **A student can avail this facility once in block of three academic years (2020-22 and so on).**

f) During any particular academic year, a student can avail this facility either for events within India or for an event which involves traveling abroad; availing it for both during same academic year is not allowed.

g) **In case two or more students qualify to apply for the same conference, preference will be given to the student having better CGPA. Similarly, if there are two authors for the same paper and both have applied for availing the financial assistance from the university, preference will be given to the first author of the paper.**

## Submission of Claim & Reimbursement



In order to ensure early release of reimbursement of grant, the applicant should submit the following documents within 7 days after the event/course is over:

- a) A Statement of account giving full details of expenditure incurred on various items viz., travel, airport tax, registration fee, visa fee and DA as enclosed in **Annexure – II**.
- b) A utilization certificate in the prescribed format (**Annexure - III**) from the CAFO (NCU) for the total expenditure incurred on the visit.
- c) In case of foreign travel, conversion rate of the currency (country visited) into Indian currency be stated.
- d) Original cash memo/receipt should be enclosed with the claim. No photocopy will be allowed to be submitted.
- e) On return, along with the reimbursement claim, the student must submit a written report on the proceedings as how he/she gained from the event.
- f) The amount due to the candidate shall be disbursed in one installment within 15 days of submission of relevant documents duly approved by the concerned authorities.
- g) In case financial assistance is received from the organizers or any other agency, an equivalent amount paid by the university will be refunded by the student.

## **SOP for Seeking Financial Assistance for Non-Academic Activities**

### **Objective**

To encourage and support students to participate in outreach activities beyond academics and help them showcase their skills and talents in various activities involving cultural, sports and other extra-curricular events such as National/ International level Sports Tournaments (AIU), Championships, Competitions, National/International Level Cultural Events etc.

## Eligibility Criteria for Seeking Financial Assistance



- For seeking financial assistance for National/International events, the student should be actively involved in the extracurricular activities organized at NCU and have a **minimum CGPA of 6.0**.
- Students could apply in any sports and cultural activity/event/competition of National/International repute.
- For events organized within India, the student ensure that the hosting Institute should be of **National repute, preferably any of the IITs or NITs, Central Universities, Government Universities** or any other institution including private institutions preferably with a ranking appearing in the current National Institutional Ranking Framework (**NIRF**) or the event should preferably be supported by any National/International body or Society.
- For participation in International competitions, the host institute should preferably be supported by reputed international societies and/or the hosting institute should preferably have a place in World University Rankings or Times Higher Education (THE) or QS World University Ranking.

## Mode and Schedule of Application



- Eligible candidates are required to submit the applications in the prescribed format available on the University Website ([www.ncuindia.edu](http://www.ncuindia.edu)), the format of which is attached as **Annexure-I**.
- The application should be directly **submitted to the Chairperson Student Activities and Leadership Sub-Committee (SAL)** for consideration and the outcome of the review process shall be communicated to the concerned student within 15 days from the date of submission of the application form.

## Process of Selection



a) After initial scrutiny, application form received from the student will be placed before a **committee** constituted as under:

- Chairperson, (Student Activity and Leadership Sub-Committee)-Chairperson
- Head of the concerned Department-Member
- Member SAL faculty (Concerned Department)-Member
- Concerned Club/Society Head- Member (Optional)
- Sports Incharge
- Secretary SAL – Member Secretary

b) The decision of the committee shall be put up before the VC for further approval.

c) Once approved, the decision should be communicated to the CFAO and the concerned student keeping the HOD informed.

## Quantum of Financial Assistance and its Periodicity



a) For academic year (AY) 2020-21, a fund of ₹...../- (Rupees) shall be allocated by the Hon'ble Governing Body. For an equitable and fair balance, the further distribution of the amount among the various schools/departments are as under:

S.No.	School	Budget
1	SOET	52% X
2	SOM	33% X
3	SOL	15% X
Total		

However, the amounts shown above are only indicative and shall be finalized as per the nature of requests for Financial Assistance received from different departments.

**Note:** The allocation of fund to individual school has been approved based on the student strength in the department.

Contd...



b) The Budget shall be sanctioned by the University in the beginning of every Financial/ Academic Year school/ Department wise. **SAL shall be responsible for applying for the Budget approval every year.**

c) The above allocation may be changed by the competent authority depending on the number of applications received in a given semester and the availability of the fund.

d) Students attending cultural / sports or any events **within India are eligible to avail registration fee , accommodation and travel expenses limited to a maximum amount of ₹ 10,000/-** (Rupees Ten thousand only). Subject to maximum allowable limit of ₹ 10,000 per academic year, there is no limit on number of times this facility can be availed by a student.

Contd...



e) Students cultural / sports or any events or competitions **abroad are eligible to avail support for registration fee, accommodation and travel expenses limited to a maximum of ₹ 30,000/-** (Rupees Thirty Thousand only). **A student can avail this facility once in block of three academic years (2020-22 and so on).**

f) For Events/Competitions where students participate as a team, the team shall be eligible to avail registration fee and travel expenses limited to a maximum of ₹ 30,000/- (Rupees Thirty Thousand only) for events within India and 60,000/ (Rupees Sixty Thousand only) for events outside India. (Provided the event is prestigious and of national/international repute). A team can avail this facility once in two Academic Years.

g) During any particular academic year, a student can avail this facility either for events within India or for an event which involves traveling abroad; **availing it for both during same academic year is not allowed.**

## Submission of Claim & Reimbursement



In order to ensure early release of reimbursement of grant, the applicant should submit the following documents within 7 days after the event is over:

- a) A Statement of account giving full details of expenditure incurred on various items viz., travel, airport tax, registration fee, visa fee and DA.
- b) A utilization certificate in the prescribed format from the CAFO (NCU) for the total expenditure incurred on the visit.
- c) In case of foreign travel, conversion rate of the currency (country visited) into Indian currency be stated.
- d) Original cash memo/ receipt should be enclosed with the claim. Photocopy of the documents shall not be accepted.
- e) On return, along with the reimbursement claim, the student must submit a written report on the event and state how he/she has gained through his participation in the event.
- f) The amount due to the candidate shall be disbursed in one installment within 15 days of submission of relevant documents duly approved by the concerned authorities.

## Applicability and Authority for Modification



The SOP can be modified/amended at any time by the approving authority, i.e. Governing Body of the University. This SOP is applicable for academic year 2020-21.

# Annexure 12

## Agenda Points (2 of 2)

- 5) SOP for financial assistance students (*Chairman SAL*)
- 6) IPR Policy should be there to motivate the faculty for patents  
(*Ms. Unanza Gulzar*)
- 7) Introduction of Community Service as compulsory in curriculum of all programs (*Dr Vaishali Sahu*)
- 8) Actions taken based on UGC/ Haryana Govt (*Dy. Dean*)
- 9) Development of Institutional facility for e-content development by faculty members (*Mr. Deepak Satyarthi*)
- 10) Policy for incentives to teachers who receive state, national and international recognitions/awards (*HR*)
- 11) Plan for improving international admissions and exchange programme (*Chairman, International Relation Office*)



## **The Intellectual Property Rights Policy (IPR-POLICY) The NorthCap University**

### **Background**

- The Union Cabinet has approved the National Intellectual Property Rights (IPR) Policy on 12<sup>th</sup> May 2016 that shall lay the future roadmap for IPRs in India.
- Under this, Policy a Cell for IPR Promotion and Management (CIPAM) CIPAM, vide Order No. 12(09)/2016-IPR-III (Pt.-2) has been created to take forward the National IPR Policy and to enhance creativity, innovation, competitiveness and economic growth in India.
- In this background CIPAM has come up with certain guidelines for Universities.

## Preamble



- NCU also recognizes that certain intellectual properties can be developed as a result of the environment and the facilities provided so that a special **relationship** between the University and its staff and scholars/students can be created.
- Moreover, NCU wishes where appropriate to gain benefits from intellectual property so created by the faculty and students not only in monetary terms, but also in the form of **transmission of such knowledge** to the future generations.
- The NCU IP Policy is intended to encourage a healthy atmosphere conducive to research and development through a generous system of **rewards and incentives** for the creation and dissemination of original work.
- This IP Policy applies to **all NCU students and employees, regular or contractual and visitors as well.**

## Objectives



- i. To lay down a transparent and fair administrative system for the ownership, control and assignment of IPRs and sharing of the revenues resulting from the properties so created and held by the NCU;
- ii. Establish standards for determining the rights and obligations of the NCU, creator of intellectual property (for example inventions, developers, authors) and their sponsors with respect to inventions, discoveries and works created at the NCU;
- iii. Make the creator of IPR aware of the applicable laws and rules for ensuring their compliance.
- iv. Establish an IPR management policy and procedural guidelines for converting the knowledge generated in the NCU to wealth through IP commercialization. Also, to empower the NCU to make beneficial use of such developed IP for the maximum possible benefit of the creators, the NCU, and the Nation at large.

## Ownership of Intellectual Property Rights



- The NCU shall be the absolute owner of all IPs including inventions, software's, Designs and integrated circuits and specimens, created by creators because of the University research or by substantial use of University resources. Also, it is incumbent on every employee of NCU that if any invention is created during NCU employment by using **substantial resources of NCU** then same needs to be disclosed to NCU for protection. However, if the activities are carried out jointly with other institutions or agencies or under a sponsorship by an agency, in such case the ownership will be decided and agreed upon mutually.
- **Sponsored Research**

Intellectual Property Rights (IPR) of inventions arising out of **research projects** undertaken on behalf of the sponsoring agencies shall be taken jointly in the name of the University and sponsoring agencies; when the sponsoring agencies bear the cost of filing and maintaining of the IPR equally. If the sponsoring agencies are not forthcoming, the University at its discretion may file the application with absolute ownership.

## Administration and Management of IPR



IPR Cell along with other administrative agency of the NCU shall perform the activity of evaluating, protecting, marketing, licensing and managing the IP generated at the University.

The creators of the IP shall provide all the necessary information to the cell for the management of the IPR.

The cell will get it evaluated through the IPR Committee and also by co-opting the patent attorney/legal external experts whenever and wherever needed, before deciding to manage the IPR. An invention will be patented only if it has some commercial use, motivation and viability at some point of time in the future.

## IPR Registration, Financial Assistance and Renewal



- **Filing of application in India:** When any creator(s) wants to get an invention patented or transfer the same for commercial exploitation; he / she will be required to make an application for the purpose to the IPR Cell for evaluation and financial aid which has to be evaluated within the period of 10 days.
- However, if any creator(s) feels the need for immediate safeguarding of his/her interest an application regarding it must be forwarded to the IPR Cell and which needs to be evaluated within 3 days.
- In any case on evaluation, the IPR Cell shall forward the application to the Vice Chancellor of NCU for approval. On approval, the NCU **may** pay 25,000 INR on being applicant or co-applicant for Patent and other expenses must be borne by other stakeholders.

## Continue...



- In case of protection related to other IPR's like software's, Designs and integrated circuits and specimens, created by creators as a result of University research or by substantial use of University resources in which University claim ownership the university will borne expense. However, in case of **joint ownership** expenses will be equally borne.
- **Renewal of Patents**
- If it is a joint patent with a sponsoring agency, the patenting costs may be equally shared with that agency. If the patent has been commercially exploited within the first seven years, the University shall pay the half of the Patent Fees for the remaining period of the life of the patent.
- If the creator does not show interest in such renewals, the University can either continue the patent by paying the fees for its full term or withdraw application for the patent protection at its discretion.

## Revenue Sharing



The revenue generated from the Intellectual Property shall be distributed as follows:

- i. When University is the Creator, the income from economic use of intellectual property will be shared amongst the University and creator/s 60%: 40%.
- ii. When the individual researcher or a team of researchers is the Creator and has used University resources, the Revenue shall be shared amongst the individual researcher or team of researchers and the University 60%: 40%.
- iii. When the creation is the result of funded research, the income from economic use to be received from the Institution funding the research will be on revenue sharing basis at the level determined in the agreement assigning economic use of intellectual property to that institution when it is the economic user. In such cases the income shall be shared between the team of researchers and the University as 60%: 40%.
- iv. When a Company, Industry or Commercial Undertaking other than Funding Institution is the economic user, the income receivable from the economic user will be as provided in the licensing agreement with that Company, Industry or Commercial Undertaking. Such income will be shared as 60% and 40% between the Funding Agency and the University respectively. The University will distribute the income it so derives to itself, researcher/team of researchers.

## Continue...



- v. The shares as mentioned above shall be determined after deducting the direct expenses if any from the total income received by the University.
- vi. The creator(s) share would be declared annually, and disbursement will be made to the creator(s) or their legal heir, whether or not the creators are associated with the University at the time of disbursement.
- vii. Co-creators that is research team members of IP shall sign at the time of disclosure a Distribution of IP earnings agreement, which shall specify the percentage distribution of earnings from IP to each co-inventor. The co-owners of intellectual property may at any time by mutual consent revise the distribution of IP Earnings

## Responsibilities of the University



- i. To assign, at its discretion, the management including patenting/copyrighting, negotiating and assigning or licensing commercial use of such intellectual property in which it has stake/share to a specified agency created for this purpose under such terms as the University may consider reasonable or University may manage such intellectual property through IPR Cell.
- ii. To facilitate the transfer of such intellectual property for economic use and develop mechanisms within these statutes for the assignment and management of Intellectual Property.
- iii. To provide legal support as it deems necessary and desirable to defend and protect the interests of the University and the creators of the intellectual property against third party claims or unauthorized use.
- iv. To impart information to research sponsors as required by research and Licensing agreements, and applicable laws and regulations in a timely manner

## Responsibilities of the creator(s)



- i. To make an invention disclosure in a thorough and timely manner of all inventions, discoveries and other works that are patentable/copyrightable and in which University has stake/share as described in this Policy.
- ii. To provide such assistance as may be necessary throughout the assignment process to protect and affect transfer of the intellectual property.
- iii. To return all records and documents that are necessary for the protection of the intellectual property.
- iv. To abide by all commitments made in license, sponsored research and other agreements made in accordance this policy.
- v. To cooperate with the University with full responsibility in resolving all conflicts as may arise with respect to the IPs concerning to him/her and to make timely disclosure of such information which may hint towards any potential conflict relating to IP.
- vi. At the time of receiving financial assistance from NCU for protection of patent. An undertaking must be given that in case of termination or resignation of employment of NCU all the expenses related to patent has to bear as decided. In case of violation of same legal action can be taken against such an employee.

## Dispute Resolution



- In case of any conflict, grievance regarding ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR policy and interpretation of various clauses of IPR policy, any aggrieved person can appeal to the IPR Committee formed for the purpose to resolve the issue. In case the appellant is not satisfied with the decision of such a body, he/she can appeal to the Vice Chancellor of the NorthCap University whose decision shall be final.



# Annexure 13

## Agenda Points (2 of 2)

- 5) SOP for financial assistance students (*Chairman SAL*)
- 6) IPR Policy should be there to motivate the faculty for patents (*Ms. Unanza Gulzar*)
- 7) Introduction of Community Service as compulsory in curriculum of all programs (*Dr Vaishali Sahu*)
- 8) Actions taken based on UGC/ Haryana Govt (*Dy. Dean*)
- 9) Development of Institutional facility for e-content development by faculty members (*Mr. Deepak Satyarthi*)
- 10) Policy for incentives to teachers who receive state, national and international recognitions/awards (*HR*)
- 11) Plan for improving international admissions and exchange programme (*Chairman, International Relation Office*)



- Agenda item no. 7: Introduction of Community Service as compulsory in curriculum of all programs

## Community Service at NCU

- To ensure holistic development of students and also to achieve the objectives of socio-economic development in the country, Higher Educational Institutions (HEIs) are required to embed as compulsory, the active community engagement activities by students in all program curriculums. This is in line with the goals and spirit of “Guidelines on Fostering Social Responsibility & Community engagement in HEIs” issued by UGC, dated 16 Jan 2020 and also with NEP-2020.
- In this regard, a proposal for integrating and implementing Community Service in the Schemes of all Programs of the University with assigned Credits has been approved.
- A committee has been formed for its implementation.

## Responsibility of Committee



- a. Preparing an SOP including aspects of how the activities/ internships/ Projects would be conducted.
- b. Act as the Key Resource for providing community service opportunities to students.
- c. Assign 140 volunteer hours per student per year with additional credits for the same across all course schemes.
- d. All members of the committee shall be equally responsible and shall fully participate in all activities related to Community Service.
- e. Conducting awareness sessions for both faculty and students for conducting/ evaluating Community Service based activities.
- f. Preparing the Activity Tracking Schedule (Hour computation) and Evaluation Form.
- g. Uploading notification of events and highlighting student achievements on the University website on a regular basis.
- h. Starting more clubs for expanding social service activities.
- i. Any other activities related to promotion of Community service.

## Salient points of the SOP



- **Objective:** Community Service would be calculated through volunteer hours by all students of The NorthCap University. Integrating Community Service is applicable to all Programs across the University.
- 1. **All present/existing students have to contribute 140 Volunteer Hours per year serving the community.** Total 140 volunteer hours per student per year need to be completed through participation in various online and offline activities, projects undertaken and internships attended.
- 2. **Full Implementation in the Course Schemes across all Programs from the Academic Year 2020-2021.**
- 3. For earlier batches, the increase in Credits (depending on the Program) shall be counted in addition to the existing approved credits for all Course Schemes. **Credits shall be added proportionately in the existing Course Scheme, for all students admitted on and before the Academic Year 2019.**

## Clubs/Societies at NCU Engaging in Community Service



- Enactus NCU (NCU chapter of Enactus International)
- NSS NCU (Govt. of India Scheme)
- Yukti (NCU's own Initiative)
- Legal Aid Society (BCI requirement)
- Rotaract Club of NCU (NCU Wing of Rotaract International)
- IEEE Humanitarian Wing (NCU Chapter)
- 4-5 new clubs shall be proposed in order to engage more students constructively.

All students **must** become members of NCU Clubs involved in Community Service or any other professional society of NCU where such events can be conducted. Societies/clubs of NCU should collaborate with NGO's and other Organisations outside NCU to provide more opportunities.

## Awareness and Recruitment



Phases	Key task	Timeline (tentative)	Expected outcome
Status on scheme	Modified schemes for all programs after inclusion of additional credits after necessary approvals to Dean Office.	To be uploaded on website (25 <sup>th</sup> Nov 2020)	
Phase I	Awareness session for students - brief of the clubs working for community services to be shared.	25 <sup>th</sup> Nov 2020	Awareness of compulsory community services – significance, implementation and way forward.
Phase II	Recruitment form along with brief writeup of clubs to be sent through notices. Mentors to further guide students to enrol in at least one such club/society.	25-30 <sup>th</sup> Nov 2020	
Phase III	Detailed report along with the list of new enrolled students to be shared by respective clubs.	1st week of December 2020	

## Execution



Students could choose a few online/offline activities from the provided list or are free to choose more volunteering opportunities on their own.

Students can work individually or in a team.

Details of the activities chosen and the mode of conduct are to be shared with their respective Class Mentors during mentor-mentee meetings.

Students are required to fill the tracking form after completion of the activity and have to submit sufficient proofs and certificates to their respective mentor.

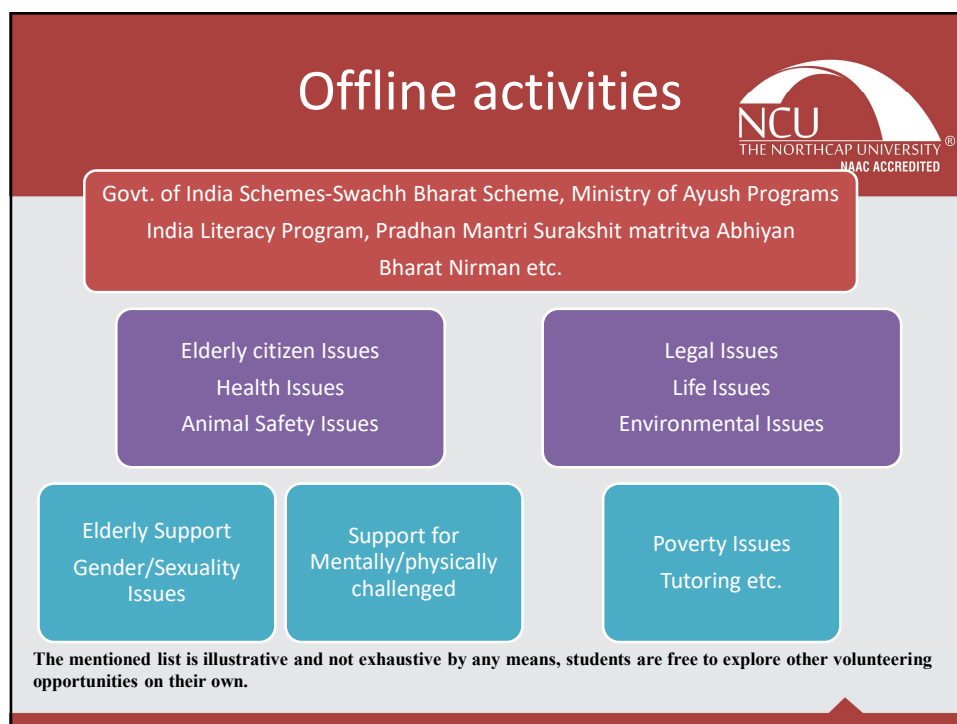
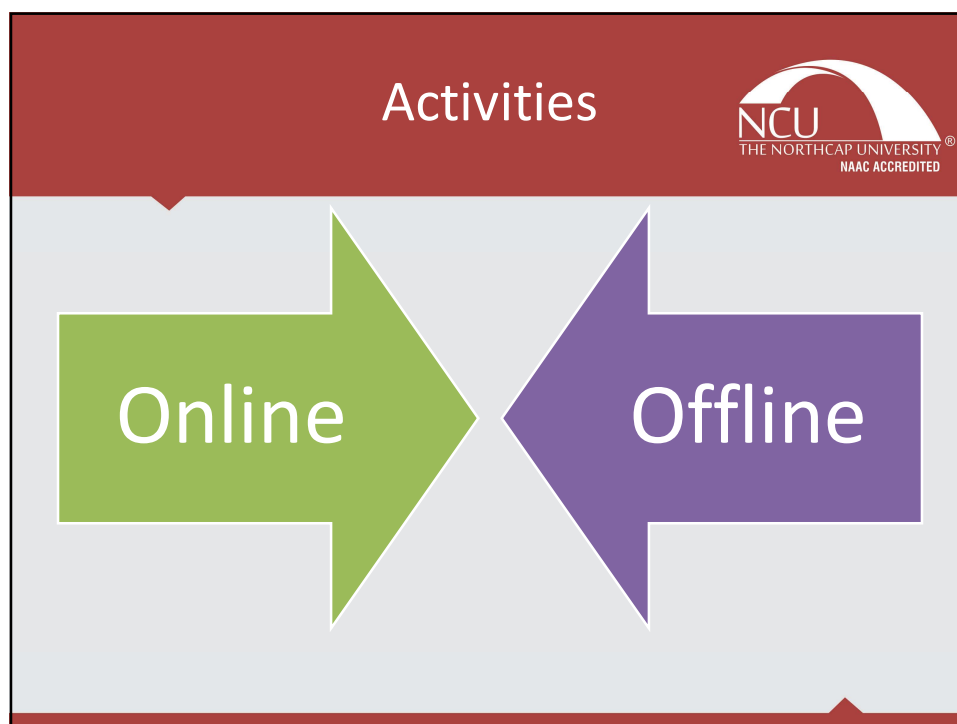
Evaluation shall be done at the end of the year by an expert committee by the Department which includes respective class mentors and other experienced faculty members. Details to be shared with Community Service Committee at the end of every semester.

## Tracking Form



NCU-FRM-		COMMUNITY SERVICE TRACKING FORM (TO BE SUBMITTED BY THE STUDENT TO THE MENTOR)		Review Date:	
				Sheet 1 of 1	
<b>STUDENT'S PARTICULARS (TO BE FILLED IN BY THE STUDENT)</b>					
NAME OF THE STUDENT					
PROGRAM					
SEMESTER/YEAR					
SIGNATURE AND DATE					
S.No.	Recipient(s) of Services	Description of Activity	Date	# of Hours	Signature
<b>ACTIVITY IN BRIEF</b> (A small report of minimum 100 words and 3-3 photographs)					
<b>TO BE FILLED BY THE MENTOR</b>					
<ul style="list-style-type: none"> <li>DATE OF RECEIPT OF SERVICE</li> <li>LIST OF PROOFS:</li> <li>REMARKS</li> <li>SIGN WITH DATE:</li> </ul>					

The mentors can track the same during mentor mentee meetings using the Volunteer Hours Tracking Form.



# Online activities



Create the good

Online Fundraising Campaigns

Using your skills for helping an organization engaged in social work like graphic designing, proofreading, answering queries, spreading awareness etc.

Online Outreach & Advocacy

Conducting Donor Research Activities

Knowledge dissemination in association with an NGO  
Webinars on socially relevant issues  
Covid-19 volunteering (online activities)

To explore virtual volunteering opportunities:

- i. <https://www.onlinevolunteering.org/en>
- ii. <https://www.volunteermatch.org/virtual-volunteering>
- iii. <https://www.careeraddict.com/online-volunteering-opportunities>
- iv. [https://doit.org/opportunities/search?working\\_from\\_home&sort=distance&order=asc&page1](https://doit.org/opportunities/search?working_from_home&sort=distance&order=asc&page1)

**Note: Considering the present COVID-19 pandemic situation, completion of voluntary hours for the community services through online mode has been encouraged.**

## YEAR WISE ALLOCATION OF CREDITS

Year	Programs	Proposed Engagement	Total Hours	Credit
I Year	All Programs (except BBA-LLB)	7 days mandatory Community Service Summer Internship (70 hours) 70 hours throughout the year	140	2
I Year	BBA-LLB	Winter + Summer Mandatory Internship on Community Service 30 days = 140 Hours	140	Part of approved Internship Credit
II Year	All Programs	Total 70 Hours throughout the year 7 days mandatory community service during the regular summer internship period (70 hours)	140	1 Part of summer internship credit
III Year	All Programs (except three years program)	Total 70 hours throughout the year 7 days mandatory community service during the regular summer internship period (70 hours)	140	1 Part of summer internship credit
III Year	BBA/BCOM/BA/BSc other three years Program	Total 140 hours throughout the year	140	2
IV Year	All Programs (except BBA-LLB/other five years program)	Total 140 hours throughout the year	140	2
IV Year	BBA-LLB/ other five years Program	Total 70 hours throughout the year 7 days mandatory community service during the regular summer internship period (70 hours)	140	1 Part of Summer internship credit
V year	BBA-LLB/ other five years Program	Total 140 hours throughout the year	140	2

## Additional Credits Per Program



S No	Programs	Credits
1	Three-year Programs	5 Credits
2	Four-year Programs	6 Credits
3	Five-year Program (BBA-LLB)	5 Credits

\* 140 hours is equivalent to 2 Credit

\*\*The first year BBA.LLB (Hons.) students are required to undertake a social service internship with an NGO. The internship duration is of 1 month approximately. For this internship, they are awarded 3 Credits at the end of first year through a due evaluation process. 140 Hours of SOL first year students shall be counted from this Internship.

\*\*\* Students of the existing higher batches shall complete seven days serving the community as a part of their Summer Internship. The 6-8 weeks of Internship period shall include one week of Mandatory Community Service. There shall be no increase in their Credits as a result. The Class Mentors shall share the details of the student engagement during this period with the Central Committee.

\*\*\*\*In final year, students have to complete hours throughout the year instead of internship period as in previous semesters.

## Committee work progress



- List of NGOs in nearby areas have been identified.
- Rough draft of MoU is framed.
- Google form for recruitment has been prepared.

# Annexure 14

## Agenda Points (2 of 2)

- 5) SOP for financial assistance students (*Chairman SAL*)
- 6) IPR Policy should be there to motivate the faculty for patents (*Ms. Unanza Gulzar*)
- 7) Introduction of Community Service as compulsory in curriculum of all programs (*Dr Vaishali Sahu*)
- 8) Actions taken based on UGC/ Haryana Govt (*Dy. Dean*)
- 9) Development of Institutional facility for e-content development by faculty members (*Mr. Deepak Satyarthi*)
- 10) Policy for incentives to teachers who receive state, national and international recognitions/awards (*HR*)
- 11) Plan for improving international admissions and exchange programme (*Chairman, International Relation Office*)



## **IQAC Meeting**

11 November, 2020

Dr. Rekha Vig  
Dy. Dean (Academics)

**Implementation of UGC and GoH guidelines during Lockdown**

## **Agenda Sub-points**

- Number of directives have been received from Haryana Govt./ UGC for conducting classes and examinations and declaration of results.
- Decisions taken and issues faced regarding online classes and online examinations.
- Corrective actions taken and way forward.

## Changes In Mode of Teaching / Evaluation Activities Due to Lockdown



- Switched to online teaching from 16th March
- Reasonable degree of success as evidenced from student feedback.
- Decided to conduct online Major tests for the final year students in the First / Second week of June 2020

## Change in Mode and Schedule of Student Industry Internships



Since Physical Internships were not recommended, students were given various options

- Practical Trainings/Workshops/Skill development trainings (Online as approved by Dept.)
- Project Work (as assigned by Dept., particularly for first year as applicable)
- MOOC courses (As approved by Dept.)
- Physical Internship (if possible)

All students successfully completed internships in one or more of the above mentioned mode

## Revised Academic Calendar (for the remaining part of semester) as per UGC guidelines dated 29th April 2020



- Last day of teaching moved ahead by a week to allow for extra teaching sessions
- No students detained as per guidelines from UGC
- Major tests of Final year postponed to first week of June and of intermediate year to be conducted as per the guidelines of UGC
- SRC window extended – June 10-30, 2020 in Online Mode

## Final Year Exams and Result



- As per UGC letter dated 29<sup>th</sup> April 2020 where option of conducting online exams was given to universities, NCU conducted Major tests for final year students from **June 4-11, 2020**, keeping in view their special interests particularly with regard to their placements, higher education and other career plans
- Some students had technical issues and their retests were conducted on **18 & 19 June, 2020**
- Result declared for final year students on June 20, 2020
- The examination of the students who opted for offline exams along with summer semester/Re-Major/CGPA improvement conducted from September 4-15, 2020

## Result of Intermediate Year Students



- As per the Govt. of Haryana notification dated 23 June 2020 all enrolled students of intermediate years in all programs were to be promoted to the next academic year.
- Result of these students (except Law students) prepared with 50% weightage of internal marks and 50% weightage of previous years exams results (CGPA)
- Since weightage of most of the courses in NCU have weightage of internals and major as 65%-35% or 55%-45%, formulae were been used to compute the total satisfying the above mandate from Govt. of Haryana.
- Reappear students also to be given marks on average basis of the previous examinations for promotion
- Result declared on July 4
- For School of Law as per BCI guidelines online/offline exams to be conducted when University reopens. Exams conducted from August 17-25, 2020. Result declared on August 31.

## Completion of exams - UGC Letter Dated 06 July 2020



- The universities are required to complete the examinations by the end of September, 2020 in offline (pen & paper)/ online/ blended (online + offline) mode following the prescribed protocols/ guidelines.
- ***All examinations were completed and results declared before the given deadlines***

## Starting of Odd Semester – July to Dec 2020



- As per UGC guidelines dated April 29.04.2020 Commencement of classes (online) for all programmes of SOET, SOM and SOL(Except first year)- **4 August 2020**
- Session for new (first year students) in online format started from **November 2, 2020** (As per Government of Haryana guidelines) though their online engagement classes with reduced hours started from October 5, 2020

## Physical Opening of University (UGC/GoH guidelines dated 3/11/2020)



- In phased manner from **Nov 17, 2020** as per UGC/GoH guidelines with the following instructions/precautions:
  - Student to attend groupwise as per the Time Table issued by the Departments / Schools.
  - Student attendance at University is not mandatory and is subject to parental consent.
  - A self-declaration form is required from the student duly countersigned by the parent
  - Online classes to be continued concurrently with physical classes.
  - In the class students to only sit in the place earmarked for them.
  - Wearing of masks mandatory in the University at all times including in class or doing any activity in groups, such as sitting in the canteen, working in labs or reading in the Library etc.

# Annexure 15

## Agenda Points (2 of 2)

- 5) SOP for financial assistance students (*Chairman SAL*)
- 6) IPR Policy should be there to motivate the faculty for patents (*Ms. Unanza Gulzar*)
- 7) Introduction of Community Service as compulsory in curriculum of all programs (*Dr Vaishali Sahu*)
- 8) Actions taken based on UGC/ Haryana Govt (*Dy. Dean*)
- 9) Development of Institutional facility for e-content development by faculty members (*Mr. Deepak Satyarthi*)
- 10) Policy for incentives to teachers who receive state, national and international recognitions/awards (*HR*)
- 11) Plan for improving international admissions and exchange programme (*Chairman, International Relation Office*)

## Policy for incentives to teachers who receive state, national and international recognitions/awards



### 1. Overview

Faculty and staff members play a valuable role in the University's success; therefore, the University is committed to recognizing and rewarding staff members who demonstrate creativity and provide exceptional contributions towards teaching, research, and carry out the vision and mission of the University. NCU shall provide incentives to those faculty members who receive state, national and international recognitions /awards. Recognition programs may be informal or formal, providing personal acknowledgment in a manner commensurate with their achievement.

## Policy for incentives to teachers who receive state, national and international recognitions/awards



### 2. ROLES AND RESPONSIBILITIES

#### 2.1. Pro Chancellor, Vice Chancellor, Deans, and Directors

Senior leadership plays a critical role in supporting the University's commitment to recognition programs, and therefore they shall review, approve, and monitor recognition programs for the faculty in their areas

#### 2.2. Head of the Department

HoDs are responsible for informally and formally recognizing exceptional contributions by faculty members, and implementing and managing recognition programs in their respective areas. Each HoD shall:

- consult with their faculty in the development and implementation of departmental recognition programs

## Policy for incentives to teachers who receive state, national and international recognitions/awards



- encourage faculty to participate and nominate coworkers and colleagues for various programs
- ensure faculty members selected for recognition receive appropriate public recognition for their accomplishments.

### 2.3. Faculty Members

Faculty members' involvement is essential for the development and success of such recognition programs. Staff members shall give total participation in various awards and programs both within and outside the University and increase their outreach at state/national and international level, in their respective areas

## Policy for incentives to teachers who receive state, national and international recognitions/awards



### 3.1. Informal Recognition

The University recognizes that informal recognition is an important aspect of recognition and encourages personal acknowledgment of individual accomplishments and contributions. Personal acknowledgments can take many forms such as notes, cards, email, formal memorandums, and certificates of appreciation. These can come directly from colleagues, Head of the Department, Deans or Directors, Vice Chancellor, Pro Chancellor and/ or the Governing Body.



## Policy for incentives to teachers who receive state, national and international recognitions/awards



### 3.2. Formal Recognition

Formal recognition programs are intended to recognize faculty members who demonstrate an extraordinary achievement at state/national and/or international level in one (1) or more of the following areas:

- extraordinary service to the University or community;
- exemplify University values in an exceptional manner;
- submit suggestions that result in innovative solutions to University-wide challenges;
- contribute substantially to significant team accomplishments.
- exhibits outstanding leadership qualities
- significant contribution to student success, directly or indirectly
- receiving state/national or international level awards or recognition in their field.

## Policy for incentives to teachers who receive state, national and international recognitions/awards



### 3.2.1. Incentives and Benefits

To ensure the appropriate use of University funds, consistency, and fairness this policy establishes guidelines for recognition programs that include awards. Recognition may be either non-monetary or monetary, must comply with University vision, and be commensurate with the achievement.

Recognition ceremonies can be designed to celebrate achievements and provide public recognition at a level commensurate with the achievements required to receive such awards. University-wide programs must be approved by the Governing Body and include, but are not limited to:

## Policy for incentives to teachers who receive state, national and international recognitions/awards



- 1) Felicitation, Certificate of Merit with Cash reward by the Pro Chancellor and /or Vice Chancellor on Teacher's Day/Engineers' Day/Founder's Day etc
- 2) Appropriate Weightage given in the Annual Faculty Appraisal Form
- 3) Featuring in the University Newsletter, website, social media and public display boards.
- 4) Other Non- monetary gifts such as:
  - memento, plaques, and trophies;
  - gift voucher;
  - lunches or dinners;
  - professional association memberships;
  - conference opportunities;
  - time off with pay



# Annexure 16

## Agenda Points (2 of 2)

- 5) SOP for financial assistance students (*Chairman SAL*)
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- 11) Plan for improving international admissions and exchange programme (*Chairman, International Relation Office*)

## IQAC Agenda 11: Internationalization



### **Agenda 11: Plan for improving international admissions and exchange programme (*Chairman, International Relation Office*)**

#### **International Relations Office (IRO):**

**We connect NCU and the world. The International Relations Office (IRO) brings together all the international activities at NCU. The aim of the office is to serve the international students, scholars, faculty as well as NCU students, scholars, faculty interning, studying and teaching abroad.**

### **The objective of the IRO office is to:**



- ❖ **Develop NCU students globally**
- ❖ **Facilitate international events and partnerships**
- ❖ **Admit and enroll international students**
- ❖ **Provide support and advice for consulate services**
- ❖ **Promoting study abroad activities at NCU**
- ❖ **Facilitate exchange of students and faculty cross-countries**
- ❖ **Support international teaching and learning through video conferencing and webinars**
- ❖ **Promote and organize cross-borders events and programs**

## An Orientation program



- An Orientation program on *Internationalization of Education* was conducted by International Relation Office (IRO) on 13-2-2020 for B.Tech 3rd year CSE students. The aim of conducting this program was to aware students about the importance of Internationalization of Education, IRO activities and different MoUs of NCU with foreign Universities

## Orientation cont.:



## Revitalization of existing MoU



- The MoU is to be Revitalized for expanding the scope of collaborative arrangement with new set ups i.e. IT University in this regards the email is written in Oct 2020.
- Michigan Tech-NCU (3+1+1) in the area of Computer Science and Civil Engineering. MoU Signed in 2016 and operational. The MoU is Revitalized for expanding the scope of collaborative arrangement in Oct 2020.

## Revitalization of existing MoU



- The University of Dayton, Ohio, USA
- Exchange of students and faculty members, research faculties, access to the university libraries
- Joint Research in the field of CSE,ECE
- MoU signed on May 15,2017 for a period of five years
- The MoU is Revitalized for expanding the scope of collaborative arrangement in Nov 2020.

### MoU with ATECA underway since Sep 2020:



- **Memorandum of Understanding between ATECA Hotel Academy Hub (AHAH) & the NorthCap University Gurugram. MoU for Representation in Uzbekistan, CIS & Middle East Countries.**
- **The IRO office also did the online meeting with academic consultant as below and they are ready to work for the admission process for the NCU and the process of MoU is also initialized.**
- **Amit Yadav**  
Director - Marketing & Digital Strategy  
Novza 10, District - Chilanar  
100043 Tashkent, Uzbekistan  
M + 971 55 230 1755  
[amit.yadav@atecaholding.com](mailto:amit.yadav@atecaholding.com)  
[www.atecaholding.com](http://www.atecaholding.com)

### ASU Since May 2020:



**The four research project from the NCU has been submitted to Arizona State University (ASU), USA in order to have the exchange at faculty and PhD research scholars' level.**

## EDCIL Ministry of Education:



- On line meeting with EDCIL:
- EDCIL India: [www.studyindia.gov.in](http://www.studyindia.gov.in)
- Contact person: Sandeep Goel (HoD)
- Executive Assistant: Anshul Gupta
- On 02.11.2020 along with NCU marketing cell

## EDCIL Ministry of Education



The screenshot displays the 'Study in India' website. At the top, there is a header with the 'STUDY IN INDIA' logo, contact information (TOLL FREE +91 9899-450-350, EMAIL US NOW help.studyinindia@gov.in), and the Ministry of Education Government of India logo. Below the header is a navigation bar with links: HOME, WHY INDIA, PLAN YOUR STUDIES, NICHE COURSES, SCHOLARSHIPS AND WAIVERS, PLAN YOUR STAY, IND-SAT, BLOGS, CONTACT, and ABOUT. The main content area is divided into three columns: 'Requirements' (listing Visa Regulations, FRRO, English Proficiency, and Eligibility Criteria and Qualification-SAT Score/ Highest Degree Score), 'Programmes & Universities' (listing List of Institutes/Universities-Discipline wise, Short-term/Niche Courses, and Grade Conversion Document), and 'Indian Higher Education' (listing About, Ranking, and Grade Conversion). A small image of a person using a laptop is visible on the right side of the main content area.



### **Pan-Asia University alliance Singapore:**



- **Pan-Asia University alliance Open-Loop learning and Talent platform partnership proposal, Singapore 05.11.2020.**
- **Online meeting fixed on 17 Nov 2020 from 2.00-2.30 PM @MS Team Business manager India**
- **Mr. Kamran Syed.**

### **Career Lifters:**



**Spot Admission Fair 2020 Kathmandu Nepal:**  
**25<sup>th</sup> November 2020, 1PM-7PM**  
**[www.careerlifters.in](http://www.careerlifters.in)**

**Mr. Ritik Sharma willing to provide 50 students from 25 non SAARC nations and SAARC nations in the MBA and MSc. Financial aspects need to be worked out.**

**Thanks for Attention**