From: Director-IQAC	To: All IQAC Members & Special Invitees
	CC: Hon'ble GB
28th Sept. 2019	

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

The twelfth meeting of the Internal Quality Assurance Cell (IQAC), was held on **9th 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) *She could not attend as she was on SCL for attending a workshop. Dr. Anjali Garg (Associate Prof., EECE) attended on her behalf.*	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 28th 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 30th 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 30th 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 30th 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 30th 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 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 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 15th Sept 2019
2) Efforts to engage Alumni should be intensified

Responsibility: Dy. Manager, HR to complete the process of registration by 30th 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 30th 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 many 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 30th 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 30th 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 15th 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 30th 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

Annexures

Annexure 1

Welcome to

12th IQAC meeting

9th Sept 2019

2:30 PM

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.	Dr. Sharda Vashisth (HOD EECE)	Member
8.	Dr. Kavita Khanna (HOD CSE & IT)	Member
9.	Dr Archanaa Dongre (Officiating HoD – CEE)	Member
10.	Dr. Ambika (HoD-APS)	Member
11.	Dr. Praveen Lohchab (Team Leader - SOL)	Member
12.	Prof Hemant C Trivedi (Officiating Dean-SOM)	Member
13.	Dr. Rekha Vig (Dy. Dean – Academics, UG)	Member
14.	Ms. Deepika Deswal (Dy. Manager HR)	Member
15.	Ms. Amanpreet Kaur (Chairman SAL)	Special Invitee
16.	Ms. Shivani Govil (Library In-charge)	Special Invitee
17.	Mr. Sumit Singla (Alumni – Btech CSE 2011 pass out)	Special Invitee
18.	Ms. Harshita Dubey (Alumni – Btech ECE 2018 pass out)	Special Invitee
19.	Virendra Pratap Singh (Student – BTech CSE 2017 entry batch)	Special invitee
20.	Rohit Bhola (Student – MBA 2018 entry batch)	Special Invitee
21.	Prof. Pramod Bhatia (HoD-Mechanical)	Director-IQAC

__Agenda Points__

1) **Confirmation of the minutes of previous meeting**
2) **Linking Student Projects with incubation activities** *(Dean Academics)*
3) **Integration of GP with Curriculum** *(Dean Academics)*
4) **Starting 'Coding Club' at NCU** *(Head CSE and EECE)*
5) **Issues faced by first year students** *(Dean Academics)*
6) **Observations/Relevant actions for Modular Courses** *(Dean Academics)*
7) **Feedback from stakeholders** *(Dean Academics and HR)*
8) **Future expansion of liberal education modules** *(Dean SOM)*
9) **Registration of Alumni Association and Alumni contribution** *(HR)*
10) **Rare books and library usage** *(Library In charge)*
11) **SOP for financial assistance to faculty members for conferences, workshops etc** *(Dr. Pramod Bhatia and Chairman SAL)*

Action taken on Previous minutes

1) Project based learning in curriculum
2) MOUs Update
3) MAGES Update - Up-skilling of faculty for to carry out teaching/training
4) NRIF Update –
    I. Steps to improve research and to increase research scholars.
    II. Steps taken to increase quality of publications
    III. Steps taken to improve placements in SOM and SOL
    IV. Steps taken to improve salary package for campus placement
5) Steps taken to improve the package of MBA students.
6) Liberal Studies Update
7) Parent Information System
8) Utilization of 'Markers Space' for CSE-EECE related activities
9) E-portfolio
10) More faculty should be on Editorial Board of Journals
11) Efforts to uplift slow learners and those who have failed in the major tests.
12) Faculty to for internships

Action taken on Previous minutes

1) Project based learning in curriculum

CSE	EECE	CIVIL	ME	APS	SOM	SOL
20 Courses	30+ Courses	7 Courses	20-30 Courses	13 Courses	6-10+ courses Per programme	Compulsory Moot Court in Every Course

2) MOUs Update

No. of current MOUs with Industry

CSE	EECE	CIVIL	ME	APS	SOM	SOL	Total
8	2	1 (+One, Michigan Tech)	3	-- (one in process)	-- (One with CIMA)	----	14

No. of current MOUs of more than 4+ year duration

CSE	EECE	CIVIL	ME	APS	SOM	SOL	Total
1	1	2	3	(one in process)	1	----	8

No. of current MOUs having scope beyond routine activities like placement, internship, student training or testing etc.

CSE	EECE	CIVIL	ME	APS	SOM	SOL	Total
1	2	2	2	One in process	1	--	8

Action taken on Previous minutes

3) MAGES Update - Up-skilling of faculty to carry out teaching/training

– **Three trainings were conducted**

– **28 faculty, 5 research scholars, 4 technical staff were trained**

4) Number of current Faculty members on editorial board of journals and steps taken for including the faculty in Editorial Board of Journals

CSE	EECE	CIVIL	ME	APS	SOM	SOL	Total
6	--	---	1	18	4	7	36

Action taken on Previous minutes

NCU
THE NORTHCAP UNIVERSITY ™
NAAC ACCREDITED

5. Steps to improve research, research scholars, quality of publications

- **Faculty commitments at the starting of Academic year**
- **Regular DRC meetings**
- **More members in SRC**
- **Promotion through social media and personal contacts**

Action taken on Previous minutes

6. Steps taken to improve placements in SOM and SOL

❑Career Counseling and Pre-Placement Interactions

❑A large no. of companies invited for campus placement at NCU, including MNCs as well as startups.

❑Placement for MBA has been 100% with maximum salary as INR 14 LPA and average as INR 7.0 LPA. There have been 3 students bagging international placements. 35 companies were invited for campus placement.

❑For SOL, placements have been 94%. Students have preferred to go for Litigation jobs with practicing lawyers, higher studies and preparation for Judiciary in addition to corporate jobs. Average salary has been INR 3.8 LPA.

❑Students are guided for Compulsory Summer & Winter Internship opportunities from SOL. Internships are converted in to placements in SOL.

Action taken on Previous minutes

7) Liberal Studies Update
   a) **Theory of Knowledge (SML160)**
   b) **Introduction to Society (SML162)**
   c) **Indian History and Constitution (SML163)**
   d) **General Proficiency in all the semesters (SMR101, SMR102, etc.)**
   e) **Introduction to Psychology (SML167)**
   f) **Introduction to Law (SML169)**
   g) **Fine Arts (SML171)**
8) Parent Information System
9) Utilization of 'Markers Space' for CSE-EECE related activities
• **Students from CSE and ECE departments make extensive use of tinkering lab. At the start of the semester, foot fall is low but in mid of Semester around 500 students get involved in making their projects**
10) E-portfolio

Action taken on Previous minutes

11) Efforts to uplift slow learners and those who have failed in the major tests.

CSE	EECE	CIVIL	ME	APS	SOM	SOL
6 Modules	4 Modules	Remedial Classes	4 modules	Remedial Classes 2 Modules	Remedial Classes	Extra-Classes
1) PTM, 2) Peer-tutor Scheme, 3) Extra-Classes, 4) Summer Semester, 5) Mentoring						

12) Faculty to go for internships/externships

CSE	EECE	CIVIL	ME	APS	SOM	SOL	Total
5	8	5	8	--	--	--	26

Agenda Points

1) **Confirmation of the minutes of previous meeting**
2) **Linking Student Projects with incubation activities** *(Dean Academics)*
3) **Integration of GP with Curriculum** *(Dean Academics)*
4) **Starting 'Coding Club' at NCU** *(Head CSE and EECE)*
5) **Issues faced by first year students** *(Dean Academics)*
6) **Observations/Relevant actions for Modular Courses** *(Dean Academics)*
7) **Feedback from stakeholders** *(Dean Academics and HR)*
8) **Future expansion of liberal education modules** *(Dean SOM)*
9) **Registration of Alumni Association and Alumni contribution** *(HR)*
10) **Rare books and library usage** *(Library In charge)*
11) **SOP for financial assistance to faculty members for conferences, workshops etc** *(Dr. Pramod Bhatia and Chairman SAL)*

Annexure 2

Agenda item no. 2: Linking Student Projects with incubation activities

Linking Student Projects with incubation activities

Salient points of SOP

1. **Objectives :** To encourage and support innovative projects and build up entrepreneurship and incubation expertise at NCU to align with requirements of NAAC , NIRF , Atal ranking etc.
2. **Process :** All programs in the University have a major project component in final year. **Link up these credits** with incubation activities.
3. Students to be made aware of and motivated to take up project work through **awareness sessions** conducted through University/ outside resources . These sessions to be conducted regularly from first year onwards. All depts may appoint dept Incubation coordinators to promote these activities . University level coordinator may also conduct 1-2 awareness sessions during the semester.
4. Students showing interest ,may be assigned guides/ mentors to identify / define projects. **FOCUSS approach** may be introduced. Projects may be developed with a potential for incubation/commercialization. Mentors from Alumni/ industry can be approached.
5. Faculty to facilitate / guiding projects and encourage students to avail of **VC innovation fund.**

Linking Student Projects with incubation activities

Salient points of SOP- contd.

6. Inter disciplinary teams to be encouraged as, such projects have better chance of **potential for commercialization.**
7. Students can present these projects for evaluation as a major project before final year , whenever it is ready through their guides. Dept committee may evaluate these projects for award of grades. However , the **credits shall be awarded in final year** a per scheme of studies.
8. Students can also present these projects in final year , if not ready earlier
9. The projects may be **supported by Incubation center** for possible incubation / commercialization. The support can be continued even after the students graduate out of NCU.
10. These projects should have **NCU affiliation.**

SOP to be finalized after IQAC inputs by 20th Sept. and presented for Academic Council Approval

Annexure 3

**Agenda item no. 3: Integration of GP
with Curriculum**

Integration of GP with Curriculum

1. General proficiency is an important component of enhancing employability of our student
2. one credit GP every semester / year is part of all UG programs to encourage students to participate in these activities
3. Present method of award of this credit
   Total marks = 100

   Aptitude tests &GD= 50 marks
   Sports   = 10
   Cultural   = 10
   Technical/Prof
   Societies   = 10
   Social Outreach   = 10
   Outstanding achievements = 10
   Genaral awareness & softskills= 15

Integration of GP with Curriculum

4. The students are evaluated at the end of each semester by a dept committee. The students record their semester achievements in a prescribed form.
5. The students present the credentials to the committee . The committee also checks the students general awareness & communication skills and awards marks/grades.

Proposed Improvements :
   The process shall be retained. However the following shall be included.

1. All students are required to create their e-portfolios. The mentors facilitate this activity.
2. The evaluation committee shall also draw the data from the e –portfolio of each student to check that all achievements recorded in the portal. This shall ensure seriousness by students towards development of e-portfolio

3

Integration of GP with Curriculum

3. The mentors shall also **identify the students strengths** and areas of improvements. The mentors shall facilitate development of these areas e.g music , drama , social service or any other and the same shall be evaluated every semester by the committee.
4. **Skill modules and Advanced Learners** modules can also be made part of GP
5. The **GP form shall be modified** to include the above and also suggestions from IQAC.

Guidelines for the integration of GP shall be prepared by 20th Sept.

Annexure 4

Programmers Club

Objective

- The programmers club was running effectively in CSE Dept. for the students of CSE
- Its an initiative to take students towards competitive programming at different levels.

  Students can
  - Test their coding ability and improve themselves.
  - Recognize potential for coding competitions at global level
  - Develop programming and team working skills

- The Club has now been extended to other Departments

Events in Last Semester (Jan-July 2019)

Following two events were conducted last semester

1. Quiz was organised on programming languages, C/C++, Java
2. Session was conducted on logic building so that students can understand the concepts of programming.

4

Club Coordinators

The Club has **now been extended to other depts of SOET**

- CSE Dept- Dr. Mehak Khurana
- ECE Dept- Dr. Vandana Khanna
- ME Dept- Dr. Vikas Sharma
- CV Dept- Mr. Shubham Bansal

Event Conducted -Current Semester - Code NCU

- The **CODE NCU competition** will comprise of three rounds on three different days in the month of August, September and October 2019.
- Kahoot.com Online portal

Round 1: General Computer Literacy (Qualifier Round)
- Organized on: 27th August 2019
- Number of students participated: 77
- Number of students qualified: 49
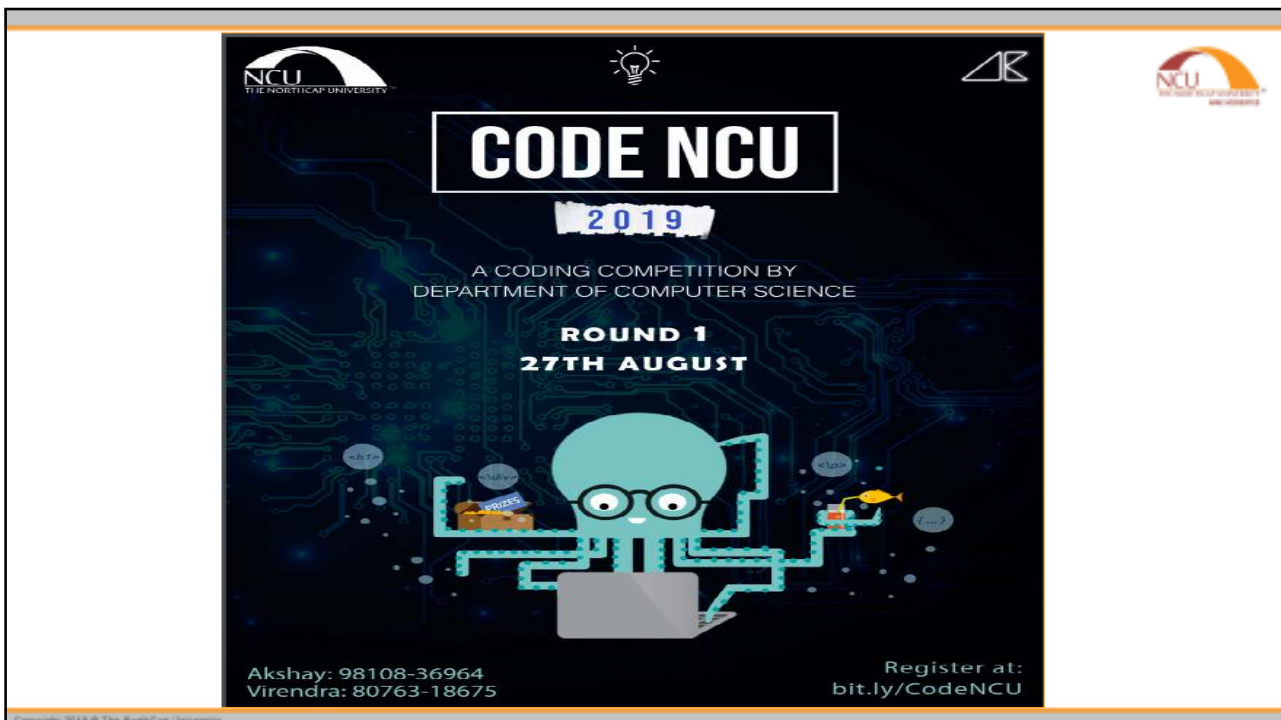
Upcoming Events (Code NCU-Round 2 and 3)

Round 2: Debugging (Elimination Round)
- languages: Python and java
- Planned on: 23rd September 2019

Round 3: Coding (Final Round)
- Planned on: 23rd October 2019
- programming language: C, C++, Java, Python

Tie-ups

To Increase the programming skills in students, we are also in process of discussing with various organizations for conducting different programming events

Organizations
• Coding Ninjas
• Coding Blocks

Coding Ninjas

• They are India's most loved Education-Tech company with keen focus on imparting tech education to college students in India.
• Industry Professionals – turned – Educators
• MOU in progress- with Coding Ninjas
• Will be conducting at least one monthly activity including
    • Workshops,
    • Online Coding Events,
    • Hackathons and
    • many more.
• All the events will be FREE for NCU Students.

• The events from coding Ninjas will be associated with this programmers club.

Tentative Plan of events

- September- Workshops
- October- Online Coding Events
- November- Hackathons
- December- Programming competition

THANKS

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Annexure 5

Agenda item no. 5: Issues faced by first year students in induction program

Orientation cum Induction Program-2109

1.Orientation program on 20th July , 2019 in 2 sessions

    1st Session : SOET students
    2nd Session : SOM + SOL students

This was followed by sessions in the respective Depts.

Students divided into groups of appx 25 each and put under charge of their faculty mentors on zeroth day i.e. 20th July in the depts.

Faculty mentors played a key role in induction program & continue the student development during the student's stay at NCU

2. Induction Program : 22nd July to 26th July , 2019

Induction Program- Objectives
Duration – 1 week (Mandatory)

1. • Make the students comfortable in their new environment

2. • Create bonding between batch as well as faculty and Students.

3. • Lectures by Eminent people to make students aware about country's heritage , values etc.

4. • Identify students strengths and areas of interest and improvements and facilitate their holistic development.

5. • Expose students to Creative arts, Sports , yoga etc.

6. • Visit to Local Areas & villages for Industry exposure and social work to sensitize towards society

Induction Program

Various planned components/modules of the one week induction program were as follows :

1. **Lecture Series by Eminent Persons (Auditorium)**
2. **Basic Computer Skills module**
3. **Basic Communication Skill module**
4. **Regular Interaction with Mentors**
5. **Aptitude Tests & Analysis**
6. **Extra & Co-curricular activities**
7. **Visits to villages for social work & industry**
8. **Introduction to Professional Societies & Clubs**
9. **E – portfolio initiation**

E- portfolio initiation

Student engagement 33 hrs/week. Detailed time table drawn up for each group of appx 25 students to participate in above activities , under charge of their mentors

Induction program- Overview

1. **Induction Program : 22nd July to 26th July , 2019**
2. **Total number of new students enrolled in the program = 853 (appx.)**
3. **Average attendance during the program = 84 % (appx.}**
4. **No. of students participating in feedback = 73% (appx)**

Overall feedback:

   Excellent : 39 %
   Very Good : 43%
   Good : 14 %
   Average : 4 %   Overall : 96 % good or above

Some student comments:
- **Interaction with mentors and university faculty (co-operative and friendly).**
- **Expert lectures in the auditorium were very interesting.**
- **Changed my point of view for the university in a positive way.**
- **Awesome, got to know about university better.**
- **Induction program was helpful and enjoyable**
   Overall students quite satisfied with the program

Suggestions for improvement -Students

- More time for sports. Fun and frolics should be more
- Interaction with senior students would be appreciated
- More tinkering lab slots could have been there instead of auditorium sessions
- The break timing should be changed for different batch.
- Indoor sports room/hall is not upto the mark. My school itself had 5 table tennis tables with air conditioned hall.
- I wanted more interaction with designing lab or the VR lab
- Better time management
- The sessions conducted by the experts should be made more interactive and interesting
- Also arrange periods of different sections together so that we can get to know people outside our section
- Open-Mic session for students to present their talent
- interaction with teaching faculty for first semester

Suggestions for improvement -Students

- Canteen space should be increased and NCC should be introduced.
- Working hours should be reduced. Lectures keeps getting rescheduled to different rooms.
- Senior Students' interaction was missing.
- Lunch time should be different for different groups so that students can be convenient
- The server and internet connectivity were an issue.
- While working on e-portfolio, somebody from technical side should be present.
- The time schedules for village visit were incoherent. One was bus plying on multiple routes.
- More time for interaction between different students of various schools
- One or two free periods for library
- There was an issue with computer labs. A number of computers were not working. And for those which were working, the students were not provided with an id and password to connect to the internet.
- A lot of shuffling between classrooms and visits to Tinkering Lab and Thought lab was tiring.

Mentors feedback

- Things were planned well with a very good objective to introduce new students in the university culture and system. This makes students know about the important university policies, culture and making them comfortable in the university.

- It was really a great experience for students as well as for us. These type of induction programs are necessary to make student aware about university policies and culture.

- The induction module is a very good initiative focused on familiarizing the newly admitted students to every part of the college be it the different clubs and societies, labs(tinkering lab or thought lab), sports and library etc. Also having interactive seminars on topics such as Entrepreneurship, Coding and simple Engineering has given the students an idea about their upcoming 4 years

Mentors feedback

- Students appreciated the concept of e-profiling to capture all the detailed information.
- They were very comfortable during the session with their seniors and alumni and look forward to more such sessions.
- The friendly approach of faculty members helped to create a feeling of belongingness amongst everyone.
- The Concept of Thought Lab is one of a kind and clearly shows the "Student Centric" of the University.
- Every faculty member welcomed the students well and gave their best during the induction week.
- Induction program helped new students to know the faculty and fellows in a very friendly atmosphere which made them used to the new surroundings very soon. Students mentioned that it helped them overcome their fear and become more confident in the new environment and adjust to the system. They also learnt about the facilities available at campus.

Mentors-Suggestions for improvements

- Visit to Village , the event can be planned in a more strategic manner.
- There were certain issues with allotment of CSE Labs for our students. The schedule showed a different number while the class was conducted on the other.
- Induction should start one week prior to commencement of classes.
- Timing till 4:30pm was too long.
- More activities that include peer to peer interaction and games between the new students will help them make new friends.
- An informal interaction can be held with their seniors in the faculties' guidance to cater to students doubts.

- The induction program should be one week before the commencement of the classes of the other students so that mentor can be with students all the time. Also this will reduce the rescheduling of classes of senior students.

Mentors-Suggestions for improvements

- Students can be given interaction with alumni/senior students.
- Small batches can be prepared for meaningful interaction.
- Technical person to be always there for e-portfolio, SPA registration and computer labs.
- The OTMS programme was not smooth as there were network glitches as a result of which the students could not submit their exams properly.
- Server connectivity could be improved
- Fun and Frolics should be more
- While doing DT, ERP, SPA, they faced slow internet issue and unavailability of labs, therefore time slots should be given accordingly, including all the schools.

HOD feedback-Suggestions

HoD Interacted with students in Café 10 basement . He found students extremely happy with the induction program. They found the induction program very well coordinated. Overall feedback is excellent.

Suggestions

- The classes of all students should be started after induction program, as it becomes difficult for faculty members to manage the classes with induction program.
- In the mentor session, instead of having a formal mentor session can have an informal mentor session, in canteen, cafeteria

- More interaction session should be given for mentors.

- During the regular classes, it became very difficult to manage the induction program when mentors were also busy with their other classes.
- Lots of problems faced due to time table clashes.

Summary & Plan of Action

The suggestions can be summarized as follows :

1. Time tabling , lab allocation related issues – (Action -Dy Dean (Acad))
2. Internet , server , OTMS issues- (Action- System Administrator)
3. Visit to Villages , sports , cultural programs (Action -Chairman – SAL)
4. Expansion of indoor sports:
   Sports in charge to monitor utilization and if necessary submit proposal to Infrastructure committee through Registrar – 2 weeks
5. Canteen space (Staggered time table) – Dy Dean (Academics)
6. Library period   - Dy Dean (Acad)
7. Interaction with seniors & Alumni   - All HODs
8. Inadequate mentors in CSE & SOM   - HODs to hire more regular faculty as per student ratios. (Jan 2020 onwards)
9. **Scheduling of Induction program before start of session**
   - **Admission may have to be closed earlier**
   - **Live University experience**
   - **Interaction with seniors**
   IQAC   may take a view on this

Plan of Action

An SOP for conduct of Induction Program has been prepared. The same shall be updated in light of recommendations of this committee by 16th Sept , 2019

Agenda item o.6:
Observations/Relevant actions for
Modular Courses

Observations/Relevant actions for Modular Courses

Points raised by students regarding modular courses in Student Class Committee Meeting held on 30 August 2019

1. Final year students have reported that the basics of CSE languages are not clear for the purpose of interviews. Students also felt that there is no motivation and incentives for hard work. Students have given suggestion to keep question papers difficult so that it does not become easy for students to score well and be eligible for placements.

2. CSE students, though expressed satisfaction , informed that because of Modular schemes, students are not getting time to get involved in extra- curricular or co- curricular activities as if they miss one lecture they are likely to miss very big portion of the syllabus and not able to catch up.

Modular teaching

4. ME students have raised the issue that studying in modular scheme is not effective as FOCP lectures are scheduled for 3 hrs a day where only a small portion is covered, whereas more number of labs should be given for practice. Faculty is also not well prepared for 3 hour delivery.

5. CV students raised points that getting involved for 100 hrs/ semester in studying FOCP is not fruitful for them, whereas Chemistry is an important subject for us and only 40 hrs are given to this in modular scheme. (HOD -Civil can take a call)

6. Students also raised the issue that modular scheme can be effective for practical oriented and not theoretical courses.

Modular teaching -Observations

Besides these there is earlier feedback from CSE students regarding Modular where similar issues like fast pace , faculty not fully prepared , no breaks between classes etc have been raised.

CSE dept has taken certain actions like :

- Increasing time span and limiting daily classes to 5 hours
- Introducing breaks in between longer lectures
- Mentoring / screening faculty for better commitment
- Proposal to replacing minor exams with class tests (subject to
  approvals) for selected subjects etc.

CSE Dept requested to give more details

THANK YOU

Annexure 6

**Observations/Relevant
actions for Modular Courses**

Highlights

- Objectives of modular teaching
- Scale of introduction and feedback/ experience so far
- Corrective actions planned/ introduced
- Way forward & action plan with timelines

Modular Teaching: Objectives

- Integration of theoretical and practical components.
- Student-initiated research to progress through the project as well as for their own learning.
- Continuous assessment for constant feedbacks and improvements.
- Problem based learning to develop good observational skills.
- Project work introduced in each course to evaluate the outcomes achieved.
- Industry Engagement during run of the course

Modular Teaching - Objective
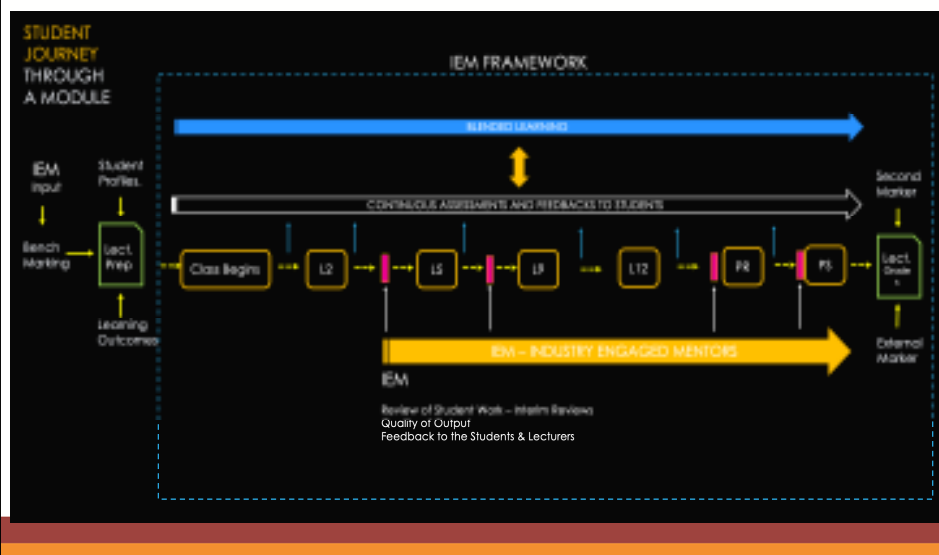
Implementation of Modular Teaching

- Implemented in Semester 1 and Semester 3 BTech All Specializations
- Course contents Pre-developed for all courses running in modular mode
- Faculty Up Skilling done on Specialization Courses
- Industry mentors associated in all specializations (Sem III) for project evaluations and feedbacks been taken from them
- Industry mentors have evaluated projects of Data Science and IOT students for 1 course each.
  - Programming for Data Science
  - Programming 1 - IOT

Feedback/ Experience - (Sem 1 & 3)

- Fast Pace
- Lack of time for Application
- Attendance loss for genuine leave
- Knowledge loss and unable to catchup due to leave
- Lots of assignments and homework
- Too many exams
- No time for extra curricular activities and socialization

- Exam scheduling and public holidays
- Continuous classes for 5 hrs
- Faculty competency in delivery
- Preparation information to be available to students before hand
- Syllabus completion pressure on faculty
- Modular is Thrust upon us

Improvements done/planned

- Spread the course from 7 weeks to 10 weeks
- 30 mins break after every 2 hrs of class.
- Weekly contact hrs have been reduced to 18-25 hrs per week. More hours would be required for self-practice.
- Examination have been planned with adequate preparation time.
- Minor examination has been replaced with continuous assessment at periodic basis.
- The idle time between classes is reduced.

- Weekly Mentor meeting is planned as part of the time-table.
- Time-table is prepared keeping public holidays in view
- Students can send their request and feedback to csefeedback@ncuindia.edu
- Clear communication done to students
- Mock run done for all courses to run
- Planning :Time-Table for Sem 1 & 2 to be spread across six months with modular teaching
- Planning (Sem4) core subjects to be spread across six months and specialization courses to run in slots

Proposed Time-Table 3.2

					Oct			Nov		
		Wk9	Wk10	Wk11	Wk12	Wk13	Wk14	Wk15	Wk16	Wk17	Wk18
		16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov	11-Nov	18-Nov
Data Science											
Software Engineering and Project Managemer	50	6	6	6	6	6	6	6	6	2	
Statistics and Probability	120	12	12	12	12	12	12	12	12	12	12
IOT and Cloud Computing											
Software Engineering and Project Managemer	50	6	6	6	6	6	6	6	6	2	
Progressive WebApps I	110	12	12	12	12	12	12	12	12	12	12
Cyber Security											
Secure Communication and Cryptography	100	12	12	12	12	12	12	12	12	4	
Secure Coding and Vulnerabilities	70	8	8	8	8	8	8	8	8	6	
Full Stack											
Software Engineering and Project Managemer	50	6	6	6	6	6	6	6	6	2	
Enterprise Web Applications	100	12	12	12	12	12	12	12	12	4	
Game Tech, AR&VR											
Game Design Essentials	60	20	20	20							
Programming for Games	100				16	16	16	16	16	16	4

Sample day by day Time-Table

		26-Sep	27-Sep	28-Sep	29-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct	7-Oct	8-Oct	9-Oct	10-Oct	11-Oct
Data Science		M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F
Software Engineering and Project Managemer	50		2	2	2	1			2	2	2		1			2	2		2	1					2	2	2
Statistics and Probability	120		3	3	3	3			1	3	3	3	3			1	3		3	3					3	3	3
IOT and Cloud Computing																											
Software Engineering and Project Managemer	50		2	2	2	1			2	2	2		1			2	2		2	1					2	2	2
Progressive WebApps I	110		3	3	3	3			1	3	3	3	3			1	3		3	3					3	3	3
Cyber Security																											
Secure Communication and Cryptography	100		3	3	3	3			1	3	3	3	3			1	3		3	3					3	3	3
Secure Coding and Vulnerabilities	70		2	2	2	1			2	2	2	2	1			2	2		2	1					2	2	2
Scripting Languages	40		3	3	3	3			1	3	3	3	3			1	3		3	3					3	3	3
Full Stack																											
Software Engineering and Project Managemer	50		2	2	2	1			2	2	2		1			2	2		2	1					2	2	2
Enterprise Web Applications	100		3	3	3	3			1	3	3	3	3			1	3		3	3					3	3	3
Game Tech, AR&VR																											
Game Design Essentials	60		4	4	4	4			4	4	4	4				4	4		4	4					4	4	
Programming for Games	100																										4

Sample Exam Schedule

Data Science		9-Nov	10-Nov	11-Nov	12-Nov	13-Nov	14-Nov	15-Nov	16-Nov	17-Nov	18-Nov	19-Nov	20-Nov	21-Nov	22-Nov	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov
		Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F	Sa	S	M	T	W	Th	F
Software Engineering and Project Management	50					2												Th				
Statistics and Probability	120					3	4	4			2	4	4	4	4					Th		Prj
IOT and Cloud Computing																						
Software Engineering and Project Management	50					2												Th				
Progressive WebApps I	110					3	3	3			1	3	3	3						Th		Prj
Cyber Security																						
Secure Communication and Cryptography	100					3	3	3			1							Th				Prj
Secure Coding and Vulnerabilities	70					2	2	2			2	1								Th		Prj
Scripting Languages	40					3	3	3			1	3	3	3						Th		Prj
Full Stack																						
Software Engineering and Project Management	50					2												Th				
Enterprise Web Applications	100					3	3	3			1									Th		Prj
Game Tech, AR&VR																						
Game Design Essentials	60																	Th				
Programming for Games	100					4	4	4			4	4	4	4						Th		Prj

Proposed BTech CSE Sem 3.2 (without specialization)

- It would be run in regular mode without modular teaching

without Specialization		Wk9	Wk10	Wk11	Wk12	Wk13	Wk14	Wk15	Wk16	Wk17	Wk18	Wk19
		16-Sep	23-Sep	30-Sep	7-Oct	14-Oct	21-Oct	28-Oct	4-Nov	11-Nov	18-Nov	25-Nov
DBMS	50					Common to all spl and taught in Sem 3.1						
Data Structures (using Java)	50					Common to all spl and taught in Sem 3.1						
Software Engineering and Project Management	50	5	5	5	5	5	5	5	5	5	5	25-Nov=Theory
FOCP III (Python)	100	13	13	13	13	13	13	13	13	4		27-Nov=Theory 29-Nov=Project
Open Elective 1 (Maths Elective)	60	6	6	6	6	6	6	6	6	6	6	26-Nov=Theory
Creative Writing	20	2	2	2	2	2	2	2	2	2	2	28-Nov=Theory

Credit for SEPM will be given for Cyber Security Specialisation in case of transfer to CSE.

Partial Credit for FOCP III will be given to DS and IOT Specialisation students in case of transfer to CSE. They need to submit the project assigned for the remaining credits

Recommendations

- Open B. Tech CSE (without specialization)

  (not required for sem 3 after improvement plan is discussed with students)
- Class by class specific presentation to explain the details and improvement based on the feedback (done)
- Student communication management – to be logged through email t csefeedback@ncuindia.edu.sg   (implemented)
- Faculty training/ mentored to be vigilant for quick action (in progres
- Faculty to be trained/ mentored for better communication skills (in progress)
- Close monitoring of class progress

Expectations from Students

- Focus
- Positive Attitude
- Hard Work
- Problem Solving Mindset
- Result Orientation
- Team-Work

THANK YOU

Examples of Some other Universities

- Singapore University of Management, Singapore
- Singapore University of Technology and Design, Singapore
- Digipen, USA
- National University of Singapore
- Full Sail University, Florida, USA

Annexure 7

Feedback from Stakeholders
(students, faculty, employers, alumni, parents)

- Students: Student Satisfaction Survey form as per NAAC

https://docs.google.com/forms/d/e/1FAIpQLScksPDo70y5fztTXsGUMH_m-k49xPCP31dhPfm6m9qjTXJmDg/viewform

  To be conducted by 15 Oct 19.

- Similarly, for other stakeholders(faculty, employers, alumni, parents) form needs to be prepared. No such form is available so far.

  To be made by 15 Oct 19.

Annexure 8

1

**IQAC Agenda # 8:
Future Expansion of
Liberal Education Modules**

2

Liberal Education: Philosophy and Scope

- India's rich heritage of cultural history with diversity of learning traditions and methodologies
- NEP 2019 Four Year Undergraduate Program
- Education's perspective of learning life values for Human Existence, its Evolution and Philosophy of life
- Need for deep disciplinary learning, critical thinking and analytical capabilities
- New job and entrepreneurial opportunities in serving humanity – the human mind, body and soul

3

Undergraduate Programs

- Programs of humanities and physical sciences with integration of disciplines and domains of knowledge
- Broad based learning modules with blended learning mechanisms providing for holistic individual development
- Flexible curriculum allowing for exploration and understanding self and environment

CORE Disciplines:

- Economics; History; Psychology; Philosophy; Languages….
- Physics; Chemistry; Biology; Mathematics; Logic ….

4

LIBERAL EDUCATION COURSES

- International Studies
- Critical Reasoning
- Academic Writing
- IT Literacy
- Literary and Cultural Studies
- Environmental Studies
- Public Policy
- Journalism and Media Studies
- Dance, Music and Theatre
- Development Studies
- Ethnography
- Earth Sciences

- Genetics
- Ecology System Studies
- Natural Resources and Deployment
- Introduction to Multicultural World Views
- Human Geography
- Geopolitics
- GIS and Mapping
- Exploring Google Earth
- Photography

5

DEADLINES/GANTT CHART

Particulars	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20
Faculty senstization and onboarding	■									
Proposal presentation to VC	■									
Presentation to GBs for guidance, enhancement and approval	■									
Development of Course Structure	■									
Proposal submission to Govt of Haryana	■									
Approval through BOS		■								
Approval through Academic Council			■							
Approval of Board of Management			■							
GBs Approval			■							
Curriculum Development & Designing			■	■	■	■	■			
Cross departmental meetings and Reassessments of curriculums								■		
Allocation of courses									■	
Faculty Hiring (FT/PT/VF)									■	
FDPs on implementation of LEP										■

Thank you!

7

Annexure 9

Registration of Alumni Association:

Requirement of Documents

- Copy of Resolution for the formation of Society
- Memorandum of Society
- Bye-law of the Society
- List of Members of the Society along with full address
- Land Proof/Rend Deed/NOC from the owner for registered office of the Society
- Adequate Land Proof of having legal competence and lawful control in case of religious/public place
- ` 2700/- Fees/charges to be paid to get the service

Progress so far

- Copy of Resolution for the formation of Society – Prepared
- Memorandum of Society – Prepared
- Bye-law of the Society – Prepared
- List of Members of the Society along with full address – Prepared
- Land Proof/Rend Deed/NOC from the owner for registered office of the Society – to be procured from RS Sharma's office
- Adequate Land Proof of having legal competence and lawful control in case of religious/public place – Not required
- ` 2700/- Fees/charges to be paid to get the service- From Accounts

All above to be completed by 15 Sep

Annexure 10

IQAC Meeting

9th September 2019

Agenda: Rare Books Availability

- LIRC is planning to include rare books and related knowledge resources in its collection.

- LIRC is going to send a requesting email to all of the members of NCU family like faculties, students, HoDs, Staff members, Alumni, Parents, GB, VC, PC, Registrar etc. to donate any kind of Rare books to Library.

- Also Library is planning to procure Rare books and recommendations are invited from faculties, HoDs, Staff , VC, PC Registrar for the Rare books in different academic areas.

- LIRC will also coordinate with vendors to fetch list of other available rare books and related material. This sample attached rare books list is shared by LIRC vendor.

Microsoft Excel
Worksheet

Agenda: Rare Books Availability..contd.

- This list shall be shared with all faculty members & HoDs for review and selection.

- Baselined and finalized rare books list will be shared for further approval by management authority.

- Post approval, procurement of books will be undertaken as per existing LIRC process.

- Library shall maintain a dedicated shelve for these rare books and related material and also promote library users for their usage.

- These rare books shall be available for in-library reading only and no issuance.

Agenda: Library Usage

- Library is actively used by students, faculties and staff for varied services.

- Currently we are monitoring the library user biometric data on daily basis and also filtering the unique users data.

- LIRC is planning to link biometric system with library entry gates to get more accurate data.

- We strive hard to maintain computers and other resources so that students and faculty can use the facility in an efficient way.

- We promote library e-resources usage among students and faculties.

- Few data samples are attached in next slides.

Agenda: Library Usage ...contd..

- Below is one table of library users biometric data for last eight months -

S. No.	Month	Working Days	Unique Users	Average Unique Users/day
1	January 2019	22 days	3006	136
2	February 2019	19 days	3700	195
3	March 2019	21 days	2496	119
4	April 2019	23 days	3593	156
5	May 2019	23 days	1875	81
6	July 2019	8 days*	1147	143
7	August 2019	19 days	4959	261

Commencement of classes started from 22nd July 2019

Agenda: Library Usage ...contd..

- Issuance data of library material is shown in below table:

S. No.	Month	Books Check-outs	Books Check-ins	Total Books Transactions
1	January 2019	3171	965	4136
2	February 2019	2699	2157	4856
3	March2019	1748	2573	4321
4	April 2019	2485	2235	4720
5	May 2019	842	3133	3975
6	June 2019	160	280	440
7	July 2019	2143	358	2501
8	August 2019	2622	1549	4171
Total	Jan To Aug	15870	13250	29120

Thank you!!

Annexure 11

Financial Assistance to Faculty members for attending conference, seminar, symposia, workshops, short term training programme

For events within India   (1 of 2)

Following are covered:

1) Conferences 2) Seminars 3) Symposia

4) Workshops 5) Short term training programs

Eligibility:

- Confirmed Faculty members

  (*Teachers on contract, on probation or visiting faculty members are not eligible)*

- Should have secured at least *'Satisfactory' rating in the last annual appraisal*.

Up to Rs. 10000/- Once in a year

For events within India   (2 of 2)

- The hosting 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).

- For papers presented in conferences, the conference proceedings should be indexed; preferably, the indexing should be of web of sciences or Scopus.

- Workshop/short term course (maximum one week duration) only travel expenses is provided

- The event should preferably be supported by any National/International body or Society of which the concerned faculty is an active member

For events outside India   (1 of 2)

Following are covered:
   1) Conferences 2) Seminars 3) Symposia
Eligibility:
- Confirmed Faculty members
   (*Teachers on contract, on probation or visiting faculty members are not eligible*)
- Should hold PhD degree
- Should have *completed 3 years of regular service in the university*
- Should have minimum two *'Good' appraisal ratings*.
Up to Rs. 30000/- Once in three year

For events outside India   (2 of 2)

- Conferences/seminars/symposia should preferably be supported by reputed international societies and/or the hosting institute should preferably have a place within top 500 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.
- No financial assistance will be provided to attend short term training programme/workshops held abroad
- The event should preferably be supported by any National/International body or Society of which the concerned faculty is an active member

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

- Chairman, Conference Financial Assistance Committee, SOET
- Head of the concerned Department - Member
- Dean, Academic – Member
- Dy. Dean, RDIL – Member

For Academic Year 2018-19

S.No.	Department/School	Budget	Utilized
1	Computer Science & Engineering	₹ 0.65 lakh	---
2	Electronics & Communication Engineering	₹ 0.30 lakh	0.17 lakh
3	APS	₹ 0.40 lakh	----
4	Mechanical Engineering	₹0.29 lakh	0.08 lakh
5	Civil Engineering	₹0.16 lakh	----
6	CLL	₹ 0.10 lakh	----
7	SOM	₹0.30 lakh	----
8	SOL	₹0.30 lakh	----
	Total	**₹ 2.5 lakh**	**0.25 lakh**

Proposed For Academic Year 2019-20

S.No.	Department/School	Regular Faculty	Budget
1	CSE & IT	35	₹ 1.8 lakh
2	EECE	14	₹ 0.7 lakh
3	APS	18	₹ 0.9 lakh
4	Mechanical Engineering	10	₹ 0.5 lakh
5	Civil Engineering	7	₹ 0.4 lakh
6	CLL	1	₹ 0.1 lakh
7	SOM	15	₹ 0.8 lakh
8	SOL	14	₹ 0.7 lakh
9	Psychology	1	₹ 0.1 lakh
	Total	115	**₹ 6 lakh**

For events within India   (1 of 2)

Following are covered:

1) Conferences 2) Seminars 3) Symposia

4) Workshops 5) Short term training programs**/courses 6) Certification through online courses (max. two courses???)**

Eligibility:

- ~~Confirmed Faculty members~~ **(Should have completed six months of service and should not be in notice period???)**

  (*Teachers on contract, on probation or visiting faculty members are not eligible*)

- ~~Should have secured at least *'Satisfactory' rating in the last annual appraisal.*~~ **Should not be in notice period???**

Up to Rs. 10000/- ~~Once in a year~~

5

For events within India   (2 of 2)

- The hosting 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).
- For papers presented in conferences, the conference proceedings should be indexed; **preferably, the indexing should be of web of sciences or Scopus.**
- Workshop/short term course ~~(maximum one week duration)~~ **only travel expenses is provided??**
- The event should preferably be supported by any National/International body or Society of which the concerned faculty is an active member

For events outside India   (1 of 2)

Following are covered:

1) Conferences 2) Seminars 3) Symposia **4) Workshops 5) Short term training programs/courses 6) Certification through online courses (max. two courses???)**

Eligibility:

- Confirmed Faculty members

   (*Teachers on contract, on probation or visiting faculty members are not eligible)*
- ~~Should hold PhD degree~~
- ~~Should have *completed 3 years of regular service in the university*~~
- Should have minimum ~~two~~ one *'Good' appraisal ratings*.

Up to Rs. 35000/40000 ~~30000~~/- Once in ~~three~~ two year

For events outside India   (2 of 2)

- ~~Conferences/seminars/symposia~~ **Event** should preferably be supported by reputed international societies and/or the hosting institute should preferably have a place within top 500 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**??
- ~~No financial assistance will be provided to attend short term training programme/workshops held abroad~~ **Workshop/short term course** ~~(maximum one week duration)~~ **only travel expenses is provided??**
- The event should preferably be supported by any National/International body or Society of which the concerned faculty is an active member

THANKS

Issues

- If student goes for the same, the no such support in this head.
- Few faculty members participate.

Annexure 12

Eligibility criteria for seeking financial assistance

- For events organized within India, the student should have secured at least 6.5 CGPA and the hosting 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 international travel, the student should have secured at least 8.5 CGPA and also should be an active member in extracurricular and co-curricular events at NCU .

- International conferences /workshops /seminars /symposia/ competitions should preferably be supported by reputed international societies and/or the hosting institute should preferably have a place within top 500 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

- As per the year's budget, a specified financial amount will be made available to all the schools (SOET/SOM/SOL) at the beginning of the academic year (July).

- Application (with a cover letter) in a prescribed format should, directly, be submitted to Chairman, Financial Assistance Committee, after receiving prior approval from HoD. Incomplete application form shall not be considered for the financial support.

Quantum of financial assistance

- Students attending conference/ symposia/ seminar /workshops /competitions within India are eligible to avail registration fee and travel expenses limited to a maximum amount of ₹ 8,000/- (Rupees Eight thousand only).

- Students attending conference/ symposia/ seminar workshops/ competitions abroad are eligible to avail support for registration fee and travel expenses limited to a maximum of ₹ 30,000/- (Rupees Thirty Thousand only).

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 Statement of account giving full details of expenditure incurred on various items viz., travel, airport tax, registration fee, visa fee and DA.

- A utilization certificate in the prescribed format from the CAFO (NCU) for the total expenditure incurred on the visit.

- In case of foreign travel, conversion rate of the currency (country visited) into Indian currency be stated.

- Original cash memo/ receipt should be enclosed with the claim. No photocopy will be allowed to be submitted.

- 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.

- 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.