



**Minutes
of
1st IQAC Meeting**

Date: 19.06.2017

Time: 2:30 p.m

Venue: Mini Conference Room

Admin Block

Minutes for the 1st meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **19th June, 2017 at 2:30 p.m** onwards.

The following members remained present:-

1.	Dr. P. Prakash, Vice Chancellor	:	Chairperson
2.	Prof. I.K.Sharma, Dean (Academic Affairs)	:	Member
3.	Mr. N. Senthil Kumar, Director (Admissions & Administration	:	Member
4.	Mr. Manoj M. Kutty, Dy. Director (International relations)-	:	Member
5.	Prof. R.B. Dubey, Professor (EEE)	:	Member
6.	Dr. Ajay Sharma, Associate Prof. & HOD (CSE)	:	Member
7.	Dr. Arpana Vibhuti, Associate Professor	:	Member
8.	Dr. Kavita Singh, Assistant Prof., Coordinator, Management	:	Member
9.	Dr. Pawan Kumar, Assistant Prof. & HOD(ECE	:	Member
10.	Mr. N.K. Sharma, Assistant Prof.& HOD (ME)	:	Member
11.	Mrs. Deepsikha, Assistant Prof. & HOD (Law)	:	Member
12.	Dr. Kannan S., Librarian	:	Member
13.	Mr. Parmod Sharma, Assistant Manager (HR)	:	Member
14.	Ms. Anusha, Student of CSE III rd Year	:	Member
15.	Mr. Utsav Preet, Alumni - Member	:	Member
16.	Prof. (Dr.)Manish Bhalla, Registrar	:	Member
16.	Mr. P. Harish Kumar, Assistant. Professor, (ECE)	:	IQAC Coordinator, Member Secretary

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:-

- Item 1: To approve the recommendation of the Department level Committee to start new programmes from the academic session 2017-18.

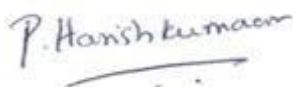
**Recom
mended
and**

Reso. 1: The committee considered the suggestions in detail looking into the trends of technology advancement in the domain of Sciences, Engineering and Technology to Academic Council.

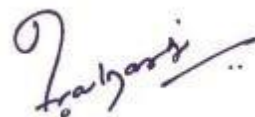
Resolved to recommend to introduce the following programmes from the academic session 2017-18.

1. B.Tech CSE with Cloud Computing and mobile Based Application in association with IBM.
2. B.Tech CSE with Big Data Analytics
3. M.Sc Chemistry
4. M.Sc Mathematics

The meeting ended with vote of thanks to the chair.



Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary



Dr. P. Prakash
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
2nd IQAC Meeting**

Date: 09.01.2018

Time: 2:00 p.m

Venue: Mini Conférence Room

Admin Block

Minutes for the 2nd meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **9th January, 2018 at 2:00 p.m** onwards.

The following members remained present:-

- | | | | |
|-----|--|---|--|
| 1. | Dr. P. Prakash, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Mr. N. Senthil Kumar, Director (Admissions & Administration) | : | Member |
| 5. | Mr. Manoj M. Kutty, Dy. Director (International relations)- | : | Member |
| 6. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 7. | Dr. Ajay Sharma, Associate Prof. & HOD (CSE) | : | Member |
| 8. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 9. | Dr. Kavita Singh, Assistant Prof., Coordinator, Management | : | Member |
| 10. | Dr. Pawan Kumar, Assistant Prof. & HOD(ECE | : | Member |
| 11. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 12. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 13. | Dr. Kannan S., Librarian | : | Member |
| 14. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 15. | Ms. Anusha, Student of CSE III rd Year | : | Member |
| 16. | Mr. Utsav Preet, Alumni - Member | : | Member |
| 17. | Mr. P. Harish Kumar, Assistant. Professor, (ECE) | : | IQAC
Coordinator,
Member Secretary |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:-

Item 1: To confirm the minutes of the 1st IQAC meeting held on 19.06.2017

Reso. 1: The members discussed the minutes of meeting of 1st IQAC and approval was sanctioned.

Noted

Item 2: To confirm the Action Taken Report (ATR) of the 1st meeting of IQAC held on 19.06.2017

Reso. 2: Resolved to approve the ATR of 1st IQAC held on 19.06.2017.

Noted

Item 3: To consider the action plan for the academic year 2017-18

Reso. 3: The matter was discussed at length. The following points were resolved:

1. To modify and automate the examination process.
The committee suggested to the Controller of Examination (COE) to prepare an action plan and accordingly take appropriate steps to improve the assessment mechanism/components based on the guidelines of U.G.C.

The committee has considered the academic calendar and planner prepared by the constituted committee. The committee recommended to the Academic Council to approve the academic calendar and planner.

Recommended and forwarded for approval to Academic Council

Item 4: To consider and recommend the draft proposal of Gender Sensitization Policy

Reso. 4: The committee considered the draft proposal on Gender Sensitization and accepted that Gender Sensitization policy needs to be adopted as per the guidelines of U.G.C. The internal committee of the University needs to regularly conduct training workshops to sensitize staff and students on Gender Sensitivity.

Resolved to recommend the Gender Sensitization and its action plan prepared by the Internal Committee for further implementation.

Recommended and forwarded for approval to Board of Management

Item 5: To inform the members regarding workshops/seminars conducted by the Department of Electrical and Electronics Engineering (EEE) and Computer Science Engineering (CSE)

Reso. 5: Members took note of the following workshops:
1. Skill Development Programme on Power Plan Familiarization and Simulator at NPTI, Faridabad.

Noted

2. Digital India Programme.

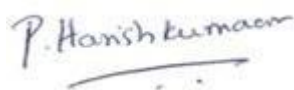
Item 6: To discuss and recommend students grievance redressal mechanism in order to resolve academic, non-academic, and general grievances.

The matter was discussed at length. It was concluded by the members that the following grievance redressal mechanism would be adopted:

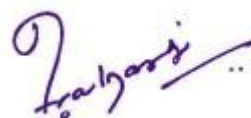
S. No	Related Issues	Committee
1	Admission	Admission grievance Committee
2	Teaching-learning and internal assessment	Respective Class In charge and HODs
3	Examination	Examination grievance Committee
Non-academic Issues		
1	General Discipline	University Disciplinary Committee
2	Discrimination	Anti-Discrimination Committee
3	Infrastructure	Director Administration
4	Sexual Harassment	Internal Committee
5	Ragging	Anti-ragging Committee
Hostel		
1	Boys Hostel	Disciplinary Committee for Boys Hostel
2	Girls Hostel	Disciplinary Committee for Boys Hostel
3	General grievances	Students' Grievance redressal Committee

Recommended and forwarded for approval to Board of Management

The meeting ended with vote of thanks to the chair.



Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary



Dr. P. Prakash
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
3rd IQAC Meeting**

Date: 12.06.2018

Time: 11:00 a.m

Venue: Mini Conférence Room

Admin Block

Minutes for the 3rd meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **12th June, 2018 at 11:00 a.m** onwards.

The following members remained present:-

- | | | | |
|-----|--|---|--|
| 1. | Dr. P. Prakash, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Mr. N. Senthil Kumar, Director (Admissions & Administration) | : | Member |
| 5. | Mr. Manoj M. Kutty, Dy. Director (International relations)- | : | Member |
| 6. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 7. | Dr. Ajay Sharma, Associate Prof. & HOD (CSE) | : | Member |
| 8. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 9. | Dr. Kavita Singh, Assistant Prof., Coordinator, Management | : | Member |
| 10. | Dr. Pawan Kumar, Assistant Prof. & HOD(ECE | : | Member |
| 11. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 12. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 13. | Dr. Kannan S., Librarian | : | Member |
| 14. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 15. | Ms. Anusha, Student of CSE III Year | : | Member |
| 16. | Mr. Utsav Preet, Alumni - Member | : | Member |
| 17. | Mr. P. Harish Kumar, Assistant Professor, (ECE) | : | IQAC
Coordinator,
Member Secretary |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:-

Item 1:	To confirm the minutes of the 2nd IQAC meeting held on 09.01.2018	Noted
Reso. 1:	The members discussed the minutes of 2 nd meeting of IQAC and approval was sanctioned.	
Item 2:	To confirm the Action Taken Report (ATR) of the 2nd meeting of IQAC held on 09.01.2018	Noted
Reso. 2:	Resolved to approve the ATR of 2 nd IQAC held on 09.01.2018.	
Item 3:	To note about the action taken on the collaborative initiatives planned for the academic year 2017-18.	Noted
Reso. 3:	<p>IQAC informed the members about the joint collaborative activities for the academic development of students</p> <ol style="list-style-type: none">1. IBM SPSS Modeler by IBM India Pvt Ltd.2. IBM Planning Analytic-TM13. IBM Infosphere BigInsight4. IBM DB25. IBM Watson6. IBM Cognos7. IBM RAD8. Eclipse9. IBM Rational Software Architect10. IBM Rational Rose11. IBM Security AppScan12. IBM Rational Application Developer13. IBM Bluemix	
Item 4:	To discuss and recommend the implementation of Curriculum Feedback Mechanism Policy.	
Reso. 4:	<p>The matter was discussed at length. It was resolved that the structured feedback on curriculum and general feedback to be operational for the following stakeholders:</p> <ol style="list-style-type: none">1. Students2. Faculty3. Employer4. Alumni5. Parents <p>It was further resolved that the respective departments shall explore the possibility of maintaining a database of feedback from alumni and parents. The IQAC Coordinator would follow it up and coordinate with the</p>	

Recommended and forwarded for
approval to Board of
Management

concerned departments on implementation of curriculum feedback mechanism policy. Moreover, a separate portal would be created for alumni and employer to explore the possibility of receiving feedback on curriculum

Item 5: To note the specialized programme to be introduced from academic year 2018-19 across various Departments.

Reso. 5: The IQAC Coordinator informed the members about the various programmes planned to be introduced from the academic year 2018-19.

1. B.Tech Computer Science and Engineering with specialization in Data Science and Artificial Intelligence.
2. B.Sc Honours in Chemistry
3. Bachelors of Computer Application
4. B.A. English
5. M.Sc. Biotechnology
6. M.Sc. Microbiology
7. M.A. English

Noted

Item 6: To recommend the draft Research and Development Policy to Academic Council

Reso. 6: The matter was discussed at length. Recommend for approval to the Academic Council about the Research and Development Policy.

Recommended and
forwarded for approval
to Board of
Management

Item 7: To discuss the matter about the possibility to explore International Collaboration with the foreign universities.

Reso. 7: It was suggested that the possibility of International Collaboration with foreign universities is to be explored further with the scope of student exchange, collaborative research, faculty exchange etc.

Noted

Item 8: To inform about the suggestions received from the Alumni Representative regarding creation of digital platform for Alumni interaction.

Reso. 8: The Honorable Vice Chancellor appreciated the idea and requested the IQAC Coordinator to explore the possibility of creation of suitable digital platform for Alumni for interaction.

Noted

Item 9: To note the quality initiative measures taken by the IQAC for the academic year 2017-18.

Reso. 9: A brief presentation was given by the IQAC Coordinator about the progress on various quality measures undertaken by the IQAC. The members appreciated the efforts.

Further, it was resolved to focus on improving the student teacher ratio existing in the University. The HR department to take appropriate action for faculty recruitment.

HR Department

Item 10: To inform the members regarding the conduct of performance appraisal for all teaching and non-teaching employees.

Reso. 10: The Honorable Vice Chancellor informed the members about the process initiated by the HR Department for the academic year.

The teaching and non-teaching staff are informed about the performance appraisal for the academic year 2017-18.

The recommendations of the appraisal committee for revision is submitted to the competent authority.

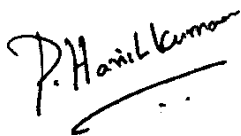
Noted

Item 11: To inform the members regarding the activities conducted by the Directorate of Physical Education and Sports.

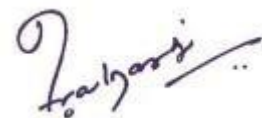
Reso. 11: The Honorable Vice-Chancellor appreciated the activities undertaken for all the sports, fitness, and wellness events. The members advised to initiate more number of events and necessary infrastructural support from the concerned department

Noted

The meeting ended with vote of thanks to the chair.



Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary



Dr. P. Prakash
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
4th IQAC Meeting**

Date: 24.09.2018

Time: 11:00 a.m

Venue: Mini Conférence Room

Admin Block

Minutes for the 4th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **24th September, 2018 at 11:00 a.m.** onwards.

The following members remained present:-

- | | | | |
|-----|--|---|--|
| 1. | Dr. P. Prakash, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Mr. N. Senthil Kumar, Director (Admissions & Administration) | : | Member |
| 5. | Mr. Manoj M. Kutty, Dy. Director (International relations)- | : | Member |
| 6. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 7. | Dr. Ajay Sharma, Associate Prof. & HOD (CSE) | : | Member |
| 8. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 9. | Dr. Kavita Singh, Assistant Prof., Coordinator, Management | : | Member |
| 10. | Dr. Pawan Kumar, Assistant Prof. & HOD(ECE | : | Member |
| 11. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 12. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 13. | Dr. Kannan S., Librarian | : | Member |
| 14. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 15. | Ms. Anusha, Student of CSE III rd Year | : | Member |
| 16. | Mr. Utsav Preet, Alumni - Member | : | Member |
| 17. | Mr. P. Harish Kumar, Assistant. Professor, (ECE) | : | IQAC
Coordinator,
Member Secretary |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted: -

Item 1: To confirm the minutes of the 3rd IQAC meeting held on 12.06.2018

Reso. 1: The members discussed the minutes of 3rd meeting of IQAC and approval was sanctioned.

Noted

Item 2: To confirm the Action Taken Report (ATR) of the 3rd meeting of IQAC held on 12.06.2018

Reso. 2: Resolved to approve the ATR of 3rd IQAC meeting held on 12.06.2018.

Noted

Item 3: To inform the members regarding various workshops/seminars conducted by the various departments.

Reso. 3: The Honorable Vice-Chancellor appreciated the efforts taken by the departments to conduct various workshops/seminars on Intellectual Property Rights (IPR)/Skill Development:-

S.No	Name of workshops/Seminars	Date of Conduction
1.	Machine Learning with Python	24/08/2018
2.	Workshop on Digital Marketing	28-29/08/2018
3	Presentation on Robotics Automation and Design	7/09/2018

Noted

Item 4: To inform the members about the result analysis conducted by the examination Department for the academic year 2017-18.

Reso. 4: The Honorable Vice-Chancellor appreciated the performance of the students.

Noted

Item 5: To recommend and approve the Examination Automation System manual presented by the Controller of Examination (COE).

Reso. 5: A brief presentation was given by the COE on various new initiatives taken to integrate IT automation into the examination system. The following new initiatives are undertaken on automation of examination division:

1. CGPA secured list
2. Complete list of degrees
3. Certificates serial number

Recommended to
Academic Council

4. Reissue of grade cards
5. Admit Card number generation
6. List of detained students
7. NOC processing through ERP
8. Academic promotion
9. Exam timetable automation

The members took note of the initiatives.

Item 6: To discuss the various initiatives taken by Training and Placement Cell (TnP) to provide extra classes for competitive examination like UGC NET, JRF, SLET, GATE, CAT, CLAT.

Reso. 6: The matter was discussed and the IQAC Coordinator briefed the members on the initiatives of providing remedial classes for competitive exams to the students. Further, the Honorable Vice-Chancellor suggested to continue this initiative of guiding students for competitive examinations.

Noted

Item 7: To inform the members about the report of the placement of outgoing students during the academic year 2017-18.

Reso. 7: The placement officer gave a brief presentation about the number of companies visiting the campus for recruitment process for the students of various departments. The Honorable Vice-Chancellor took a note of this and suggested more initiatives to strengthen the placement drives.

Noted

Item 8: To recommend and approve the policy document of Sports infrastructure creation and utilization.

Reso. 8: The matter was discussed at length and recommended for approval.

Recommended
and forwarded
for approval to
R&M

Item 9: To inform the members about the curriculum feedback analysis report prepared by the IQAC Coordinator for the academic year 2017-18.

Noted

Reso. 9: A brief presentation was delivered by the IQAC Coordinator on the curriculum feedback analysis, taking into consideration the following stakeholders:

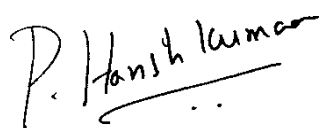
1. Students
2. Faculty
3. Alumni
4. Employers
5. Parents

The action taken report was also presented. Resolved to approve and recommend the action taken report on Curriculum feedback analysis for the academic year 2017-18.

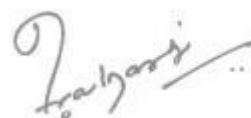
Item 10 **Addition of compulsory new course in Ph.D Course work**

Reso 11: The IQAC Coordinator informed that a compulsory new course on Research and Publication Ethics (RPE) for 2 credits would be included in the PhD pre-registration course work from next academic year (2019-20) as per the UGC guidelines.

The meeting ended with vote of thanks to the chair.



Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary



Dr P.Prakash
Vice Chancellor
Chairperson, IQAC



**Minutes
of
5th IQAC Meeting**

Date: 28.02.2019

Time: 11:30 a.m

Venue: Mini Conférence Room

Admin Block

Minutes for the 5th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **28th February, 2019 at 11:30 a.m** onwards.

The following members remained present:-

- | | | | |
|-----|--|---|--|
| 1. | Dr. P. Prakash, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Mr. N. Senthil Kumar, Director (Admissions & Administration) | : | Member |
| 5. | Mr. Manoj M. Kutty, Dy. Director (International relations)- | : | Member |
| 6. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 7. | Dr. Ajay Sharma, Associate Prof. & HOD (CSE) | : | Member |
| 8. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 9. | Dr. Kavita Singh, Assistant Prof., Coordinator, Management | : | Member |
| 10. | Dr. Pawan Kumar, Assistant Prof. & HOD(ECE | : | Member |
| 11. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 12. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 13. | Dr. Kannan S., Librarian | : | Member |
| 14. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 15. | Ms. Anusha, Student of CSE III rd Year | : | Member |
| 16. | Mr. Utsav Preet, Alumni - Member | : | Member |
| 17. | Mr. P. Harish Kumar, Assistant. Professor, (ECE) | : | IQAC
Coordinator,
Member Secretary |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted: -

Item 1: To confirm the minutes of the 4th IQAC meeting held on 24.09.2018

Reso. 1: The members discussed the minutes of 4th meeting of IQAC and approval was sanctioned.

Noted

Item 2: To confirm the Action Taken Report (ATR) of the 4th meeting of IQAC held on 24.09.2018

Reso. 2: Resolved to approve the ATR of 4rd IQAC meeting held on 24.09.2018.

Noted

Item 3: To discuss the proposal for quality academic delivery initiatives to be adopted by the University for the academic year 2018-19.

Reso. 3: The matter was discussed at length. The IQAC Coordinator gave a brief presentation on quality academic delivery initiatives. The following points were discussed:

1. **Curriculum Revision Initiative:** The Honourable Vice Chancellor requested the members to follow a planned, purposeful, and systematic process to enrich the curriculum as per the ideals of Industry 4.0. The following measures are suggested to improve the curriculum.

Resolved to approve the following: -

A) Departments are requested to organize curriculum review workshops.

B) Departmental faculty members will review the existing curriculum and suggest for the changes.

C) Changes are to be brought on contemporary issues.

D) In order to evaluate teaching-learning practices adopted across the University an academic delivery monitoring, evaluation, follow-up performance is to be adopted across all departments.

2. **Teaching-Learning Process:** The honourable Vice Chancellor suggested the following initiatives in order to enhance teaching-learning outcomes, in line with Outcome Based Education (OBE)

a) Each Programme should have well-defined Programme Learning Objectives

b) Each course should have clear course objectives and course learning outcomes which should align with Programme Learning Outcomes

Noted

- c) The learning outcomes should be measured with the help of course learning outcome attainment. The departmental HoDs should measure the Programme learning outcome attainment of each programme. The syllabus of each course is to be revised based on the learning goals and traits.

Resolved to approve the quality academic delivery initiatives adopted by the University.

Item 4: To inform the members regarding the seminars/workshops conducted by the various Departments for faculty and students.

Reso. 4: The IQAC Coordinator informed the members to conduct more number of seminars/workshops in order to enhance quality initiatives.

Item 5: To discuss about the recruitment of faculty members at the level of Professor.

Reso. 5: The members discussed the requirements for senior faculty members on board to enhance teaching-learning and research activities and further to act as a mentor for the junior faculties. The Vice-Chancellor mentioned that there are certain difficulties to recruit faculty members on few specialized domains.

Resolved to recommend the requirement for recruitment of faculty members at senior level and resolved that the HR Department would take necessary action.

Item 6: To discuss the engagement of alumni at various level of the University.

Reso. 6: The Honorable Vice-Chancellor briefed the members about the need to enhance various engagements/activities and meetings with the alumni.

Further it was informed that the University has planned to established a separate alumni association to engage alumni at various levels.

Resolved to approve the initiative of establishing a separate alumni association at the University level shall be carried forward.

Noted

Forwarded to the HR Department

Forwarded to Director
Administration and Outreach

Item 7: To discuss the proposal presented by the Coordinator IQAC about the quality enhancement measures for the faculty members.

Reso. 7: Coordinator IQAC briefed the members about the action plan on quality enhancement measures to be adopted for the faculty members.

The matter was discussed at length and resolved that focused approach shall be adopted in order to attract quality faculty members.

The following measures are to be taken.

1. More funding on research is to be given as seed money to the faculty members as initial research grant.
2. Faculty members to be given monetary incentives for funded projects, filling patents, research publications.
3. Faculty members should be given financial support to attend conferences, seminars, workshops for academic excellence.

It is further resolved that Director Research is required to take necessary actions for appropriate implementation.

Item 8: To inform the members about the collaborative initiative taken by the University during the academic year 2018-19.

Reso. 8: The members were informed about the collaborative initiative taken by the University during the academic year 2018-19 and duly noted by the members.

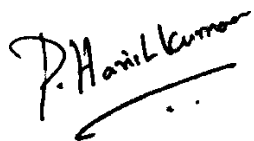
List of Collaborative MoUs:-

1. Kafrelsheikh University of Egypt
2. Institute of Business and multimedia asmi of India, Indonesia
3. Sekolah Tinggi Ilmu Ekonomi Bangkinang of Indonesia
4. Universitas Boroburdur of Indonesia
5. Universitas Islam Syekh-Yusuf of Indonesia
6. University of Oxford Future Cities Network , Oxford, UK

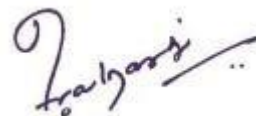
Forwarded to Director Research

Noted

The meeting ended with vote of thanks to the chair.

A handwritten signature in black ink, reading "P. Harish Kumar". The signature is written in a cursive style with a long horizontal stroke at the end.

Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary

A handwritten signature in black ink, reading "Dr. P. Prakash". The signature is written in a cursive style with a long horizontal stroke at the end.

Dr. P. Prakash
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
6th IQAC Meeting**

Date: 27.05.2019

Time: 11:00 a.m

Venue: Mini Conférence Room

Admin Block

Minutes for the 6th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **27th May, 2019 at 11:00 a.m** onwards.

The following members remained present:-

- | | | | |
|-----|--|---|--|
| 1. | Dr. P. Prakash, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Mr. N. Senthil Kumar, Director (Admissions & Administration) | : | Member |
| 5. | Mr. Manoj M. Kutty, Dy. Director (International relations)- | : | Member |
| 6. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 7. | Dr. Ajay Sharma, Associate Prof. & HOD (CSE) | : | Member |
| 8. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 9. | Dr. Kavita Singh, Associate Prof., Coordinator, Management | : | Member |
| 10. | Dr. Pawan Kumar, Associate Prof.(ECE) | : | Member |
| 11. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 12. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 13. | Dr. Kannan S., Librarian | : | Member |
| 14. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 15. | Ms. Anusha, Student of CSE III rd Year | : | Member |
| 16. | Mr. Utsav Preet, Alumni - Member | : | Member |
| 17. | Mr. P. Harish Kumar, Assistant. Professor, (ECE) | : | IQAC
Coordinator,
Member Secretary |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:-

Item 1: To confirm the minutes of the 5th IQAC meeting held on 28.02.2019

Reso. 1: The members discussed the minutes of 5th meeting of IQAC and approval was sanctioned.

Noted

Item 2: To confirm the Action Taken Report (ATR) of the 5th meeting of IQAC held on 28.02.2019

Reso. 2: Resolved to approve the ATR of 5th IQAC meeting held on 28.02.2019.

Noted

Item 3: To discuss the proposal presented by the research coordinator in order to encourage and motivate faculty members to undertake research funding from national/international/government/non-government funding agencies.

Reso. 3: The matter was discussed at length. The members suggested the initiatives to be adopted in order to encourage young and dynamic faculty members to undertake major research project funding through external agencies.

Noted

The Honorable Vice-Chancellor requested the research coordinator to circulate call for proposal for various disciplines among the faculty members.

Item 4: To discuss the initiatives taken by various departments to enhance inter-disciplinary research.

Reso. 4: The matter was discussed at length and further, the Honorable Vice-Chancellor informed the members about the need for enhancing multi-disciplinary research in the present context of the industry.

Noted

It was further resolved to set up a research advisory board to frame guidelines in order to promote interdisciplinary research.

Item 5: To discuss the proposal prepared by the IQAC Coordinator.

Reso. 5: The IQAC Coordinator presented a plan of action for the academic year 2019-20 which included:

1. The quality of Ph.D. thesis to be improved by including external member in the research committee.

2. The academic audit should be conducted by the respective HODs headed by concerned Deans.

3. The relevant observation on academic delivery should be brought to the notice of the IQAC Coordinator of the University.

Noted

4. It was further resolved that the department level IQAC meeting to be conducted on fortnightly basis.
5. The brief report on academic delivery will be presented on departmental level IQAC meeting.
6. Furthermore, the faculty level academic audit will be carried out by the respective deans of faculty.
7. The IQAC Coordinator of the University will present the status of quality academic delivery audit report on monthly basis.

Item 6: To discuss and recommend the code of conduct policy for teaching and non-teaching staff of the University.

Reso. 6: The Honorable Vice-Chancellor appreciated the draft committee regarding the policy document.

Every faculty member should see that there is no incompatibility between his/her precepts and practice.

The profession further requires that the teacher should be calm, patient, and communicative by temperament and amicable in disposition.

Resolved that the information regarding the policy to be recommended for approval.

Recommended and forwarded for approval to Board of Management

Item 7: To discuss the proposal regarding the establishment of the SRM-Siemens Centre of Excellence(SSCOE).

Reso. 7: Coordinator IQAC informed the members about the proposal received from the Siemens Industry Software (India) Pvt Ltd for establishment of Centre of Excellence.

The proposed Centre of excellence will have the following laboratories in the first phase:

1. Product Digitalization-Design Lab
2. Process Digitalization-Product planning lab
3. Bio-Tech specialized lab
4. Simulation and Analysis lab
5. CNC Controller lab

Noted

Further, a committee to be constituted to examine the proposal in detail.

The committee should submit the report to the Dean Academic Affairs for further implementation.

Item 8: To inform the members about the new programmes to be introduced from academic session 2019-20.

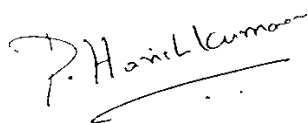
Noted

Reso. 8: The IQAC coordinator informed the members about the new programmes to be introduced from the next academic session.

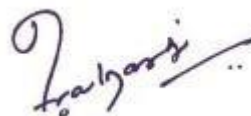
The following programmes are proposed to be introduced:

1. B.Tech Computer Science and Engineering with Specialization in Devops in association with Xebia
2. M.Tech Computer Science and Engineering
3. M.Tech Microelectronics
4. B.Sc Hotel management and Catering Technology
5. BBA with specialization in Business Analytics in association with IBM
6. B. Com Honours
7. M.Com
8. B.Sc Honours in Physics
9. B.Sc Honours in Mathematics
10. B. A Honours in Economics
11. B.A Honours in Political Science
12. M.Sc Physics
13. Ph.D in Computer Science

The meeting ended with vote of thanks to the chair.



Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary



Dr. P. Prakash
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
7th IQAC Meeting**

Date: 28.10.2019

Time: 11:00 a.m

Venue: Mini Conférence Room

Admin Block

Minutes for the 7th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **28th October, 2019 at 11:00 a.m** onwards.

The following members remained present:-

- | | | | |
|-----|--|---|--|
| 1. | Dr. P. Prakash, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Mr. N. Senthil Kumar, Director (Admissions & Administration) | : | Member |
| 5. | Mr. Manoj M. Kutty, Dy. Director (International relations)- | : | Member |
| 6. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 7. | Dr. Ajay Sharma, Associate Prof. & HOD (CSE) | : | Member |
| 8. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 9. | Dr. Kavita Singh, Associate Prof., Coordinator, Management | : | Member |
| 10. | Dr. Pawan Kumar, Associate Prof. & HOD(ECE | : | Member |
| 11. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 12. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 13. | Dr. Kannan S., Librarian | : | Member |
| 14. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 15. | Mr. Nikhil Kadiyan, BA.LL.B. | : | Member |
| 16. | Mr. Kusum Sharma, B.Tech.-CSE | : | Member |
| 17. | Mr. P. Harish Kumar, Assistant. Professor, (ECE) | : | IQAC
Coordinator,
Member Secretary |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:-

Item 1:	To confirm the minutes of the 6th IQAC meeting held on 27.05.2019	Noted
Reso. 1:	The members discussed the 6 th minutes of meeting of IQAC and approval was sanctioned.	
Item 2:	To confirm the Action Taken Report (ATR) of the 6th meeting of IQAC held on 27.05.2019	Noted
Reso. 2:	Resolved to approve the ATR of 6 th IQAC meeting held on 27.05.2019.	
Item 3:	To discuss the various quality initiatives taken by the University.	Noted
Reso. 3:	The IQAC Coordinator presented the quality initiatives undertaken by the University. <ol style="list-style-type: none"> 1. Departments will improvise on academic audit practices as per the MEFP proforma and report the matter to respective Dean of faculty. 2. Every department should focus on 'outcome-based education' framework and course learning outcome (CLOs) and programme learning outcome (PLOs) should be reported to the respective departmental level IQAC meeting. 3. Every department should organise guest lectures by inviting faculty members from institutions of repute/international faculty as per the availability. 4. Student should be given life-projects in order to have hands-on experience. Faculty and students should be motivated to take up "SWAYAM" and NPTL courses <p>Stakeholder feedback system to be made online. Faculty members should publish research papers in Scopus, Web of Science/SCI journals.</p>	
Item 4:	To recommend and approve policy on e-governance in order to ensure academic and administrative processes are standardized.	
Reso. 4:	The proposal was discussed at length and Honorable Vice-Chancellor informed about the purpose of this policy to all members in order to ensure the academic and administrative processes are standardized, conveniently available and user-friendly. <p>Further, it was informed that all faculty and staff members are encouraged to use digital mediums for paperless and cost-effective administration including effective time management, transparency, and accountability.</p>	

**Recommended and
forwarded for approval to
Board of Management**

Item 5: To recommend and approve the mission of IQAC.

Reso. 5: The IQAC Coordinator presented the brief information about the IQAC and its functioning.

Resolved to approve the proposed vision and mission of IQAC

Mission: Preferred destination for innovation and interdisciplinary teaching and research, learning new pedagogy, to impart quality academic research and professional excellence in all domains and thus transforming young minds into competent professionals with good human values.

Noted

Item 6: To recommend and approve draft policy on infrastructure, maintenance, and management.

Reso. 6: The Coordinator IQAC presented the brief details of the draft policy on infrastructure and maintenance to ensure record of all infrastructure including equipment, books, software, hardware, and all other items. A Standard Operating Procedure (SOP) is prepared which covers the following:

1. Record of infrastructure
2. Physical verification
3. Phasing out of obsolete items, upkeep, and maintenance.

The draft policy on infrastructure maintenance and management is recommended for approval to the Academic Council.

Recommended and forwarded for approval to Board of Management

Item 7: To discuss proposed best practices to be adopted across the University.

Reso. 7: The matter was discussed at length and Honorable Vice-Chancellor suggested a committee should be constituted in order to highlight best practices adopted across various departments.

The committee should submit a report about the various best practices followed across various programmes.

Item 8: To inform the members about the various workshops, seminars conducted by the Department.

Reso. 8: The IQAC Coordinator presented the details of the workshop, seminar conducted by the various departments.

The Honorable Vice-Chancellor appreciated the efforts taken by the departments.

1. Arduino Phase -I training

Noted

2. One-Day workshop on invent, innovate and inspire essence of modern-day Physics
 3. Faculty Development programme on Data Analytics using R Studio
- Capacity building OER and MOOCS in the tertiary education

Item 9: To consider and recommend the draft policy on Funds Management and Investment

Reso. 9: The matter was discussed at length. Resolved to recommend the draft policy on Funds Management and Investment for approval.

Item: 10 To inform the members about the curriculum feedback analysis report prepared by the IQAC Coordinator for the academic year 2018-19.

Reso.10 The IQAC Coordinator presented the feedback analysis report, action taken plan on the feedback received from the various stakeholders like students, faculty, alumni, employees, and parents. The matter was discussed at length and it was resolved to recommend the action taken report on Curriculum Feedback Analysis for the academic year 2018-19.

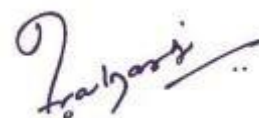
Forwarded for approval
to the BoM

Noted

The meeting ended with vote of thanks to the chair.



Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary



Dr. P. Prakash
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
8th IQAC Meeting**

Date: 10.02.2020

Time: 11:30 a.m

Venue: Mini Conférence Room

Minutes for the 8th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on 10th **February, 2020 at 11:30 a.m** onwards.

The following members remained present:-

- | | | | |
|-----|--|---|--|
| 1. | Dr. P. Prakash, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Dr. Pankaj Sharma, Director (Admissions & Administration) | : | Member |
| 5. | Mr. Manoj M. Kutty, Director (International relations)- | : | Member |
| 6. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 7. | Dr. Ajay Sharma, Associate Prof. & HOD (CSE) | : | Member |
| 8. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 9. | Dr. Kavita Singh, Associate Prof., Coordinator, Management | : | Member |
| 10. | Dr. Pawan Kumar, Associate Prof. & HOD(ECE | : | Member |
| 11. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 12. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 13. | Dr. Kannan S., Librarian | : | Member |
| 14. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 15. | Mr. Nikhil Kadiyan, BA.LL.B. | : | Member |
| 16. | Mr. Kusum Sharma, B.Tech.-CSE | : | Member |
| 17. | Mr. P. Harish Kumar, Assistant. Professor, (ECE) | : | IQAC
Coordinator,
Member Secretary |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:-

Item 1:	To confirm the minutes of the 7th IQAC meeting held on 28.10.2019	Noted
Reso. 1:	The members discussed the minutes of 7 th meeting of IQAC and approval was sanctioned.	
Item 2:	To confirm the Action Taken Report (ATR) of the 7th meeting of IQAC held on 28.10.2019	Noted
Reso. 2:	Resolved to approve the ATR of 7 th IQAC meeting held on 28.10.2019.	
Item 3:	To discuss about the usage and wide publicity of e-resources available for students and faculty.	Forwarded to Director IT for appropriate action
Reso. 3:	The IQAC coordinator presented the available e-resources at the University library, in addition, it was informed to the members that Learning Management System (LMS) support is also extended to the faculty and students. The Honorable Vice Chancellor suggested that faculty members should upload the digital content of the lecture notes to the LMS portal for internal circulation among students.	
Item 4:	To discuss about the facility creating Infrastructure for e-content development for the faculty members.	Forwarded to Director IT for appropriate action
Reso. 4:	The Honorable Vice-Chancellor suggested the creation of facilities for the e-content development which will be useful to all students through LMS. Accordingly, it was suggested to procure lecture capturing system (LCS) through ITKM department. The Director IT was requested to initiate the process.	
Item 5:	Discussion on submission of Event Activity Report	Forwarded to all HoDs
Reso. 5:	The IQAC Coordinator informed the members about the requirement of activity report of various events conducted in the department like FDP, Conferences, Research publications, patents, research grants/projects, consultancies, workshops, seminars, guest lectures, clubs and students' council activities. The record of activities is to be submitted to the office of the IQAC Coordinator for maintaining the records.	

Item 6: To discuss the proposal to issue a certificate of honor or to provide monetary incentives for appreciation for faculty's contribution in research/achievements.

Reso. 6: The IQAC Coordinator briefed the members about the proposal in order to encourage the faculty members.

It was suggested by all members to constitute a committee in order to recommend the names of faculty and staff to the Honorable Vice-Chancellor for further action.

The Honorable Vice-Chancellor appreciated the proposal and requested the IQAC Coordinator to explore more on this issue.

Forwarded to Director Research

Item 7: To consider the proposal for establishment of SRM-Siemens Centre of Excellence and draft proposal of Memorandum of Agreement with M/S Siemens Industry Software (India) Pvt Ltd.

Reso. 7: The matter was discussed at length. The SRM-Siemens Centre of Excellence (COE) will have five different specialized laboratories in its first phase which will be useful to support nearby industry on manufacturing area for product digitalization and process digitalization. The committee members felt that SRM-Siemens COE will boost the skill set of the faculty members and will make them as future trainers on specialized domains for our existing students/faculty members and industry personnel.

Forwarded to Director Research for further action

Item 8: To discuss the research proposal for seed money to be floated amongst the faculty members in order to boost research and development.

Reso. 8: The research coordinator briefed the members about the provision of seed money to be provided to the faculty members in order to provide elementary/foundational seed money which will enable them to apply for major research grant from sponsoring agencies (government/non-government). The Honorable Vice-Chancellor appreciate the proposal and requested to explore on the matter.

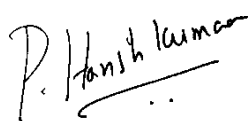
Forwarded to Research Coordinator

Item 9: To conduct green/ environment audit.

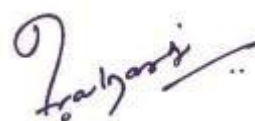
Reso. 9: The Honorable Vice-Chancellor informed the members about the necessity to conduct green audit and environment audit by the external agency. The IQAC Coordinator requested to explore the proposal for further implementation.

Forwarded to IQAC
Coordinator for
further
implementation.

The meeting ended with vote of thanks to the chair.



Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary



Dr. P. Prakash
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
9th IQAC Meeting**

Date: 21.05.2020

Time: 2:00 p.m

Minutes for the 9th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **21st May, 2020 at 2:00 p.m** onwards (Hybrid mode).

The following members remained present:-

- | | | | |
|-----|--|---|--|
| 1. | Prof (Dr.) Manish Bhalla, Officiating Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Mr. Manoj M. Kutty, Director (Admissions & Administration) | : | Member |
| 5. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 6. | Dr. Ajay Sharma, Professor & HOD (CSE) | : | Member |
| 7. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 8. | Dr. Kavita Singh, Associate Prof., Coordinator, Management | : | Member |
| 9. | Dr. Pawan Kumar, Associate Prof. & HOD(ECE | : | Member |
| 10. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 11. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 12. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 13. | Mr. Nikhil Kadiyan, BA.LL.B. | : | Member |
| 14. | Mr. Kusum Sharma, B.Tech.-CSE | : | Member |
| 15. | Mr. P. Harish Kumar, Assistant. Professor, (ECE) | : | IQAC
Coordinator,
Member Secretary |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:-

Item 1: To confirm the minutes of the 8th IQAC meeting held on 10.02.2020

Reso. 1: The members discussed the minutes of 8th meeting of IQAC and approval was sanctioned.

Noted

Item 2: To confirm the Action Taken Report (ATR) of the 8th meeting of IQAC held on 10.02.2020

Reso. 2: Resolved to approve the ATR of 8th IQAC meeting held on 10.02.2020.

Noted

Item 3: To discuss and review the mechanism adopted for mentoring students.

Reso. 3: The matter was discussed at length. The Honorable Vice-Chancellor briefed the members about the necessity of the mechanism to be adopted in order to address various issues reported by the students. It was further resolved that there should be at least one formal meeting with the mentees in the semester to address various academic/personal issues which will bring behavioral changes among the students.

Forwarded for approval to the
BoM

Resolved to recommend the draft standard operating procedure (SOP) for mentor-mentee system.

Item 4: To discuss and note about the proposal to introduce new programmes from the Academic year 2020-21.

Reso. 4: The IQAC Coordinator briefed the members about the proposal received from various HODs to introduce new programmes from the academic session 2020-21.

Resolved to recommend proposal to start new programmes for the following Departments:

S.No	Name of the Programme	Department
1.	B. Tech CSE with Specialization in Cloud Engineering and DevOps Automation	Computer Science Engineering
2.	B. Tech CS and Business System in association with TCS	Computer Science Engineering

Recommended for approval to the Academic Council

Item 5: To discuss the proposal to extend the transport facility for faculty and staff.

Reso. 5: The IQAC Coordinator briefed the members about the request to extend transport facilities for

Noted

faculty and staff members. The Honorable Vice-Chancellor briefed the members regarding the necessity in order to attract young and talented faculty members.

Resolved to approve the proposal to extend transport facility free of charge for faculties and staff.

Item 6: To discuss and note the recommendation of the 6th meeting of Research Advisory Board held on 3.09.2019.

Reso. 6: The matter was discussed at length and Honorable Vice-Chancellor appreciated efforts of Research Coordinator to allocate seed money for the research projects. Accordingly, a formal presentation was taken from the faculty members. The committee reviewed the proposal and suggested faculty members to apply for major project research grants from external agencies.

Noted

Item 7: To discuss and measure about the graduate outcomes for students in order to ensure and improve opportunities for employability.

Reso. 7: The matter was discussed at length and Honorable Vice-Chancellor suggested that Department level initiatives are to be taken in order to improve graduate outcomes for students. It was further suggested that HODs will ensure that the Programme Curriculum has been well mapped with Programme Learning outcomes (PLO) and Course Learning outcomes (CLO). A comprehensive review is required to be conducted in every Department to enhance employability opportunities.

Further, the HODs will facilitate all the available learning resources based on ICT to be effectively used for the teaching-learning process.

Noted

Resolved to approve the methodology to be adopted to measure the CLO and PLO for all academic programmes

Item 8: To discuss the involvement of more students under extension activities in the neighborhood communities.

Reso. 8: The IQAC Coordinator informed the members about the student participation in extension activities in the neighborhood communities. It was

Forwarded to
Associate Dean
Student
Welfare

suggested by the members that the NSS activities are required to be strengthened by identifying few villages in the neighborhood community. The students would identify few challenges to be addressed for the overall growth of the village communities. The Associate Dean Student Welfare is requested to take further steps.

Item 9: To discuss and note about the various capacity development and skill enhancement programme undertaken by the Training and placement Department and various other Departments.

Reso. 9: The IQAC Coordinator informed the members through a brief presentation about the various activities undertaken under the following heads:

1. Soft Skills
2. Language and Communication Skills
3. Life Skills
4. Technical Programmes conducted

The Honorable Vice-Chancellor appreciated the efforts taken by the various Departments and further suggested to continue the same through online mode.

Noted

Item 10: To discuss and review the status of existing MOUs and collaborations.

Reso. 10: The IQAC Coordinator briefed the members about the status of existing MOUs with the foreign universities. The Honorable Vice-Chancellor suggested to the Director of international Affairs to arrange more collaborative programmes in order to make the existing MOUs functional.

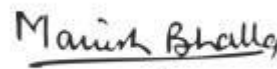
Further, it was suggested to establish more MOUs and collaboration with the reputed universities for joint project/research for faculty members and students.

Forwarded for further action
to Director International
Affairs

The meeting ended with vote of thanks to the chair.



Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary



Prof (Dr.) Manish Bhalla
Officiating Vice-Chancellor
Chairperson, IQAC



**Minutes
of
10th IQAC Meeting**

Date: 17 September 2020

Time: 11:30 A.M

Venue: Google Meet

Minutes for the 10th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on 17th **September, 2020 at 11:30 A.M** onwards (Hybrid Mode).

The following members remained present: -

- | | | | |
|-----|--|---|--|
| 1. | Prof (Dr.) Manish Bhalla, officiating Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Manoj M. Kutty, Director (Admissions & Administration | : | Member |
| 4. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 5. | Dr. Ajay Sharma, Professor & HOD (CSE) | : | Member |
| 6. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 7. | Dr. Kavita Singh, Associate Prof., Coordinator, Management | : | Member |
| 8. | Dr. Pawan Kumar, Associate Prof. & HOD(ECE | : | Member |
| 9. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 10. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 11. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 12. | Mr. Nikhil Kadiyan, BA.LL.B. | : | Member |
| 13. | Mr. Kusum Sharma, B.Tech.-CSE | : | Member |
| 14. | Prof. (Dr.)Manish Bhalla, Registrar | | Member |
| 15. | Mr. P. Harish Kumar, Assistant. Professor, (ECE) | : | IQAC
Coordinator,
Member Secretary |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:

Item 1: To confirm the minutes of 9th IQAC meeting held on 21 May 2020.

Reso. 1: Resolved to approve 9th IQAC meeting held on 21 May 2020.

Item 2: To confirm the action taken report of 9th IQAC meeting held on 21st May 2020.

Reso. 2: Resolved to confirm the action taken report of 9th IQAC meeting held on 21st May 2020.

Item 3: To discuss and recommend the annual report of examination prepared by the controller of examination.

Reso. 3 The controller of examination presented the annual report of examination for the academic year 2019-20.
The members took due note of the above said agenda item.

Noted

Item 4: To discuss the various measures to be taken to combat with Covid-19 pandemic.

Reso. 4 The honorable Vice Chancellor briefed the members about the current situation of the rise in Covid-19 cases throughout the country. He also advised that faculty, staff, and students should appropriate precautions and measures as issued from time to time by the Revenue and Disaster Management Department of Haryana.

Noted

Item 5: To discuss about the mode of conduction of regular classes of the University.

Reso. 5: The matter was discussed at length and following action plan was proposed to conduct online classes for all students.

1. The faculty members were suggested to conduct classes through online mode strictly adhering to State Government guidelines in context to the Covid-19 Pandemic.
2. The faculty members further suggested to conduct online classes through Cisco Webex and Google Meet Platform.
3. The recording of the lectures are to be deposited to the University Learning Management System Portal. Further, the assignment internal test/quizzes are also to be conducted through Webex and Google Classroom. The HODs are requested to prepare consolidated weekly report about the conduction of online classes.

Noted

Item 6: To discuss the sharing of e-resources availably remotely.

Reso. 6: The IQAC Coordinator informed the members about the steps to be taken by the ITKM Department for remote sharing of all library e-resources for all faculty and students.

Forwarded
to the
Librarian

Item 7: To inform all the HoDs to recommend names of external experts for BoS, PhD Viva Voce, practical and such others.

Reso. 7: It was suggested that a pool of external experts be prepared at the Departmental level for PhD Viva Voce, internal practical, BoS etc. It was further suggested that the external members should be called on rotational basis.

Item 8: To review the implementation of CLO attainment and PLO attainment process.

Reso 8: The IQAC coordinator informed the members about the current status of the implementation of attainment process. The honourable Vice Chancellor suggested to conduct more workshops/seminars on Outcome Based Education (OBE) to create more awareness and effective implementation of OBE among faculty members. A specific workshop would be conducted for detailed explanation of attainment process for faculty members.

Item 9: To inform the members about the ethics and integrity norms of the University

Reso 9: The matter was brought to the notice of the members. It was conveyed that all members of the University should follow the ethics and academic integrity norms in order to curb the plagiarism of PhD/Master thesis. Further, it was resolved that the plagiarism report to be submitted by every Doctoral scholar to the library before submission of final thesis.

Item 10: To discuss and recommend the draft policy for Management and Disposal of Hazardous Chemicals.

Reso 10: The IQAC Coordinator presented the draft policy for the management and disposal of Hazardous chemicals. The honourable Vice Chancellor informed the significance of responsible disposal of hazardous chemicals for sustainable and holistic management. Further, he has suggested the responsibility vested with the University to ensure that all hazardous chemicals from concerned laboratories are disposed-off through a proper mechanism at the source and if possible, converting it into value- added environment friendly products. Resolved to recommend the policy for the management and disposal of hazardous chemicals to the Academic Council

Forwarded to all
HoDs and
Research
Coordinator

Forwarded to all HoDs

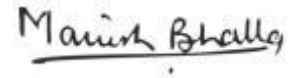
Forwarded to all HoDs
for effective
implementation

Forwarded for approval to the
BoM

The meeting ended with vote of thanks to the chair.

A handwritten signature in black ink, appearing to read 'P. Harish Kumar', with a horizontal line drawn underneath.

Mr. P. Harish Kumar
IQAC Coordinator
Member Secretary

A handwritten signature in black ink, appearing to read 'Manish Bhalla', with a horizontal line drawn underneath.

Prof Manish Bhalla
Officiating Vice-Chancellor
Chairperson, IQAC



**Minutes
of
11th IQAC Meeting**

Date: 18th January 2021

Time: 2:00 P.M

Venue: Google Meet

Minutes for the 11th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **18th January, 2021 at 2:00 P.M** onwards.

The following members remained present: -

- | | | | |
|-----|--|---|------------------|
| 1. | Prof. Paramjit Singh Jaiswal, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Dr. Pankaj Sharma, Director (Admissions & Administration) | : | Member |
| 5. | Mr. Manoj M. Kutty, Director (International relations)- | : | Member |
| 6. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 7. | Dr. Ajay Sharma, Professor & HOD (CSE) | : | Member |
| 8. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 9. | Dr. Kavita Singh, Associate Prof., Coordinator, Management | : | Member |
| 10. | Dr. Pawan Kumar, Associate Prof. & HOD(ECE | : | Member |
| 11. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 12. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 13. | Mr. Parmod Sharma, Assistant Registrar (HR) | : | Member |
| 14. | Mr. Nikhil Kadiyan, BA.LL.B. | : | Member |
| 15. | Mr. Kusum Sharma, B.Tech.-CSE | : | Member |
| 16. | Prof Manish Bhalla, Registrar | : | IQAC Coordinator |

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted: -

Item 1: To confirm the minutes of 10th IQAC meeting held on 21 May 2020.

Reso 1: Resolved to approve 10th IQAC meeting held on 21 May 2020.

Item 2: To confirm the action taken report of 10th IQAC meeting held on 21st May 2020.

Reso. 2: Resolved to confirm the action taken report of 10th IQAC meeting held on 21st May 2020.

Item 3: To create awareness for student satisfaction survey for NAAC accreditation.

Reso. 3: The honorable Vice Chancellor informed the members about the importance of students' satisfaction survey. It was suggested that the department level awareness programmes to be conducted will be conducted by the respective HoDs in order to create empathy about the system. The mock student satisfaction survey will be conducted by the IQAC and feedback analysis report will be tabled in the ensuing meeting of IQAC.

Item 4: To discuss and inform progress of implementation of National Education Policy in BoS.

Reso. 4: The coordinator IQAC informed the members that the vision document of NEP 2020 intended to highlight the following salient features:

1. Internationalization of Higher Education
2. ICT based pedagogy in Classroom
3. Sustainable Development
4. Self-reliant- India

The Coordinator IQAC informed that the Department level curriculum needs to be aligned with the requirement and highlighted features of NEP 2020.

Resolved to prepare the curriculum keeping in mind the salient features of NEP 2020.

Item 5: To discuss the functioning of the IQAC.

Reso 5: The honourable Vice Chancellor informed the members about the current guidelines of NAAC accreditation. He stated that the IQAC will circulate the present guideline to all departments/sections. The department/section will share the information on regular basis to IQAC.

Noted

Noted

Noted

Item 6: To update the progress of the Best Practice Committee.

Reso. 6: The convener of the best practice Committee gave a presentation to all the members. It was suggested by the members that two best practices will be can be taken and the necessary implementation on the set direction be carried out through all stakeholders.

1. Focus on Experiential Learning through Industry-Academia Collaboration
2. Title of the Practice: Social Sensitization through Community Oriented Approach

Forwarded to all HoDs

Item 7: To recommend the draft policy document on green campus initiatives.

Reso. 7: The Coordinator IQAC presented the draft documents on Green Campus policy. The honorable Vice Chancellor informed the members about the importance of conservation of natural resources, zero waste zones, carbon footprint, water conservation and renewable energy which are the prime focus of sustainable environment. It was suggested by the members that broad vision focusing on Green Campus initiative and its commitment to address sustainable issues be addressed accordingly. The members suggested that to generate and instill awareness about the importance of environmental issues various programmes are to be conducted on regular basis.

Resolved to recommend to Academic Council the draft policy on Green Campus.

Forwarded for approval to the BoM

Item 8: To recommend the draft policy on facilities and amenities for differently abled (Divyangjan) students and staff.

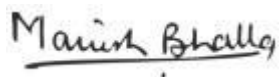
Reso.8: The IQAC Coordinator presented the draft policy on facilities and amenities for differently abled (Divyangjan) students and staff. The Honorable Vice Chancellor informed the members about the importance of this policy which confirms the requirement of Act 1955 which states “the persons with disabilities should be given equal opportunities, protection of rights and full participation. The main purpose is:

1. To ensure differently able students, staff, visitors receive equal opportunities and necessary facilities without being subjected to any discrimination.
2. To maintain an environment free of any harassment towards any differently-abled person and to create a barrier free environment.

Resolved to recommend the draft policy for approval.

Forwarded for approval to the BoM

The meeting ended with vote of thanks to the chair.

A handwritten signature in black ink that reads "Manish Bhalla". The signature is written in a cursive style with a horizontal line underneath the name.

Prof Manish Bhalla
IQAC Coordinator
Member Secretary

A handwritten signature in blue ink that reads "Paramjit S. Jaiswal". The signature is written in a cursive style with a horizontal line underneath the name.

Prof Paramjit S. Jaiswal
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
12th IQAC Meeting**

Date: 21st June 2021

Time: 10:00 A.M

Venue: Google Meet

Minutes for the 12th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **21th June, 2021 at 10:00 P.M** onwards.

The following members remained present:-

- | | | | |
|-----|---|---|-------------|
| 1. | Prof. Paramjit Singh Jaiswal, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Mr. Manoj M. Kutty,, Director (Admissions & Administration) | : | Member |
| 5. | Prof. R.B. Dubey, Professor (EEE)/Hostel Warden | : | Member |
| 6. | Dr. Ajay Sharma, Professor & HOD (CSE) | : | Member |
| 7. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 8. | Dr. Kavita Singh, Associate Prof., Coordinator, Management | : | Member |
| 9. | Dr. Pawan Kumar, Associate Prof. & HOD(ECE | : | Member |
| 10. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 11. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 12. | Dr. D.V Singh., Librarian | : | Member |
| 13. | Mr. Parmod Sharma, Assistant Manager (HR) | : | Member |
| 14. | Mr. Nikhil Kadiyan, BA.LL.B. | : | Member |
| 15. | Mr. Kusum Sharma, B.Tech.-CSE | : | Member |
| 16. | Prof Manish Bhalla, Registrar | : | IQAC |

Coordinator,
Member Secretary

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:

Item 1: To confirm the minutes of 11th IQAC meeting held on 18th January 2021.

Reso. 1: Resolved to approve 11th IQAC meeting held on 18th January 2021.

Item 2: To confirm the action taken report of 11th IQAC meeting held on 18th 2021.

Reso 2: Resolved to confirm the action taken report of 11th IQAC meeting held on 18th January 2021.

Item 3: To inform the members about the introduction of new Programmes to be introduced from the academic session 2021-22:

Reso 3: IQAC Coordinator informed the members about the introduction of new programmes to be introduced from the academic session 2021-22

1. M.Tech CSE in Big Data Analytics
2. B.Sc Honours in Statistics
3. B.Sc Honours in Agriculture Science
4. B.Sc Honours in Food Technology
5. Master of Computer Application
6. M.Sc in Environmental Sciences
7. MBA in Big Data Analytics

Noted

Item 4: To discuss the structure feedback report received from various stakeholders for the academic session 2021

Reso 4: The IQAC Coordinator presented the status of feedback received and analysis thereof. The feedback analysis and action taken report was noted by the members.

Resolved to
recommend to
academic
Council

Item 5: To constitute a special committee for National Institute Ranking Framework (NIRF) and accreditation.

Reso 5: The QAC Coordinator informed the members about the basic requirement to have special committee in order to prepare required data. It was suggested by the committee the following members be co-opted by the IQAC to prepare required data for various ranking and accreditation framework.

1. Dr Vineet Bajaj
2. DR Pawan Kumar Singh

Noted

Item 6: To note and approve the proposed name of Criterion wise responsibility for various tasks related to NAAC Self Study Report.

Reso 6: The IQAC Coordinator proposed the list of Coordinators to be included for preparation of NAAC-SSR documents.

Noted

Resolved to approve the following faculty members would work under different Criterion as per the requirement of DVV

Criterion Number	Name	Department
Criterion 1	Dr PC Kishore Raja Dr Neeraj Kumar	EC Mathematics
Criterion 2	Dr Komal Audichya Dr Pawan Kumar Singh	Law EC
Criterion 3	Dr Puneet Goswami Dr Ramendra Pati Pandey Dr Sanjay Malik	CSE Microbiology CSE
Criterion 4	Dr Ajit Kumar Dr DV Singh	Chemistry Librarian
Criterion 5	Dr Upendra Singh Dr Sanjay Malik	Commerce CSE
Criterion 6 & 7	Dr Vineet Bajaj Dr Ajay Sharma	Civil Engg CSE

Item 7: To recommend more number of e-journals to be subscribed by the University Library.

Reso 7: The IQAC Coordinator informed the members about the request received from faculty to subscribe to few more e-journals through University Library.

It was suggested by the honorable Vice Chancellor that Departmental HODs will prepare a list of e-journals and will be subsequently recommended for subscription at the University Library.

Item 8: To invite the proposal for seed money grant from faculty members.

Reso. 8: The Coordinator IQAC informed the members about the initiative taken by the Dean Research to invite research proposal from the faculty members in order to prepare their foundational data for applying to major research grants from the sponsored agency.

Item 9: To discuss about the Departmental initiative to monitor and ensure quality teaching learning process.

Reso 9: The IQAC Coordinator informed the members about the quality assurance initiative to be taken by the Department in order to monitor teaching -learning process.

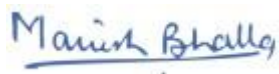
Noted

Noted

Noted

It was suggested by the members that monitoring, evaluation and follow-up performance to be filled by the faculty members on quarterly basis. The compiled report of the Department will be submitted to IQAC for further process. The Department HODs are supposed to ensure the maintaining of Course Files which should be aligned with 'Outcome Based Education'(OBE).

The meeting ended with vote of thanks to the chair.



Prof Manish Bhalla
IQAC Coordinator
Member Secretary



Prof Paramjit S. Jaiswal
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
13th IQAC Meeting**

Date: 4th October 2021

Time: 3:00 P.M

Venue: Google Meet

Minutes for the 13th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **4th October, 2021 at 3:00 P.M** onwards.

The following members remained present:-

1.	Prof. Paramjit Singh Jaiswal, Vice Chancellor	:	Chairperson
2.	Prof. V. Samuel Raj, Dean (Academic Affairs)	:	Member
3.	Mr. Vikram Barara, Controller of Examinations (COE)	:	Member
4	Mr. Manoj M. Kutty, Director (Admissions & Administration)		Member
5.	Prof. R.B. Dubey, Professor (EEE)	:	Member
6.	Dr. Puneet Goswami, Professor & HOD (CSE)	:	Member
7.	Dr. Arpana Vibhuti, Associate Professor	:	Member
8.	Dr. Kavita Singh, Associate Prof., Coordinator, Management	:	Member
9.	Dr. Pawan Kumar, Associate Prof. & HOD(ECE	:	Member
10.	Mr. N.K. Sharma, Assistant Prof.& HOD (ME)	:	Member
11.	Mrs. Deepsikha, Assistant Prof. & HOD (Law)	:	Member
12.	Dr. D.V.Singh., Librarian	:	Member
13.	Mr. Nikhil Kadiyan, BA.LL.B.	:	Member
14.	Mr. Kusum Sharma, B.Tech.-CSE	:	Member
15.	Prof Manish Bhalla, Registrar	:	IQAC
			Coordinator,
			Member Secretary

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:

- Item 1:** To confirm the minutes of 12th IQAC meeting held on 21st June 2021.
- Reso 1:** Resolved to approve 12th IQAC meeting held on 21st June 2021.
- Item 2:** To confirm the action taken report of 12th IQAC meeting held on 21st 2021.
- Reso 2:** Resolved to confirm the action taken report of 12th IQAC meeting held on 21st June 2021.
- Item 3:** To discuss the action plan on quality measures policy to be adopted through IQAC from the academic year 2021-22.
- Reso 3:** The IQAC Coordinator presented the action plan on quality measures on various thrust areas which comprises of the following:
1. Publication in High quality Impact Journals for research publications such as IEEE, Springer, Taylor and Francis, Elsevier. Moreover, the faculty should focus to publish on SCI and Scopus Indexed Journals.
 2. Application for getting major research project fund from Government sponsored agency.
 3. Publication of quality patents
 4. Quality innovations through prototype development
 5. Enhancing publication per faculty
 6. Extending support of seed money to bright students under the guidance of the faculty on prime focus area
- Item 4:** To discuss and note the brief analysis of campus placement drives of graduating students.
- Reso 4:** The Deputy Director Training and Placement gave a brief presentation on placement drives conducted during the academic session 2021 and the constraints faced during Covid-19 lockdown period. The members were informed about the programme-wise placement details. It was further suggested to invite more number of companies on core domain which would enable core engineering branch students to get placed.
- Item 5:** To review the progress of academic and administrative audit.
- Reso 5:** The Coordinator IQAC informed the members about the status of implementation of monthly academic audit conducted in order to review the quality delivery of teaching and learning process. It was informed that every department submitted the required academic audit performa (MEFP) to IQAC and the detailed summary is placed before the members for consideration. The Honourable Vice Chancellor appreciated the efforts taken by the HODs, Deans for effective implementation of academic delivery for efficient

Noted

Noted

Noted

monitoring of teaching and learning. Moreover, it was informed by the IQAC Coordinator that financial audit process is under process.

Item 6: To discuss the matter on institutional preparedness for NEP 2020.

Reso 6: The Coordinator IQAC informed the members about the notification and guidelines issued by the Government for the Institutional preparedness for NEP 2020. The Honourable Vice Chancellor informed the members that the University is in the process of NAAC accreditation. One of the major agenda under NAAC is to address the role of the University and its preparedness for NEP 2020. He suggested that a workable plan of action is to be prepared adhering the statutory guidelines. After a thorough deliberation it was resolved that a special committee will be appointed for effective implementation.

Noted

Item 7: To take appropriate steps for participation of students in greater amount of sports activities.

Reso 7: The Coordinator IQAC informed the members that the number of Sports activities and events in the University at Regional, State and National Level is required to be boosted. The matter should be taken up by the office of Associate Dean Student Welfare. Further, a greater number of initiatives in the form of sporting events at the State and National level should be organized within the University.

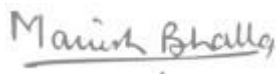
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of Dean Student
Welfare

Item 8: Sustainable Green Initiative

Reso 8: The Honourable Vice Chancellor informed the members and proposed encouraging gifting of planted saplings to any of the respected dignitaries or guest of honours or external expert for any events for future events. The committee members reinforced idea by giving few more suggestions for Green Campus Policy.

Noted

The meeting ended with vote of thanks to the chair.



Prof Manish Bhalla
IQAC Coordinator
Member Secretary



Prof Paramjit S. Jaiswal
Vice-Chancellor
Chairperson, IQAC



SRM
UNIVERSITY
DELHI-NCR, SONEPAT

**Minutes
of
14th IQAC Meeting**

Date: 21st January 2022

Time: 2:00 P.M.

Venue: Google Meet

Minutes for the 14th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonapat held on **21st January, 2022 at 2:00 P.M** onwards.

The following members remained present:-

- | | | | |
|-----|--|---|-------------|
| 1. | Prof. Paramjit Singh Jaiswal, Vice Chancellor | : | Chairperson |
| 2. | Prof. V. Samuel Raj, Dean (Academic Affairs) | : | Member |
| 3. | Mr. Vikram Barara, Controller of Examinations (COE) | : | Member |
| 4. | Mr. Manoj M. Kutty, Director (Admissions & Administration) | : | Member |
| 5. | Prof. R.B. Dubey, Professor (EEE) | : | Member |
| 6. | Dr. Puneet Goswami, Professor & HOD (CSE) | : | Member |
| 7. | Dr. Arpana Vibhuti, Associate Professor | : | Member |
| 8. | Dr. Kavita Singh, Associate Prof., Coordinator, Management | : | Member |
| 9. | Dr. Pawan Kumar, Associate Prof. (ECE) | : | Member |
| 10. | Mr. N.K. Sharma, Assistant Prof.& HOD (ME) | : | Member |
| 11. | Mrs. Deepsikha, Assistant Prof. & HOD (Law) | : | Member |
| 12. | Dr. D.V.Singh., Librarian | : | Member |
| 13. | Mr. Nikhil Kadiyan, BA.LL.B. | : | Member |
| 14. | Mr. Kusum Sharma, B.Tech.-CSE | : | Member |
| 15. | Dr.Manish Bhalla | : | IQAC |
- Coordinator,
Member Secretary

At the outset the Member Secretary welcomed the Chairperson and members of the Internal Quality Assurance Cell.

The following business was transacted:

Item 1: To confirm the minutes of 13th IQAC meeting held on 4th October 2021.

Reso 1: Resolved to approve 13th IQAC meeting held on 4th October 2021.

Item 2: To confirm the action taken report of 13th IQAC meeting held on 4th October 2021.

Reso 2: Resolved to confirm the action taken report of 13th IQAC meeting held on 4th October 2021.

Item 3: To review the status of implementation of e-Governance at administrative level.

Reso 3: The Coordinator IQAC informed the status of e-governance at administrative level. The honorable Vice Chancellor suggested to move to 'paperless' office governance within shortest possible span of time. The ITKM Department suggested to prepare a roadmap in order to attain the goal. It was suggested to upload all circulars and orders through web portal enabling to view the documents when in need, using login ID and password.

Item 4: To review the implementation plan of sustainable campus.

Reso 4: The IQAC Coordinator presented the brief status of initiatives taken under sustainable campus drive. The following points were reviewed:

1. Gender Equity Initiatives: The Honourable Vice Chancellor suggested to promote all kinds of gender equity among faculty, staff, and students. It was also suggested to conduct gender audit in the University.
2. Promotion of IT enabled infrastructure: It was suggested by the members the internet and wi-fi facility should be accessible at all locations in the campus. ITKM Department should carry out thorough maintenance work to enable IT Infrastructure like CCTV and wi-fi in the campus.
3. Green Campus Initiative: The honourable Vice Chancellor suggested to improve the green cover of the whole campus by planting more trees. Further, it was pointed out that by IQAC coordinator that Agriculture Science Department extended their support to make available all fresh vegetables to University staff at subsidized rates. Their efforts were greatly appreciated and encouraged.
4. Solar Power Generation System: The IQAC Coordinator informed the status of procurement of Solar Power panel. It is to be installed at the roof-top of Engineering building.
5. Waste Management: The IQAC Coordinator informed the various measures taken under Waste Management. It was suggested to install bio-gas plant for disposal of organic solid waste from mess and canteen. Moreover it was informed to the Committee that an

Noted

Noted

agreement with M/S Sandeep Enterprises is in place which includes collection, transportation, treatment and disposal of solid, waste material. The Vice Chancellor also suggested to explore more MOUs for e-waste and bio-medical waste management with external agencies.

In addition, it was also informed that a formal MOU will be executed for bio-medical waste management with M/S Divya Waste Management Company.

Item 5: To inform the members about the implementation of performance appraisal/promotion system for faculty and staff.

Reso 5: The IQAC Coordinator informed about the performance appraisal system for faculty and staff. The VC informed that a special committee will be appointed to scrutinize all applications for performance appraisal and promotion received from faculty and staff.

Item 6: To review the status of implementation of mentor-mentee system for all students.

Reso 6: The IQAC Coordinator informed the members about the mentor-mentee mechanism adopted to oversee the continuous improvement of students for academic, social, personal and career guidance. It was also stated that the faculty members will be assigned a group of 15-25 students. The mentee once assigned to a mentor will continue with the same till the end of the programme of study. Mentor will be assigned to improve the performance of slow learners with a well-established system. Also, every Department has conducted mentor-mentee meeting at Department level. The VC suggested to address all critical issues through mentors.

Item 7: To inform the members about the mechanism adopted for identifying advanced and slow learners by the faculty members.

Reso 7: The IQAC Coordinator informed the members about the well-defined fair and transparent mechanism to identify advanced and slow learners to ensure excellence in academic standards. It was informed that the following methodology was adopted for identification

1. Performance in Continuous Internal Assessment
2. Performance in the University Examination
3. Class- meeting to identify different levels of slow learners
4. Class-observation by the subject teachers

It was suggested by the members that evidence in support of improvement on the implemented strategies to be brought to the notice of IQAC for further improvement of the adopted measures

Item 8: Alumni Meet

Reso 8: The IQAC Coordinator informed about the initiative taken by the Director Alumni to register all the alumni through Google Forms. It was further informed that the alumni registration process is under process. The VC suggested that the alumni association meet is an important component for the development of the University through promotion and support. The active engagement and financial support are also invited to contribute for

Noted

Noted

Noted

Forwarded to
Director Alumni

further development at both academic and non-academic level through various measures. The proposed alumni association meet will be held in the month of May 2022.

Item 9: To review the status of identified best practices.

Reso.9 The IQAC Coordinator informed that two possible best practices which are already implemented, i.e., focus on Experiential Learning through Industry-academic collaboration and Social Sensitization through Community Oriented Approach. The VC suggested to assess the evidences in support of identified Best Practices adopted

Noted

Item 10: To update the status of implementation of structured feedback system through online.

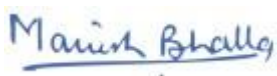
Reso 10: The IQAC Coordinator informed the members that the structured feedback forms are collected, analyzed and action taken report is prepared. The structured feedback is taken from following stakeholders:

1. Students via LMS
2. Faculty via LMS
3. Alumni via Web Portal
4. Parents via Web Portal
5. Employers via Web Portal

The members suggested that feedback is required to be analyzed thoroughly and an action taken report is to be prepared, further, suggestion for improvement are to be sent to the Academic Council.

Noted

The meeting ended with vote of thanks to the chair.



Prof Manish Bhalla
IQAC Coordinator
Member Secretary



Prof Paramjit S. Jaiswal
Vice-Chancellor
Chairperson, IQAC



**Minutes
of
15th IQAC Meeting**

Date: 27th June 2022

Time: 11:30 A.M.

Venue: Virtual Mode

Meeting of the Internal Quality Assurance Cell (IQAC) was held on 27th June, 2022 at 11:30 AM on virtual mode (through google meet).

Following members were present:

1. Prof. Paramjit S. Jaiswal, Vice-Chancellor & Chairman IQAC
2. Prof. V. Samuel Raj, Registrar & Dean, Academic Affairs
3. Prof. Komal Audichya, Faculty of Law
4. Prof. Puneet Goswami, HoD, Department of CSE
5. Prof. Vineet Bajaj, Department of CE
6. Dr. Arpana Vibhuti-Associate Professor, Department of Biotechnology
7. Dr. Arvind Kumar- Associate Professor, Department of CSE
8. Mr. Anjani Kumar, Administrative Officer
9. Mr. Chirag Jain, 2nd Yr. Student B.Tech-CSE (Student Representative)
10. Ms. Kirti Choudhary-(Alumni Student)
11. Prof. Rajkumar Halder, CEO and Founder Ruhvenile Biomedical (Industrialist)
12. Prof. P.C. Kishore Raja, Department of ECE
13. Prof. Rakesh Dube, Dean (Basic Science, Humanities and Social Sciences)
14. Dr. Shushma Sharma, (Representative Associate Dean -Management and Commerce)
15. Prof. Sanjay Kumar, Associate Dean (Student Welfare)
16. Mr. Vikram Barara, Controller of Examinations
17. Mr. Manoj M Kutty, Director Administration and Coordinator IQAC

Following members could not attend the meeting:

1. Dr. M. Mohan-Associate Professor, Department of CSE
2. Dr. S. Ramachandran-Deputy Director-SRM Group (Member from the Management)
3. Mr. Sanjay Crata, Advocate (Nominee Local Society/Trust)
4. Dr. B.S. Anand, Director Finance, SRM Group
5. Prof. Ramkumar, Associate Dean (Engineering & Technology)
6. Prof. D.V. Singh, University Librarian

Following were the agenda items of the meeting:

Items	Discussion & Deliberation
Item No.1 Welcome & Opening remarks by Chairman- IQAC.	The Chairman (IQAC) welcomed the members of the IQAC. He informed the members that the IQAC is setup for quality enhancement of the university. Further, he informed that IQAC is now a mandatory statutory requirement as per UGC guidelines for the overall development of the university and IQAC plays an important role both in accreditation and wholistic development of the University.
Item No.2 To discuss the role of IQAC Members (Internal & External)	Coordinator (IQAC) informed the members that the Annual Quality Assurance Report (AQAR) is very important wherein the internal and external members, who represent their respective fields, included as nodal officers may help in achieving the utmost quality assurance. Coordinator (IQAC) also explained the strategy, functions and composition along with the roles & responsibilities.
Item No.3 To discuss NAAC Process	Coordinator IQAC briefed the NAAC process to the members of IQAC. He also apprised the following: <ul style="list-style-type: none"> • That there is new addition of preparedness in view of NEP-2020 in SSR (2a). • That the timeline for completion of 1st Draft of SSR is 31st July, 2022 (All 07 Criteria). • That the timeline for Mock visit is envisaged to be taken up by 31st August, 2022. » That the fortnightly meetings of IQAC at the departmental level to be conducted and documented (schedule shared). • That the GAACCommittee and NAACSteering Committee shall assist the IQAC Coordinator in ensuring a timely completion of tasks required in preparing the SSR.
Item No.4 To discuss DVV and SSS	The Chair informed the members that IIQA will submitted only after the final SSR draft is ready. He informed that the Student Satisfaction Survey (SSS) is very important in NAAC process because 10% of the total students or 500 students (whichever is maximum) have to respond to the survey. Hence, it is the responsibility of each member to make the students more participative and to create the sense of belongingness among the students. A transparent and robust process is under way in this regard. Further, it was also informed to the members that the management assured all support to IQAC viz. Capital Expenditure, Faculty Recruitment and promotions etc. as and when required.

Item No. S
Suggestions

- It was suggested by Prof. Vineet Bajaj that the timelines to be given for Internal Academic & Administrative/Financial Audit.
- Prof. Rajkumar Halder, CEO & Founder, Ruhvenile Biomedical, New Delhi suggested that the university needs to develop & groom budding entrepreneurs.
- Dean Academic Affairs informed that the university has the Innovation, Incubation & Entrepreneurship Cell (HEC) for Students/Scholars to groom their ideas and help in creating prototypes through mentorship and expert guidance.
- It was also suggested by Prof. Rakesh Dube that the Academic Calendar to be published well in advance for next AY 2022-23 for better planning of activities.
- The meeting closed with the vote of thanks to the Chair.



(Prof. Paramjit S. Jaiswal)
Vice Chancellor & Chairman - IQAC



(Manoj M. Kutty)
Coordinator - IQAC