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, Sonepat held on **9th January, 2018 at 2:00 p.m** onwards.

The following members remained present:-

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

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.

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.

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.

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:

Noted *(Item 1)*

Noted *(Item 2)*

Recommended and forwarded for approval to Academic Council *(Item 3)*

Recommended and forwarded for approval to Academic Council *(Item 4)*
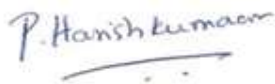
Noted *(Item 5)*

1. Skill Development Programme on Power Plan Familiarization and Simulator at NPTI, Faridabad.
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

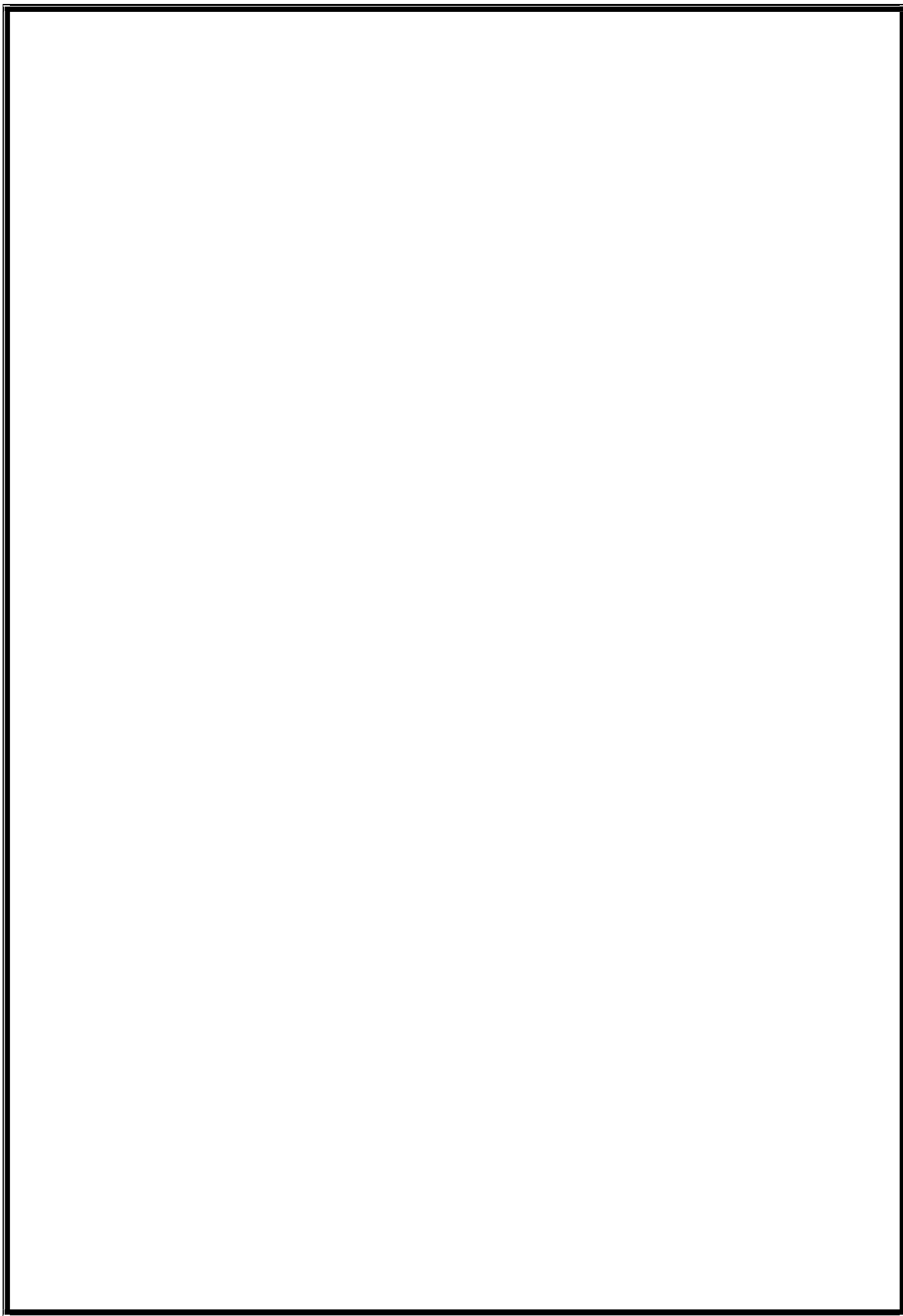*Recommended and forwarded for approval to Academic Council*

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, Sonepat 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)/Hostel Warden	:	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**

Reso. 1: The members discussed the minutes of 2nd 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**

Reso. 2: Resolved to approve the ATR of 2nd 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.**

Reso. 3: IQAC informed the members about the joint collaborative activities for the academic development of students
1. IBM SPSS Modeler by IBM India Pvt Ltd.
2. IBM Planning Analytic-TM1
3. IBM Infosphere BigInsight
4. IBM DB2
5. IBM Watson
6. IBM Cognos
7. IBM RAD
8. Eclipse
9. IBM Rational Software Architect
10. IBM Rational Rose
11. IBM Security AppScan
12. IBM Rational Application Developer
13. IBM Bluemix

Item 4: **To discuss and recommend the implementation of Curriculum Feedback Mechanism Policy.**

Reso. 4: 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:
1. Students
2. Faculty
3. Employer
4. Alumni
5. Parents
It was further resolved that the respective departments shall explore the possibility of maintaining a database

Noted

Noted

Noted

Recommended and forwarded for approval to Academic Council

of feedback from alumni and parents. The IQAC Coordinator would follow it up and coordinate with the 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 the Academic Council

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

Noted

possibility of creation of suitable digital platform for Alumni for interaction.

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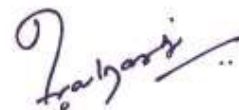
Reso. 11: The Honorable Vice-Chancellor appreciated the activities undertaken for all the sports, fitness, and wellness events. The members advised to initiate more number of events and necessary infrastructural support from the concerned department

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