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, Sonepat held on **24th September, 2018 at 11:00 a.m.** onwards.

The following members remained present:-

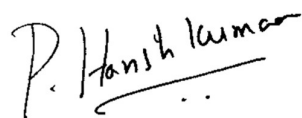|			
1.	Dr. P. Prakash, Vice Chancellor	:	Chairperson
2.	Prof. V. Samuel Raj, Dean (Academic Affairs)	:	Member
3.	Mr. Vikram Barara, Controller of Examinations (COE)	:	Member
4	Mr. N. Senthil Kumar, Director (Admissions & Administration)		Member
5.	Mr. Manoj M. Kutty, Dy. Director (International relations)-	:	Member
6.	Prof. R.B. Dubey, Professor (EEE)/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 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.
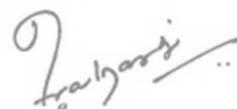
The following business was transacted: -

Item 1:	To confirm the minutes of the 3rd IQAC meeting held on 12.06.2018	Noted
Reso. 1:	The members discussed the minutes of 3rd meeting of IQAC and approval was sanctioned.	
Item 2:	To confirm the Action Taken Report (ATR) of the 3rd meeting of IQAC held on 12.06.2018	Noted
Reso. 2:	Resolved to approve the ATR of 3rd IQAC meeting held on 12.06.2018.	
Item 3:	To inform the members regarding various workshops/seminars conducted by the various departments.	Noted
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:- <table><tr><td>S.No</td><td>Name of workshops/Seminars</td><td>Date of Conduction</td></tr><tr><td>1.</td><td>Machine Learning with Python</td><td>24/08/2018</td></tr><tr><td>2.</td><td>Workshop on Digital Marketing</td><td>28-29/08/2018</td></tr><tr><td>3</td><td>Presentation on Robotics Automation and Design</td><td>7/09/2018</td></tr></table>	
Item 4:	To inform the members about the result analysis conducted by the examination Department for the academic year 2017-18.	Noted
Reso. 4:	The Honorable Vice-Chancellor appreciated the performance of the students.	
Item 5:	To recommend and approve the Examination Automation System manual presented by the Controller of Examination (COE).	Recommended to Academic Council
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	

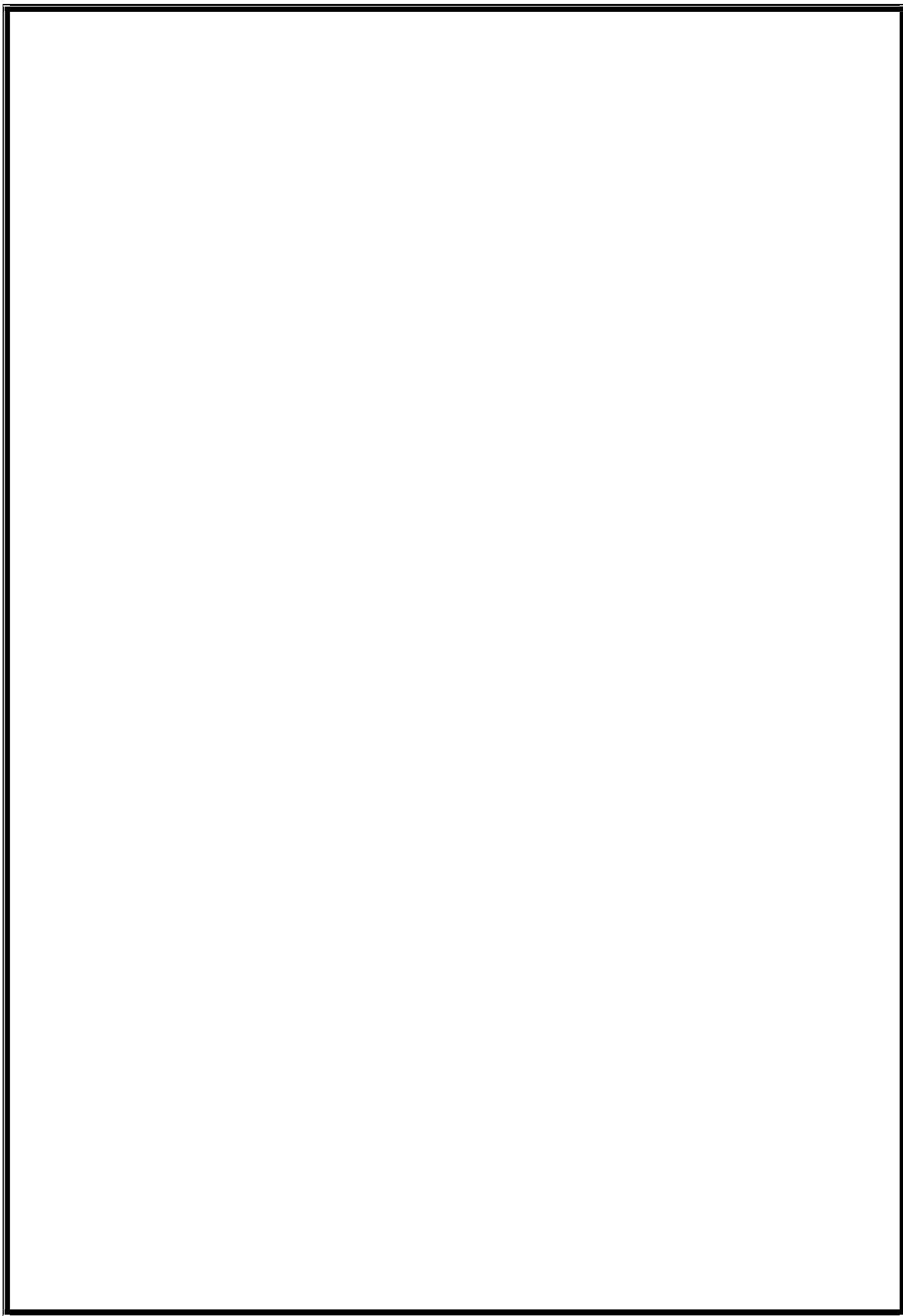|		
	3. Certificates serial number 4. Reissue of grade cards 5. Admit Card number generation 6. List of detained students 7. NOC processing through ERP 8. Academic promotion 9. Exam timetable automation The members took note of the initiatives.	
Item 6:	**To discuss the various initiatives taken by Training and Placement Cell (TnP) to provide extra classes for competitive examination like UGC NET, JRF, SLET, GATE, CAT, CLAT.**	Noted
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.	
Item 7:	**To inform the members about the report of the placement of outgoing students during the academic year 2017-18.**	Noted
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.	
Item 8:	**To recommend and approve the policy document of Sports infrastructure creation and utilization.**	Recommended to Academic Council
Reso. 8:	The matter was discussed at length and recommended for approval.	
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 **Reso 11:**	**Addition of compulsory new course in Ph.D Course work** 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

Minutes for the 5th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonepat 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)/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 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 performa 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

Noted

which should align with Programme Learning Outcomes

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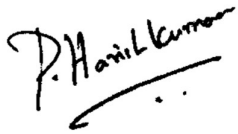
List of Collaborative MoUs:-
1. Kafrelsheikh University of Egypt
2. Institute of Business and multimedia asmi of India, Indonesia
3. Sekolah Tinggi Ilmu Ekonomi Bangkinang of Indonesia
4. Universitas Boroburdur of Indonesia
5. Universitas Islam Syekh-Yusuf of Indonesia
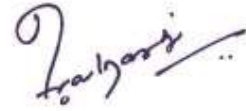6. University of Oxford Future Cities Network , Oxford, UK

Forwarded to Director Research

Noted

The meeting ended with vote of thanks to the chair.

Mr. P. Harish Kumar   **Dr. P. Prakash**
IQAC Coordinator   **Vice-Chancellor**
Member Secretary   **Chairperson, IQAC**

Minutes
of
6th IQAC Meeting

Date: 27.05.2019

Time: 11:00 a.m

Venue: Mini Conférence Room

Minutes for the 6th meeting of the Internal Quality Assurance Cell (IQAC) of the SRM University Delhi-NCR, Sonepat 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)/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 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.

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

Noted

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.

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

Noted

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.

Noted

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

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.

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

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.

Forwarded for approval to the Academic Council

Noted

Item 8: **To inform the members about the new programmes to be introduced from academic session 2019-20.**
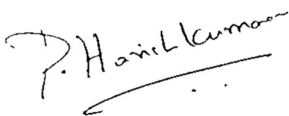
Reso. 8: The IQAC coordinator informed the members about the new programmes to be introduced from the next academic session.

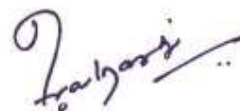The following programmes are proposed to be introduced:
1. B.Tech Computer Science and Engineering with Specialization in Devops in association with Xebia
2. M.Tech Computer Science and Engineering
3. M.Tech Microelectronics
4. B.Sc Hotel management and Catering Technology
5. BBA with specialization 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

Noted

The meeting ended with vote of thanks to the chair.

Mr. P. Harish Kumar
IQAC Coordinator   **Dr. P. Prakash**
Member Secretary   **Vice-Chancellor**
                                         Chairperson, IQAC