



**Minutes
of
7th IQAC Meeting**

Date: 28.10.2019

Time: 11:00 a.m

Venue: Mini Conférence Room

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)/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 6th IQAC meeting held on 27.05.2019

Reso. 1: The members discussed the 6th minutes of meeting of IQAC and approval was sanctioned.

Noted

Item 2: To confirm the Action Taken Report (ATR) of the 6th meeting of IQAC held on 27.05.2019

Reso. 2: Resolved to approve the ATR of 6th IQAC meeting held on 27.05.2019.

Noted

Item 3: To discuss the various quality initiatives taken by the University.

Reso. 3: The IQAC Coordinator presented the quality initiatives undertaken by the University.

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

Stakeholder feedback system to be made online. Faculty members should publish research papers in Scopus, Web of Science/SCI journals.

Noted

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.

Further, it was informed that all faculty and staff members are encouraged to use digital mediums for paperless and cost-effective administration including

Forwarded for approval to
the Academic Council

effective time management, transparency, and accountability.

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.

Forwarded for approval to the Academic Council

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.

Noted

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

1. Arduino Phase -I training
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.

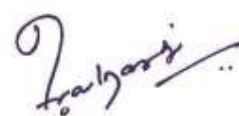
Forwarded for approval
to the Academic Council

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:-

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|-----|--|---|--|
| 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 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

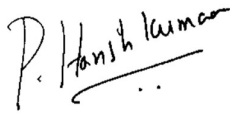
Item 9: To conduct green/ environment audit.

Reso. 9: The Honorable Vice-Chancellor informed the members about the necessity to conduct green audit and environment audit by the external agency.

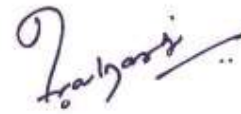
The IQAC Coordinator requested to explore the proposal for further implementation.

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

Through Online Google Meet

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.

The following members remained present:-

- | | | | |
|-----|--|---|--|
| 1. | Prof 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 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.

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

Forwarded for approval to the Academic Council

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

Noted

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 promotion 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.

Noted

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

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 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.

Forwarded to Associate Dean
Student Welfare

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 P. Prakash
Vice-Chancellor
Chairperson, IQAC