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, Sonepat 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. 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.	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

Noted

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.

Noted

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

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 Voice 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. **Forwarded to the Office of Dean Student Welfare**
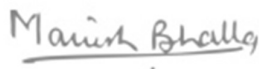
Item 8: Sustainable Green Initiative

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

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, Sonepat 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. 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 Manoj Madhavan Kutty	:	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

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 wate 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 ad staff.

Noted

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.

Noted

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

Noted

Item 8: Alumni Meet

Reso 8: The IQAC Coordinator informed about the initiative taken by the Director Alumni to register al 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

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.

Mr Manoj Madhavan Kutty
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, Department of CSE
5. Prof. Vineet Bajaj, Department of CSE
6. Dr. Arpana Vibhuti-Associate Professor, Department of Biotechnology
7. Dr. Arvind Kumar-Assistant 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. Ms. Sanskrit Singh, (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: • That there is new addition of preparedness in view of NEP-2020 in SSR (2a). • That the timeline for completion of 1 st 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 GAAC Committee and NAAC Steering 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