



SRM
UNIVERSITY
DELHI-NCR, SONEPAT

**Minutes
of
16th IQAC Meeting**

Date: 1st October 2022

Time: 2:30 P.M.

Venue: Mini Conference Hall

16th Meeting of the Internal Quality Assurance Cell (IQAC) was held on 1st October, 2022 at 2:30 PM.

Following members were present:

1. Prof. Paramjit S. Jaswal, Vice-Chancellor & Chairman IQAC
2. Prof. V. Samuel Raj, Registrar & Dean, Academic Affairs
3. Prof. Rakesh Dube, Dean Science & Humanities.
4. Mr. Vikram Barara, Controller of Examinations
5. Prof. Sanjay Kumar, Associate Dean Student Welfare
6. Prof. D.V. Singh, University Librarian
7. Ms. Mithu Pandey, Dy. Director Training and Placement Cell
8. Prof. Puneet Goswami, Department of CSE
9. Dr. Renu Choudhury, Management Studies
10. Mr. Manoj M Kutty, Director Administration
11. Mr. Chinmay Nagpal, B.Tech 2nd Year ECE, Student Representative
12. Mr. Hrishik Mehta, B.Tech CSE, Alumni Representative
13. Prof. Rajkumar Halder, CEO and Founder Ruhvenile Biomedical (Industrialist)
14. Dr. Ranjit Roy, IQAC Coordinator

Following members could not attend the meeting:

1. Prof. Komal Audichya, Faculty of Law

The following business was transacted:

Item 1:

To confirm the minutes of 15th IQAC meeting held on 27th June 2022.

Reso:

Resolved to approve 15th IQAC meeting held on 27th June 2022.

Item 2:

To confirm the ATR of 15th IQAC held on 27 June 2022.

Resolve to confirm the ATR of 15th IQAC meeting held on 27 June 2022.

Reso:

Resolved to approve the ATR of 15th IQAC meeting held on 27th June 2022.

Forwarded for
approval to
Academic
Council

Forwarded
for approval
to Academic
Council

Item 3:	To discuss the outcome of the mock Student's Satisfaction Survey conducted by IQAC.													
Reso:	The Coordinator IQAC presented a brief report of the Student's Satisfaction Survey conducted based on the questionnaire given in the NAAC guidelines. The survey results were discussed department-wise and the key subjective points were highlighted. The survey results were further communicated to respective Deans for improvement and necessary action.	Noted												
Item 4:	To discuss the proposal suggested by Dean Engineering and Technology to align students' projects with Sustainable Development Programs (SDG's).													
Reso:	Coordinator IQAC presented the proposal before the committee It was resolved after the discussion that each of the final year projects should address at least one of the SDG's. The honourable Vice chancellor suggested to the Deans to review rubrics framed for major/minor project.	Noted												
Item 5:	To review the conduction of regular IQAC meetings at Department level.													
Reso:	The Coordinator IQAC presented a brief report of the meetings conducted at the Department level. The honourable Vice Chancellor suggested to all the Deans to ensure conduction of minimum of two meetings at Department level. Further, the Vice Chancellor suggested that the academic delivery process to be strictly monitored through Monitoring, Evaluation, Follow-Up Performa.	Noted												
Item 6:	To inform the Faculty Development Program/Workshop/Seminar conducted.													
Reso:	<p>IQAC Coordinator informed the members about the conduction of Faculty Development Program/Workshop/Seminar.</p> <table border="1"> <thead> <tr> <th>S.No</th><th>Name of the Workshop</th><th>Date</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Interactive Faculty workshop on "Quality Assurance and Excellence in Higher Education"</td><td>5 – 6 Aug 2022</td></tr> <tr> <td>2.</td><td>Interactive Faculty workshop on "Pedagogic Models and Learning in the Digital Age".</td><td>6 & 8 Aug 2022</td></tr> <tr> <td>3.</td><td>One Day Workshop on Pedagogical Teaching, Learning & Evaluation in Digital Age</td><td>3.9.2022</td></tr> </tbody> </table>	S.No	Name of the Workshop	Date	1.	Interactive Faculty workshop on "Quality Assurance and Excellence in Higher Education"	5 – 6 Aug 2022	2.	Interactive Faculty workshop on "Pedagogic Models and Learning in the Digital Age".	6 & 8 Aug 2022	3.	One Day Workshop on Pedagogical Teaching, Learning & Evaluation in Digital Age	3.9.2022	Noted
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3.	One Day Workshop on Pedagogical Teaching, Learning & Evaluation in Digital Age	3.9.2022												

Item 7: To consider the proposal to enhance quality assurance measures of IQAC.

Reso: The IQAC coordinator presented a brief a roadmap for IQAC and to enhance quality assurance measures. The following points are considered for discussion.

1. All Departments/sections to come forward and create a synergy among them to ensure all initiatives are aligned with the vision of the University.
2. The key performance indicators of the Department are required to be aligned with the NAAC Self Study Report (SSR).
3. IQAC should adopt PDCA that is Plan, Do, Check and Add for every initiative and it should be implemented while preparing NAAC SSR documents.

The Honourable Vice Chancellor suggested to implement this plan effectively and it should be reflected while preparing NAAC SSR.

Item 8: The committee took note of this and suggested to conduct a greater number of workshops on quality issues.

Item 8: To discuss the structured feedback analysis report received from various stakeholders for the academic session 2021-22.

Reso The IQAC coordinator presented the status of feedback received from various stakeholders. Further, feedback analysis is performed at university level considering the suggested input from various departments and subsequently action taken report is prepared. The Honourable Vice Chancellor took note of this and suggested to initiate appropriate action at the earliest.

Item 9: To discuss the status of NAAC Self Study Report preparation.

Reso The honourable Vice Chancellor emphasized importance of NAAC accreditation, since it is one of the key factors deciding the rankings, eligibility for procuring funds from Govt agencies, govt approval for new programs and collaboration with other peers. The Coordinator IQAC explained the decentralized data collection process being adopted and highlighted the areas of improvement. He also presented the timeline for various milestones.

The honourable Vice Chancellor suggested to adhere to the suggested

Activity	Timeline
1 st draft of SSR	30 Nov 2022
Final draft	30 Dec 2022
Submission of IIQA	10 January 2023
SSR submission	February 2023
On-site visit	July 2023

deadlines.

Noted
Forwarded for approval to
Academic Council

Noted

Item 10: To discuss the revision of Program curriculum under various faculties considering National Educational Policy 2020.

Reso: The Honourable Vice Chancellor suggested to all Deans of faculties to revise the existing program curriculum in alignment with NEP 2020. The program curriculum should adhere to the UGC guidelines. Further, it was resolved that all forthcoming academic regulations shall include provisions of NEP 2020 from the next academic session.

Noted

The meeting ended with a vote of thanks.



Prof Ranjit Roy
IQAC Coordinator
Member Secretary



Prof Paramjit S. Jaswal
Vice Chancellor
IQAC Chairperson



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**Minutes
of
17th IQAC Meeting**

Date: 16th March 2023

Time: 11:30 A.M.

Venue: Mini Conference Hall

17th Meeting of the Internal Quality Assurance Cell (IQAC) was held on 16th March, 2023 at 11:30 AM.

Following members were present:

1. Prof. Paramjit S. Jaswal, Vice-Chancellor & Chairman IQAC
2. Prof. V. Samuel Raj, Registrar & Dean, Academic Affairs
3. Prof. Rakesh Dube, Dean Science & Humanities.
4. Mr. Vikram Barara, Controller of Examinations
5. Prof. Sanjay Kumar, Dean Students' Welfare
6. Dr. Vijay Kumar Singh, Dean Law
7. Ms. Mithu Pandey, Dy. Director Training and Placement Cell
8. Prof. Puneet Goswami, Department of CSE
9. Dr. Renu Choudhury, Management Studies
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13. Prof. Rajkumar Halder, CEO and Founder Ruhvenile Biomedical (Industrialist)
14. Dr. Ranjit Roy, IQAC Coordinator

Following members could not attend the meeting:

1. Prof. D.V. Singh, University Librarian

The following business was transacted:

Item 1:	To confirm the minutes of 16 th IQAC meeting held on 1 October 2022.	Forwarded for approval to academic council.
Reso 1:	Resolved to approve 16 th IQAC meeting held on 1 October 2022.	
Item 2:	To confirm the action taken report of 16 th IQAC meeting held on 1 October 2022.	
Reso 2:	Resolved to approve Action Taken Report of 16 th IQAC meeting held on 1 October 2022.	
Item 3:	To discuss and note the submission of IIQA.	Forwarded for approval to academic council.
Reso 3:	The coordinator IQAC informed the members about the submission of IIQA to NAAC, it was also informed to the members that subsequent submission of IIQA was accepted by NAAC on 11 January 2023.	
Item 4:	To discuss and note the submission of NAAC Self Study Report (SSR).	Noted
Reso 4:	The coordinator IQAC informed the members about the submission of NAAC Self Study Report. The Honourable Vice chancellor appreciate the efforts by the all the criteria coordinators for their whole hearted support and dedication. The final SSR was uploaded on the NAAC portal on 22.02.2023.	

Item 5: To inform the status of conduction of training programs/workshops/seminars etc related with different Criteria for NAAC assessment.

Reso 5: The Coordinator IQAC informed the members about the status of the conduction of various training programs /workshops /seminars conducted related with different quality assurance measures. The details are summarized as follows:

S.No	Name of the Program	Date
1	Adobe, AICTE, Digital Creativity Skills	19.11.2022
2	27 th Stetson International Environment Moot Court	2-4 Dec 2022

Noted

The honourable Vice Chancellor appreciated the efforts taken by the Head of the Departments/Section Heads to conduct various quality assurance programs for faculty, staff, and students.

Item 6: To discuss and inform the Departments regarding participation of students in various MOOCs courses offered by NPTEL, Coursera, Swayam etc. offered by various institutions of repute.

Reso 6: The Coordinator IQAC informed the members that the number of enrolments in MOOC's courses opted by the students require more attention. The members were informed about the status report received from Dr Seema Kharb, NPTEL-SPOC.

Noted

The honourable Vice chancellor suggested to all Deans, Head of the Department to create awareness among the students for enrolment in various MOOCs courses relevant with the discipline.

Item 7: To review the progress of monthly academic and administrative audit conducted by the respective Deans of the faculties.

Reso The Coordinator IQAC informed the members about the status of implementation of academic audit conducted by Deans of respective faculty in order to ensure quality delivery of teaching and learning process. It was informed to the members that every department through the respective HoDs had submitted the required Monitoring, Evaluation, Follow- Up Performa to IQAC with detailed observation further scrutinized by the Deans of the faculties. The detailed summary was presented before the members for consideration.

The Honourable Vice Chancellor took note of academic delivery mechanism and appreciated the efforts taken by the HoDs and respective Deans for taking appropriate steps to ensure quality academic delivery for teaching, learning process. The IQAC coordinator informed about the progress status of monthly audit system adopted by the account section. The detailed summary was submitted by the Senior Finance Officer before the Committee for consideration.

Noted

Item 8: To discuss and note the Examination Result Analysis of 2021-22 batch.

Reso 8: The Controller of Examination presented the result analysis of 2021-22 graduated batch, Department-wise as well as Faculty-wise. The Honourable Vice Chancellor informed that remedial classes along with conduction of value-added courses for the academic year 2022-23 had to be initiated by the respective Departments. All the departments had to submit action plan including schedule, course structure and target students to respective Deans of the faculty.

Noted

Item 9: Fostering collaborations/ MoUs with premier industries and institutions of repute.

Reso 9: The Honourable Vice Chancellor suggested that the vision of the University is to offer programs according to the current needs of the industries and therefore every year the University collaborates with other academic institutions to upgrade the curriculum and research. The members discussed the need for new collaboration with other institutions in order to generate new avenues for research and consultancy. The IQAC Coordinator informed the members that an MoU was signed between SRM University, Delhi-NCR and Special Olympics Bharat on 28 November 2022. Our Hon'ble Chancellor signed the MoU on behalf of SRM University, Delhi-NCR Sonipat and Dr. Mallika Nadda, the Chairperson of the Special Olympics Bharat signed the MoU on behalf of Special Olympics Bharat.

Noted

SRMUH also signed an MoU with Yakult Danone on 5th July 2022. Padma Bhusan Prof. N. K. Ganguly (Former Director General ICMR & Distinguished Professor, SRMUH) gave a talk on "Probiotics" after the MoU ceremony.

Item 10: Celebration of significant events conducted by the University.

Reso 10:

S.No	Name of the Event	Date
1	Republic Day	26 January 2023
2	Women's Day	6 March 2023

The IQAC coordinator informed the members about the important events celebrated by various sections in order to create an inclusive environment which is a blend of tolerance and harmony towards cultural, regional and communal socio-economic environment. Special days are celebrated to make students aware of the significance of national heritage and cultural symbols and to foster a spirit of unity. The summary of the events conducted by various sections are as follows.

Noted

Item 11: To discuss the upcoming Data Validation and Verification process.

Reso The Honourable Vice chancellor suggested to the members the process to be adopted for resolving clarifications of various metric under SSR. The criteria coordinators are supposed to take appropriate steps. Further, it was also suggested that departmental heads/section heads are required to compile all NAAC documentation work as per the requirement of NAAC peer team visit.

Noted

The meeting ended with a vote of thanks.


Prof Ranjit Roy
IQAC Coordinator
Member Secretary


Prof Paramjit S. Jaswal
Vice Chancellor
IQAC Chairperson



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**Minutes
of
18th IQAC Meeting**

Date: 24th June 2023

Time: 10:30 A.M.

Venue: Mini Conference Hall

18th Meeting of the Internal Quality Assurance Cell (IQAC) was held on 24th June, 2023 at 10:30 AM.

Following members were present:

1. Prof. Paramjit S. Jaswal, Vice-Chancellor & Chairman IQAC
2. Prof. V. Samuel Raj, Registrar & Dean, Academic Affairs
3. Prof. Rakesh Dube, Dean Science & Humanities.
4. Mr. Vikram Barara, Controller of Examinations
5. Prof. Sanjay Kumar, Dean Student Welfare
6. Dr. Vijay Kumar Singh, Dean Law
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14. Dr. Ranjit Roy, IQAC Coordinator

Following members could not attend the meeting:

1. Prof. D.V. Singh, University Librarian

The following business was transacted:

Item 1 Reso:	To confirm the minutes of 17 th IQAC meeting held on 16 March 2023. Resolved to approve minutes of 17 th IQAC meeting held on 16 March 2023.	Forwarded for approval to Academic Council
Item 2: Reso:	To confirm the action taken report of the 17 th IQAC meeting held on 17 March 2023. Resolved to confirm the action taken report of the 17 th IQAC meeting held on 16 March 2023	Forwarded for approval to Academic Council
Item 3: Reso:	To discuss the proposal received from the research coordinator to promote research publication. The research coordinator of the University presented the proposal regarding development of research eco-system and encouraging faculty and students to increase good quality research publications. The members suggested the following measures: 1. Enhancing the ranking of the University depends on several factors, one of which is publication of research papers and articles in good quality research journals. Research publications that meet global standards enhance the academic reputation of the University as well as its ranking. IQAC would frame guidelines to this effect and would also sensitize academic department regarding the list of Scopus/SCI indexed publications in each discipline. 2. To promote and strengthen research culture in the University, re-employment opportunities for research-oriented academicians in various disciplines should be created. The Chairperson IQAC advised to take appropriate steps to engage academicians of repute for enhancing research measures.	Noted
Item 4: Reso:	To discuss and note the status of data validation and verification of NAAC. The IQAC Coordinator informed the members that the University has successfully submitted DVV queries on 12 April 2023 received from the NAAC in context with NAAC-SSR. The University has submitted appropriate information to the NAAC DVV queries on 25 May 2023. The Vice Chancellor thanked all the stakeholders and Coordinators, Departmental Heads for their contribution.	Noted
Item 5: Reso:	To discuss the active engagement of alumni of the University. At the outset the Honourable Vice Chancellor suggested that active engagement with the alumni of the University will improve the eco-system of academics and research. The Director alumni reported that an alumni affairs committee comprising of Director alumni and faculty members of various Departments have been established. The chairperson IQAC suggested to conduct annual alumni meet after NAAC-Peer team visit.	Forwarded to Director Alumni for necessary action.

Item 6:	To discuss measures and preparedness for NAAC Peer team visit.																													
Reso:	The Chairperson IQAC briefed the committee members about the upcoming NAAC peer-team visit in the month of July. He gave instructions regarding various documentation, presentation to be available for NAAC peer-team visit. The IQAC Coordinator was suggested to take necessary and appropriate steps for Institutional preparedness and positive outcome.																													
Item 7:	To discuss and note various workshops/seminars/ guest lectures conducted by various Departments.		Noted																											
Reso:	The Coordinator IQAC presented the status of various workshops/seminars/guest lectures conducted by various Departments and centres.																													
	<table border="1"> <tr> <th>S.No</th> <th>Name of the Program</th> <th>Date</th> </tr> <tr> <td>1</td> <td>Neophyte Intra-Moot Court Competition</td> <td>18-19 April 2023</td> </tr> <tr> <td>2</td> <td>Earth Conference on Climate Justice for Better Tomorrow</td> <td>3-5 June 2023</td> </tr> <tr> <td>3</td> <td>Women & IP: Accelerating Innovation & Creativity</td> <td>26 April 2023</td> </tr> <tr> <td>4</td> <td>Understanding Gender: Beyond Binary Perspective</td> <td>24 May 2023</td> </tr> <tr> <td>5</td> <td>Training/Demonstration of Digital Podium</td> <td>22 April 2023</td> </tr> <tr> <td>6</td> <td>Workshop on Academic Bank of Credits</td> <td>20 May 2023</td> </tr> <tr> <td>7</td> <td>IPR Awareness session under NIPAM 2.0</td> <td>10 June 2023</td> </tr> <tr> <td>8</td> <td>Complaints and Appeals: Examples and Fraud from India and Abroad</td> <td>12 June 2023</td> </tr> </table>			S.No	Name of the Program	Date	1	Neophyte Intra-Moot Court Competition	18-19 April 2023	2	Earth Conference on Climate Justice for Better Tomorrow	3-5 June 2023	3	Women & IP: Accelerating Innovation & Creativity	26 April 2023	4	Understanding Gender: Beyond Binary Perspective	24 May 2023	5	Training/Demonstration of Digital Podium	22 April 2023	6	Workshop on Academic Bank of Credits	20 May 2023	7	IPR Awareness session under NIPAM 2.0	10 June 2023	8	Complaints and Appeals: Examples and Fraud from India and Abroad	12 June 2023
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	The Chairperson IQAC suggested to conduct a greater number of workshops on quality issues, IPR, entrepreneurship and skill development for students and teachers.																													
Item 8:	To discuss and note about the status of the structured feedback analysis from various stakeholders.		Forwarded for approval to academic council																											
Reso:	The IQAC Coordinator informed the members about the collection of online structured feedback to be received from various stakeholders. Accordingly, it was informed to all head of the departments to take appropriate steps to involve all stakeholders of the program for feedback analysis. The Chairperson IQAC advised to complete the process of feedback analysis for the academic year 2022-23 and directed IQAC Coordinator to submit draft of Action Taken Report in its ensuing meeting.																													

Item 9: To discuss and create awareness on quality monitoring of academic activities.

Reso : The IQAC Chairperson suggested measures to avoid plagiarism in all kinds of educational activities. It was explained that the University takes the issue of plagiarism very seriously. The research coordinator has directed to create awareness programs for faculties and research scholars to use anti-plagiarism software like Urkund and Turn-It-In.

Noted

Item 10: To discuss the proposal received from the Dean Student Welfare regarding the conduction of mental and emotional wellness.

Reso: The Dean Student Welfare informed the members that the MoU between SRM University and "Your Dost" (online counselling services) has been renewed for the academic session and hence faculty members and students can benefit from this facility available. Also, the faculty members were advised to share this information with the students. The Chairperson IQAC suggested to conduct mental wellness program for new batches of 2023-24.

Noted

The meeting ended with a vote of thanks.



Prof Ranjit Roy
IQAC Coordinator
Member Secretary



Prof Paramjit S. Jaswal
Vice Chancellor
IQAC Chairperson