



INTER OFFICE MEMO

Sheet 1 of 1

From: Director-IQAC

To: All IQAC Members & Special Invitees
CC: Hon'ble GB

20 July 2017

MINUTES OF 6TH IQAC MEETING, HELD ON 7TH JUL 2017 (FRIDAY) AT 10:30 A.M. IN THE CONFERENCE ROOM

1. The Sixth meeting of the Internal Quality Assurance Cell (IQAC), Post NAAC accreditation held on **7th Jul. 2017 (Friday) at 10:30 A.M.** in the Conference Room. The following members attended the meeting:-

1.	Brig. S K Sharma (Retd.), Officiating VC	Chairperson
2.	Prof. Prem Vrat (Pro-Chancellor)	Special Invitee
3.	Prof. Ramaseshan Narasimhan (Dean-SOM)	Member
4.	Dr. Kanu Priya (HOD-School of Law) (Leave of absence, Dr. Praveen Lohchab attended the meeting)	Member
5.	Dr. Sushmita Waraich (Officiating HoD, SOM) (Leave of absence)	Member
6.	Dr. Bharti Arora (Dy. Dean – RDIL) (Leave of absence)	Member
7.	Prof. Swaran Ahuja (HOD EECE & Dean Academics)	Member
8.	Dr. Latika Singh (HOD CSE & IT)	Member
9.	Dr. Amit Srivastava (Officiating HoD - CE)	Member
10.	Dr. Phool Singh (Dy. Dean – Academics, UG)	Member
11.	Wg. Cdr. Manohar Vasudev (Retd.) (COE)	Member
12.	Ms. Deepika Deswal (Dy. Manager – HR) (Leave of absence)	Member
13.	Mr. R.B. Madhekar (CEO, RBMSS Consultancy), Ind. Expert	Member
14.	Mr. Kashish Jhamb (Alumni) (Leave of absence)	Member
15.	Col. Bikram Mohanty (Retd.) (Registrar) (Leave of absence)	Member
16.	Mr. B.K. Gupta (Director - SPA)	Special Invitee
17.	Dr. Anjali Garg (Dy. Dean - PhD Programme)	Special Invitee
18.	Mr. Shakar Muralidharan, Director Mktg. Inc (Leave of absence)	Special Invitee
19.	Prof. Ravindra Ojha (Director, SOET)	Director-IQAC

Welcome address by Chairman

The Chairperson welcomed all the members to the sixth meeting of IQAC post NAAC accreditation. Thereafter he requested the Director-IQAC to proceed with the agenda of the meeting.

ITEM NO. 1: Confirmation of the Minutes of the Fifth Meeting of IQAC, held on 6 May'17. Minutes of Meeting attached as Annexure – 1.

The key action points of the last meeting were reviewed. The following action points were agreed:

I. Empanelment with HSIIDC, PWD, NHAI, UNITECH, MCG etc. to be explored by visits and interactions at their office and by inviting the decision makers to visit our NCU testing centre.	HoD-CE- Nov'17
II. A large scale HR conclave with reputed companies to be conducted in Oct/Nov'17. The planning details to be shared in the next few weeks. Support of Mr. Madhekar and his contacts to be taken.	Dir. SPA-Jul'17
III. The updated tie-up with ITB Ireland (B.Tech. & M.Tech. Programs) to be shared with the relevant students along with the past success stories of NCU students. All existing MoUs to be listed (details available with Registrar and RDIL) and their current coordinators identified. In one of the next IQAC meetings an agenda point to access the progress made under each MoU shall be monitored. Meanwhile RDIL should inform all coordinators that meaningful progress is expected in the next 3 months.	Manoj Gopaliya Aug'17
IV. The PC and Pro-VC have expressed a serious concern on the depleted numbers of Professors in the faculty-mix ratio. Action plan for improving the ratio number of Professors to be shared in the forthcoming IQAC meeting.	Dy Mgr. HR – Sept'17
V. A benchmark with competitive private universities like Shiv Nadar/ VIT etc and other well established aspiring universities to be compiled and recommendations made. It should share their best practices of work culture, compensation and the psychic income elements.	Dy Mgr. HR – Sept'17

VI. Share the summary table on the credit transfer in reference to point no. 2.1.2 of Minutes of 5 th IQAC meeting.	Dy Dean (Aca), Sept'17
VII. A presentation was made by Dean (Aca) (Annexure – 2) on the proposal of 1 st year students' transfer to other depts. The summary table of the 1 st year SOET related courses indicated that there were a very large number of uncommon courses. This made the transfer of students nearly impossible. It was therefore suggested by PC & PVC that a Committee be formed under the leadership of Dean (Academic) to:- a) Review the program wise variations and excessive number of courses taught in 1 st and 2 nd semester. b) Bring in more commonality in courses which would facilitate movement of 1 st year students within the B.Tech. programs.	Dean (Aca) – Sept'17
VIII. SOL & SOM to share the progress made in their respective schools in the area of ' <i>Innovation and best practices</i> ' as was done by DSOET in the last meeting.	Dean SOM & Dean SOL – Sept'17
ITEM NO. 2: Refer IOM dtd. 2nd May'17 from VC office on NIRF committee - 2018 (Annexure – 3). Based on the Appendix-1 of mentioned IOM, the progress on the 5 NIRF parameters was shared by the sub-committee incharge. – Dean(Aca)/ Dy.Dean (PhD Prog).	
I. Dean (Aca) shared the details of the five sub-committees formed to monitor the NIRF related progress. Each sub-committee leader subsequently shared the progress made in the 5 NIRF parameters. (Annexure – 4).	
II. It was suggested by the Pro VC that the representatives from SOM, SOL & CSE also to be added in the sub-committees.	Dean (Aca)- Aug'17
III. NIRF provides equal weightages to <i>Teaching-learning</i> and <i>Research</i> processes. Based on the inputs received by PC during the faculty counselling sessions currently the faculty spends 70% of his/ her time in teaching, 20% in academic administration and only 10% in research. PC and Pro VC recommended bridging this gap between NIRF and actuals. It was recommended to reduce the over-doing/ over-monitoring of teaching learning process. PC suggested focusing more on quality PhD guidance, SRC quality	Dean (Aca)

and utilisation of PhD scholars for more routine jobs.	
IV. Suggestions for improvement in NIRF score computation method, use of more effective matrices and publication related scoring process to be sent to NIRF HQs. It was also suggested that the age of the University should also be considered while providing the score.	Head-CE & Dean (Aca) – Aug'17
V. In order to improvement the 'perception' related score the following actions were suggested by PC;- - Conduct a Student satisfaction survey - Conduct a faculty satisfaction survey -The survey should be online with a well deigned questionnaire. It should be different for students and faculty. The SOM to support in the design of the survey.	Dy Mgr HR- Sept.'17
ITEM NO. 3: CoCubes Test- an update and Quality Improvement Plan – HoD (CSE).	
I. HoD CSE shared the University level CoCubes score analysis of the 2018, 2019 and 2020 batch students who had given the tests in May'17 (the analysis file is <u>Annexure – 5</u>).	
II. The eight defined action points needs to be implemented. The progress to be shared in the next meeting.	HoDs Sept'17
III. The interaction of the 2018 batch students with the CoCubes representatives to be fixed for July'17. The planned date of 5 th Aug'17 for Pre-assess test 1 to be reviewed by the HoDs and DSPA.	DSOET Jul'17
ITEM NO. 4: Share the quality initiatives taken for the forthcoming academic session	
• To be shared in the next meeting	Dean (Aca) - Sept'17
ITEM NO. 5: Share the status of Publications for year 2016-17 & new initiatives planned	
• Since the presenter of the item was absent, this will be discussed in the next IQAC meeting.	Dy Dean RDIL - Sept'17

ITEM NO. 6: Preparation of Annual Quality Assurance Report (AQAR 2016-17)	
<ul style="list-style-type: none"> DSOET shared the details of inputs needed from different sectional heads for the preparation of the AQAR report 2016-17. The responsibility list with expectations to be sent to all relevant people by DSOET by 15th Jul'17 (already sent). Information to be collected in July'17 for consolidation in Aug'17. 	DSOET Sept'17
ITEM NO. 7: Update on key initiatives:-	
I. NCUTU consultancy - HoD (CEE) Briefing as done by the HoD	
II. Industry engagement (MoU) -DSOET The update/ progress on industry-engagement to be shared in the next meeting as the students/ faculty members are still interacting with industry through the summer internship process.	DSOET Sept'17
III. Summer FDP – HR Since the presenter of the item was absent, this will be discussed in the next IQAC meeting.	HR Sept'17
IV. NIRF – HoD CEE & HoD EECE The progress was shared by Dean (Aca) through item no 2 above.	
<p>ITEM NO. 8: Any other point with the permission of the Chair.</p> <p>No points</p> <p>The next IQAC meeting is planned for the 2nd week of Sept'17. The tentative agenda points for the Sept'17 IQAC meeting are;</p> <ul style="list-style-type: none"> Review of the last minutes of the meeting, Progress made in building the Quality of industry engagement - All HoDs Status of the research publications in NCU and the related new initiatives taken for its quality improvement – Dy Dean RDIL Quality improvement related initiatives taken/ implemented in the 2017-18 academic curriculum. – Dean Academics 	

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Prof. Ravindra Ojha
Director - IQAC