

YMCA University of Science and Technology Faridabad
(Internal Quality Assurance Cell)

Date: 14.12.2015

AGENDA

1st Meeting of IQAC scheduled to be held on 22-12-2015 at 12.00 Noon in the Board Room of the University.

1.1	<p>To appraise the members about setting up of IQAC as per UGC Guidelines.</p> <p><i>In the 12th plan, an independent scheme for setting up IQAC has been proposed by the UGC to maintain the momentum of quality consciousness in the universities covered under 12B status. In this regard the University applied to UGC and subsequently IQAC was notified on 22.09.2015. (The constitution and proposed activities are given in Annexure 1).</i></p> <p><i>The matter is placed for information of the house.</i></p>
1.2	<p>To appraise the members about the grant details as received from UGC.</p> <p><i>A separate total grant of Rs. 5,00,000/- has been sanctioned to YMCAUST of which Rs. 4,50,000/- has been received so far. Expenditure pattern of the received grant is also provided by UGC through the Grant in Aid bill Ref no. 35-3/2015 (SU-1) dated 14 July 2015. (Details are given in annexure 2)</i></p> <p>The matter is placed for information of the house.</p>
1.3	<p>To sanction the financial power to the Director IQAC</p> <p><i>Financial powers of the various Heads of Departments have been described in Purchase Procedure Regulations of the university in chapter 12. In point no. 12.5.1 (Paragraph IV), other heads of the departments including Placement officer, Resident medical officer, Estate officer, Sanitary officer, Director -Youth and cultural affairs, Director -sports etc. have been authorized to incur expenditure up to Rs. 2000/- (without quotation) and Rs. 5000/- (on lowest quotation basis) for any individual bill. It is proposed to sanction above financial powers to the Director IQAC for efficient functioning of cell. (Details are given in annexure 3)</i></p> <p>The matter is placed for consideration of the house.</p>
1.4	<p>Proposal to forgo the honorarium of Rs. 1000/- per month by the IQAC Director as mentioned in IQAC Guidelines</p> <p><i>According to the IQAC guideline for universities, there is a provision for honorarium to the director/ coordinator of IQAC @Rs. 1000/- per month for a period of 5 years. Director IQAC, Dr Hari Om, has offered to forgo this honorarium.</i></p> <p>The matter is placed for the consideration of the house.</p>
1.5	<p>Proposal for setting up the office of IQAC</p> <p><i>The IQAC office is being run from the SOM Laboratory in Mech. Engg. Department where the Director, IQAC is provided with a cabin presently. Since laboratory is most of times is occupied by the students, privacy and working is affected. So for operating the office in a professional manner, it is proposed to set up separate IQAC office as per proposal in annexure 4.</i></p> <p>The matter is placed for the consideration of the house.</p>

1.6	<p>To appraise members about the ongoing activities under the ambit of IQAC</p> <p><i>I. Academic audit: The University is in the practice of performing academic audit of faculty members at the end of each semester wherein significant information regarding syllabus, assignments, sessional marks and student attendance is sought. (Academic audit and departmental report formats are given as Annexure 5)</i></p> <p><i>II. Student feedback: Class room feedback of all teachers by respective students is practiced during each semester through a software based performa/ hard copy. (Student classroom feedback and departmental report formats are given in Annexure 6)</i></p> <p><i>III. SWOT Analysis: A lecture was organized by IQAC on October 14, 2015 to conduct SWOT analysis especially for SC/ ST students by an external expert Dr. Jyoti Rana, Associate Professor and Head – PG Department of Commerce, DAV Centenary College Faridabad.</i></p> <p><i>IV. 360° Feedback: 360° Feedback portal is being provided on the University website, wherein feedback from the Students, Parents, Alumni and Industry is solicited. (All the feedback formats are given in Annexure 7)</i></p> <p><i>V. Preparation for NAAC visit: In order to initiate the activities related to NAAC accreditation, committees were formed on 21st May, 2015 for the preparation of SSR based on the seven criteria. First round of discussion between the members of the each committee with the Dr Sandeep Grover, Dean (E&T) and Dr Tilak Raj, Coordination Committee has been completed in the months of October-November 2015. The work is being compiled and the draft would then also be reviewed by outside expert in December 2015. (Details are given in Annexure 8)</i></p> <p><i>VI. An expert lecture on the topic "An insight to NAAC parameters" in order to sensitize the member of various NAAC committees was delivered by Prof. Sandeep Grover on 30/11/2015 in board room of the university.</i></p> <p>The matter is placed for information of the house.</p>
1.7	<p>Proposal for upcoming activities under IQAC</p> <p><i>I. Initiatives have been taken for getting the membership of Quality Council of India (QCI) and application along with the membership fee of Rs 6870/- (including service tax) for the same has been sent to QCI for their consideration.</i></p> <p><i>II. NBA Accreditation awareness lecture by Prof. Sandeep Grover/ External Expert</i></p> <p><i>III. One day seminar on INFLIBNET for the University Research Scholars in the first quarter of 2016. The details would be put up to Chairman IQAC for consideration.</i></p> <p><i>IV. To develop a grievance portal on university website so that various stakeholders (Student/ Staff/ Parents/ Alumni) can write and submit their grievances on the portal along with his/ her details in a convenient manner. Chairman CE has been requested to get it developed.</i></p> <p><i>V. To start up-keeping the API record of each faculty member and updating it quarterly as per UGC guidelines.</i></p> <p>The matter is placed for information and further suggestions of the house.</p>
1.8	<p>To consider any other items with the permission of chair.</p>