



# **Minutes of Meeting**

**IQAC**

**2019-20**

**Quantum University, Roorkee**

## Quantum University

Mandawar, 22 Km Mile Stone, Roorkee-Dehradun Highway (NH-73)

ROORKEE- 247167 (UK)

Date: 15/09/2019

### Minutes of IQAC Meeting held on 12<sup>th</sup> September, 2019

#### at Mini-Auditorium, Quantum University, Roorkee

A meeting of **Internal Quality Assurance Cell** was held by the **Director-IQAC Office** for different Departments in School of Technology, School of Sciences and School of Business on 11/10/2019 & 12/10/2019 at mini-auditorium to review the Agendas of the meeting. The following members attended the meeting:-

#### **1. Chairperson: Head of the Institution**

Prof. (Dr.) Vivek Kumar (Vice Chancellor, Quantum University)

#### **2. A few senior administrative officers**

Mr. R.K. Khare (Registrar, Quantum University)

Mr. M.S. Gupta (Control Of Examination, Quantum University)

#### **3. Senior Members (Advisory Board Committee)**

Prof. (Dr.) A.K Khare

#### **4. Three to eight teachers**

Dr. Gulshan Chauhan (Member)

Dr. Ram Singh (Member)

Dr. Praveen Kumar (Member)

Dr. Naveen Rawat (Member)

Dr. Amit Dixit (Member)

Dr. Murugalatha (Member)



**5. One member from the Management**

Er. Shobhit Goyal - Secretary of trust/BOM member

**6. One/two nominees from local society, Students and Alumni**

Mr. Himanshu Tyagi – Alumni

Mr. Ankur Jain – Alumni

Mr. Shobhit Prajapati- Student

**7. One/two nominees from Employers /Industrialists/stakeholders**

Mr. Naresh Garg- Industrialist

Mr. Ashish Vaidya - Industrialist

**8. One of the senior person as the Director of the IQAC**

Dr. K.K.Pande- Director IQAC, Quantum University

IQAC meeting was conducted for 2 days that is 11/10/2019 and 12/10/2019.

**DAY 1 (11/10/2019)**

The meeting proceedings are as follows:

- 1) Director IQAC began the meeting with a warm welcome to the Chairperson and members of the team. Earlier Agendas were screened and displayed through presentations covering points that need to be discussed.

**Agenda Item No. 01:** Vice-Chancellor Prof. (Dr.) Vivek Kumar with the association of advisor Dr. A.K. Khare they discussed the Vision and Mission statements of the University. According to that they set the objective and goals of the University.

**VISION**

“To be a seat of learning where a student gains academic and professional excellence, stays connected with the inner self, imbibes respect for human values, and becomes a world citizen.”

**MISSION**

- *To be a forward-looking, ever-evolving University of merit that shall continually strive to promote all-round excellence among all its stake holders to create a rich, eternal legacy of trust.*



- To imbibe values and ethics of global relevance such as gender and race equity, inclusive growth and also sustainable 'protection' and 'care' of the environment.
- To ensure a high core competence in students in their respective domains that cater to the changes in technology and dynamics of industry demand. The students should be adaptable to change and be life-long learners.
- To provide opportunities to students to nurture their skills in additional areas of knowledge, relevant to their times, through interdisciplinary pedagogy and robust Industry interface.
- To ensure wellness and wellbeing of its students through a range of value addition programs and freedom to pursue one's passion in areas of interest, including sports, music, dance, theatre, community service, and many more.
- To be a stronghold of liberated students who believe in the rich cultural heritage of their country, but have a truly global orientation.

**Agenda Item No. 02:** To discuss and approve the IQAC initiatives and their outcome implemented in academic year 2018-19.

IQAC Director Dr. K.K. Pande briefed the following IQAC initiatives that was planned and implemented in 2018-19.

- Organized Orientation Programs for Fresher Students Covering Student's Business Functions.
- Organized Faculty Development Programmes for Improving Quality of teachers.
- Organized a National Conference in the Department of Agriculture.
- Organized a National Conference in the Department of Mechanical Engineering.
- Organized a National Conference in the Department in Business Administration.
- Initiated Industry-Integrated Programmes.
- Successfully implemented Student Council.
- Automated Question Paper Generation system on the basis of Blooms Taxonomy.
- Design and Implementation of Examination System and Process.
- Designing and Implementation of Outcome-Based Education Models for CO-PO Attainment.
- Designing and Implementation of a Structured Feedback System, including data collection on ERP and other cloud platforms from each stakeholder, analysis, generation of action-taken reports, and incorporation of recommendations for improving the teaching and learning process of the systems, along with wide circulation.
- Implementation of the teaching and learning process on ERP while establishing student-centered methods.
- Design and implement a system for incorporating learning levels into the course outcomes of each programme.
- Design and implement a result analysis system for each semester examination.
- Design and Implementation of Policy for Research Promotions and Seed Money Funding.
- Design and Implementation of a Faculty and Staff Appraisal System.
- Design and Implement a Passion Programme System.
- Design and Implementation of the Introduction of Minor Programmes.



- Academic Audit System and Procedure.
- Institution Student's Data Management.
- Implementation of Slow and Fast Learner Mechanisms in the University.
- Implementation of the Mentor Mentee System in the University.
- Established mechanism for faculty and staff recruitment system in the University.
- Design and implementation of a system for students' grievances related.

**The outcomes for the above discussed initiatives are as follows:**

- Comprehensive orientation fosters confidence, skills, and community, equipping fresher students for successful integration and informed career decisions.
- Faculty development programs enhanced teaching quality, benefiting both educators and students by fostering effective teaching strategies and continuous professional growth.
- The National Conference in the Department of Agriculture successfully gathered experts, fostering knowledge sharing, networking, and advancements in agricultural research.
- The National Conference in the Department of Mechanical Engineering enriched knowledge, encouraged collaboration, and elevated the university's academic prestige.
- The National Conference in the Department of Business Administration amplified research, faculty expertise so that they impart research oriented education to students
- The initiated industry-integrated programs enhanced student employability, expanded industry collaborations, and bolstered the university's standing in academic-industry partnerships.
- The initiated student council empowered students, promoted leadership skills, and fostered a vibrant campus culture, enriching the university experience.
- The automated question paper system, based on Bloom's Taxonomy, streamlined assessment, improved learning outcomes, and enhanced academic efficiency for students.
- The design and implementation of a robust examination system improved accuracy, efficiency, and student satisfaction while enhancing the university's academic integrity.
- The development of a strategic plan for the university facilitated focused growth, resource allocation, and alignment with long- term goals for both university and students.
- Designing and implementing outcome-based education models improved student learning, faculty assessment, and university accreditation, aligning education with industry needs.
- The designed feedback system collected comprehensive data, enabled actionable insights, and enhanced teaching and learning processes, benefiting both university and students.
- Implementing ERP-based teaching and student-centric ICT tools improved engagement, efficiency, and outcomes, benefiting both the university and students.
- The implemented system aligned course outcomes with learning levels, enhancing program quality, ensuring effective learning, and benefiting both the university and students.
- The implemented result analysis system improved transparency, data-driven decisions, and academic excellence for the
- The designed policy promoted research, incentivized innovation, and fostered academic excellence, benefiting both the university and teacher.
- The implemented appraisal system enhanced faculty performance, encouraged professional growth, and contributed to the university's overall academic excellence.
- The implemented Passion Programme system enriched student experiences, fostered diverse talents, and enhanced the university's vibrant learning community.
- The introduction of minor programs diversified student skill sets, expanded academic horizons, and enhanced the university's
- The academic audit system enhanced accountability, maintained educational standards, and ensured



- academic excellence, benefiting both the university and students.
- External financial audits upheld transparency, compliance, and fiscal responsibility, ensuring the university's financial health and trust, benefiting students.
  - Effective institutional student data management ensured accuracy, privacy, and streamlined processes, ultimately benefiting both the university and its students.
  - The implementation of slow and fast learner mechanisms improved tailored support, student retention, and overall
  - The implementation of the Mentor-Mentee system fostered guidance, personal growth, and a sense of community, benefiting both the university and students.
  - The established recruitment mechanism attracted talent, ensured professionalism, and enhanced the university's academic quality, benefitting both the institution and students
  - The implemented grievance system addressed issues promptly, ensured fairness, and upheld academic integrity, benefiting.

**Agenda Item No. 03:** The following IQAC initiatives are discussed and planned for the academic session 2019-20:

- **To discuss and determine the formation of a new subspecialty group department within the university.**

In the meeting, it was decided by the director of IQAC Prof. K.K. Pandey along with Faculty Member Dr. Gulshan Chauhan and other department coordinators that a subspecialty group department allows for specialized and advanced curriculum development. This benefits those students who have a keen interest in the particular area, providing them with tailored educational experiences and mentorship opportunities. This group will be responsible to check the status and quality of course file and question bank. They have to check the Bloom Taxonomy and level of questions in the formation of question bank, assignment, quiz for the growth of the existing students. Also, identified the need and growing interest among students and faculty for a specialized department catering to Subspecialty Area.

- **Various Processes and Formulations for Starting Ph.D. Programmes**

The meeting commenced with an introduction to discuss the strategies and formulations needed to initiate Ph.D. programs effectively by Secretary of trust and BOM member, Er. Shobhit Goyal. The chairperson emphasized the importance of establishing clear processes to ensure the successful launch of these programs. In this meeting the following different aspects for the same has discussed:

- a. **Program Curriculum:** The faculty member highlighted the significance of designing a robust curriculum that aligns with the program's objectives and allows flexibility for interdisciplinary research.
- b. **Admission Criteria:** The participants deliberated on setting comprehensive admission criteria ensuring a fair selection process for candidates, emphasizing diversity and inclusivity.
- c. **Research Infrastructure:** Establishing necessary infrastructure and research facilities to support Ph.D. scholars in their academic pursuits was discussed, focusing on the availability of resources.



- d. **Faculty Support:** Emphasizing the role of mentors and adequate faculty support for students to navigate their research effectively was considered pivotal.
- e. **Admission Process:** A detailed discussion took place regarding the formulation of a transparent and efficient admission process, including application evaluation and interview procedures.
- f. **Program Structure:** The program coordinator suggested creating a structured timeline with milestones for Ph.D. candidates, including coursework, comprehensive exams, and dissertation milestones.
- g. **Funding Opportunities:** Exploring and securing various funding sources such as scholarships, grants, and assistantships to support Ph.D. students financially was considered imperative.
- h. **Ethical Guidelines:** The importance of establishing ethical guidelines and procedures for research conduct was stressed to maintain academic integrity.

- **Organised Orientation Programmes for Fresher Students and Senior Batches Covering Students' Business Functions**

IQAC members discussed about to organized orientation programs fostered camaraderie, skill development, and a deeper understanding of business functions, benefiting both the university and students

- **Organized faculty development programmes for improving the quality of teachers and a faculty orientation programme for newly joined faculty**

The organized faculty development and orientation programs enhanced teaching skills, fostered a dynamic faculty community, and enriched student learning experiences.

- **Organized a national conference in the Department of Business Administration..**

The organized national conference in Business Administration promoted knowledge exchange, industry engagement.

- **To offer a series of MOOC courses School-wise.**

Dr. Naveen Rawat along with other members emphasized on MOOC (Massive Open Online Course) platforms which offer a wide range of courses that cover various topics according to school wise. In this regard, the IQAC meeting commenced the following:

- a. Specify the name and platform of the MOOC course.
- b. Mention the topic or subject matter covered in the course.



- c. Summarize the main objectives or goals of the course and Highlight what participants are expected to learn or achieve.
- d. Outline the main sections or modules covered in the course.
- e. Mention key topics discussed in each module.
- f. Discussion about interactive elements, such as quizzes, assignments.
- g. Specify the course duration (e.g., number of weeks or hours).
- h. Discuss any certification or accreditation offered upon completion.
- i. Include any feedback or reviews from participants if available.
- j. Highlight positive aspects or areas for improvement based on reviews.

- **Customization of all modules in ERP.**

Dr. Ram Singh and Dr. Naveen Rawat and other members focused on the imperative need to customize all modules within the existing ERP system. The meeting emphasized the significance of customizing all modules within the ERP system to better serve the institution's needs. The proposed plan outlined steps for comprehensive customization, collaboration with the ERP provider, resource allocation, testing, training, and continuous improvement through feedback mechanisms.

- **Incorporation of question-wise examination performance and feedback in the CO-PO attainment model**

The meeting commenced with a discussion on enhancing the Course Outcome (CO) and Program Outcome (PO) attainment model within the institution by Dr. Ram Singh and Dr. Naveen Rawat. Emphasis was placed on the need to incorporate question-wise examination performance analysis and feedback mechanisms into the existing CO-PO attainment model. Feedback mechanisms such as post-examination surveys, peer reviews, and faculty assessments were proposed to gather comprehensive data for analysis.

The meeting concluded with a consensus to form a subcommittee tasked with creating a detailed plan for the incorporation of question-wise examination performance and feedback into the CO-PO attainment model.

- **Design and Implement System and SOPs for Marksheet and Degrees Publications and Distributions**





Dr. Vivek Kumar, Prof. A.K. Khare and Mr. M.S. Gupta recommended to create a system and standard operating procedures (SOPs) for Marksheet and Degrees Publications and Distributions. In this meeting members discussed several key steps and considerations as follows:

- a. Establishment of a secure and organized database to store student information, grades, and degree details.
- b. Define protocols for accurate and timely entry of student records into the system.
- c. To develop a system to generate mark sheets based on the stored data.
- d. Implement a process for creating and verifying degree certificates.
- e. Establish deadlines for data entry, document generation, and distribution cycles.
- f. Plan for periodic reviews to gather feedback and make necessary improvements to the system and SOPs.

- **Design and Implement Convocation Process and Procedures**

The designed convocation process and procedures flawlessly executed graduation ceremonies, ensuring memorable experiences and smooth operations for the university.

- **To Design and Implementation of Policy for Research Promotions and Incentives**

Prof. K.K. Pande, convened to deliberate upon the formulation and implementation of a comprehensive policy aimed at promoting research initiatives within the institution. The meeting attendees highlighted the following key points:

- a. The primary aim of the policy is to foster a research-friendly environment that encourages faculty members and students to actively engage in research activities.
- b. The need to design a structured incentive system to motivate and reward noteworthy research contributions was emphasized. Suggestions were made to consider various incentives such as monetary rewards, recognition, grants, and additional resources for research.
- c. It was proposed to establish clear criteria for evaluating research outputs, considering factors like publication in reputable journals, patents, citations, and other impactful contributions.
- d. The necessity to provide adequate support mechanisms, including research funds, access to databases, collaboration opportunities, and mentorship,
- e. The committee proposed a tentative timeline for drafting the policy document, followed by a review process involving feedback from faculty members and relevant participant.

This agenda concluded with a consensus to proceed with the formulation and implementation of the policy for research promotions and incentives, highlighting the crucial role it plays in elevating the institution's research culture.



- **To Design and Implementation of the IPR Cell and Promotion of Innovation Through Patents, Copyrights, and Startups**

Dr. Gulshan Chauhan, Dr. Naveen Rawat and Dr. N. Murugulatha discussed the agenda commenced with a comprehensive discussion on the establishment and implementation of the Intellectual Property Rights (IPR) Cell within the institution. The primary focus was on promoting an environment conducive to innovation and safeguarding intellectual property.

- a. Discussion on the Establishment of the IPR Cell.
- b. Strategies for Promoting Innovation via Patents, Copyrights, and Support for Startups.
- c. Allocation of Responsibilities and Timelines for Implementation.

- **Designing and Implementing an Internal Complaint Portal in the University**

The internal complaint portal improved communication, transparency, and grievance resolution, enhancing the university's accountability and overall student satisfaction

- **Administrative Audit**

Er. Shobhit Goyal, Prof. K.K. Pandey, Dr. A.K. Khare and Dr. Gulshan Chauhan discussed about the administrative audit enhanced efficiency, compliance, and resource management, optimizing operations and bolstering the institution's overall effectiveness. In this meeting the objective and scope of administrative audit discussed. Few key points were raised during the meeting discussions these might involve areas of concern, identified inefficiencies, compliance issues, or any noteworthy observations made during the audit process.

The agenda concluded with a resolve to continue working on these initiatives and to reconvene for progress updates and further discussions.

**Other agenda discussed in this meeting for academic session 2019-20 are as follows:**

**Agenda Item No. 04:**

- **Starting of 'Passion Program' for University's students**

Dr. Ram Singh along with other members discussed the roles and responsibilities of Passion Program and they assigned to the concerned people, including faculty members, administrative staff, and



student volunteers. The Head of Student Affairs was tasked with overseeing student engagement and outreach strategies.

- a. Program Coordinator to finalize the program structure and activities, incorporating feedback.
- b. Dean of Academics to explore the possibility of offering credits for specific program elements.
- c. Head of Student Affairs to devise promotional strategies and student involvement plans.
- d. Director IQAC to schedule follow-up meetings and maintain communication among participants.

#### **Agenda Item No. 05:**

- **Focuses on implementation on inter- disciplinary approach in the form of Minor Program.**

Dr. Gulshan Chauhan has focused on creating industry-ready professionals equipped with both technical knowledge and ethical values and to make them graduates industry ready and good human being, the University focuses dynamic contents based teaching learning processes and emphasizes on Internationally certified trainings certifications in minor programs as dual specialization and industry collaborated 'Honors Programs'

#### **Agenda Item No. 06:**

- **To organize Student Development Programs, Guest Lectures, Workshops, Industrial Visits for students.**

Prof. (Dr.) Vivek Kumar and Dr. Gulshan Chauhan discussed and plan student development initiatives, including guest lectures, workshops, and industrial visits aimed at enhancing the overall academic experience and skill development of university's students.

- a. Emphasized the importance of holistic development and identified various areas for student skill enhancement.
- b. Discussed the need for structured programs covering areas such as communication skills, leadership, critical thinking, and career development.
- c. Identified potential guest speakers from various industries and academia to enrich students' knowledge and exposure.
- d. Identified specific areas such as technical skills, soft skills, and industry-specific workshops based on students' needs and industry trends.
- e. Recognized the significance of industry exposure for students and its role in bridging the gap between theory and practical knowledge.

#### **Agenda Item No. 07:**

- **Implementation of Press Club**



Dr. Murugalatha and other members of the panel discussed the objective of establishing the Press Club and to create a platform for students and faculty members to engage in journalistic activities, encourage freedom of expression, and foster an environment for media-related learning experiences. The proposed activities of the Press Club included organizing workshops, seminars, and training sessions focused on journalism, media ethics, reporting techniques, and content creation. The club aimed to provide a space for students interested in journalism to hone their skills, collaborate on media projects, and publish articles, reports, or newsletters highlighting institutional achievements and events. The IQAC members deliberated on the structure, responsibilities, and guidelines for the Press Club, emphasizing the importance of maintaining ethical standards, inclusivity, and promoting unbiased reporting. Press club is developed to cover and record (documentation) all activities of the University related to students and faculty members.

**Agenda Item No. 08:**

• **Implementation of Student's Handbook.**

In the meeting members of IQAC discussed the implementation of student's Handbook 18 with all its features, rules and formats required by a student of Quantum University. A detailed description of academic regulations, grading systems, credit requirements, and procedures for enrollment, withdrawals, and academic appeals will be implemented in this handbook. Also, it will include a set of rules and expectations outlining acceptable behavior, disciplinary procedures, and ethical standards within the university campus.

**Agenda Item No. 09:**

• **To planning and discussion on Revision of syllabus and Curriculum Design and development of new courses for the upcoming session.**

Prof. (Dr.) Vivek Kumar and Dr. Gulshan Chauhan in association with other members discussed the agenda in which the following points discussed:

- a. The need for syllabus revision was highlighted, considering the evolving educational landscape and industry requirements.
- b. It was proposed to form a committee consisting of subject matter experts, faculty members, and administrators to oversee the revision process.
- c. Emphasis was placed on incorporating contemporary topics, practical applications, and updated learning resources into the revised syllabi.
- d. Timelines for the completion of the revised syllabi were discussed and agreed upon.
- e. Strategies for integrating technology, experiential learning, and interdisciplinary approaches into the curriculum were deliberated.



- f. Suggestions for new courses that cater to emerging industry trends, interdisciplinary studies, and skill development were presented.

**Agenda Item No. 10:**

- **To discuss about new programs to be launched in the university.**

Er. Shobhit Goyal, Prof. (Dr.) Vivek Kumar, Prof K.K. Pande, Dr. Gulshan Chauhan and other members of Internal Quality Assurance Cell (IQAC) considered the implementation of new programs to enhance the institution's academic offerings and overall quality. The initiative aims to introduce innovative courses, workshops, and initiatives that align with current educational trends and address emerging industry needs.

The primary objective is to enrich the educational experience, provide students with competitive skills, and ensure the University remains at the forefront of delivering quality education.

**Agenda Item No. 11:**

- **Establishment of Department of External Programs (DEEPRO).**

In this IQAC meeting, Dr. Gulshan Chauhan with association of other members of IQAC discussed an agenda on Department of External Programs (DEEPRO). DEEPRO comprising of faculty and students, constantly works towards industry liaison and arranging job fests at Quantum. This will actively engage in creating opportunities for students by arranging job fairs and nurturing relationships with various sectors to bridge the gap between education and professional employment.

**Later on a brief discussion on Quality Enhancement Mechanism was proposed by Director IQAC in relation to teaching methodology, Mission & Vision of University, research preparation.**

**The meeting was concluded with thanks to the chair. Director IQAC instructed all department Coordinators to absorb practices of NAAC and not just be in documents.**

  
Coordinator IQAC

Date:- 15/09/2019