Quantum
UNIVERSITY
ROORKEE, UTTARAKHAND

Minutes of Meeting

Of 1st Meeting of IQAC

Session: 2022-23

Quantum University, Roorkee

QUANTUM UNIVERSITY

Campus:-Mandawar, 22Km Mile Stone, Roorkee:

Dehradun Highway (NH-73)

ROORKEE-247667(UK)

Minutes of IQAC Meeting held on 12th -13th August 2022
at Board Room, Vice Chancellor Office, 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 12-08-2022& 13-08-2022 via offline mode at VC's Board Room.

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
Dr.Sayar Singh Shekhawat (Registrar, Quantum University)
Dr.Amit Dixit (Controller of Examination, Quantum University)

3. Senior Members (Advisory Board Committee)
Prof. (Dr.) A.K Khare(Advisor, Quantum University)
Dr.Ashu Rani (External Expert, Director Research, Kota University)

4. Three to eight teachers
Dr.Satender Kumar (Member)
Mr.Pushpendar Singh (Member)
Dr.GauravAgarwal (Member)
Dr.Chandani Sharma (Member)
Mr.VaibhavRathi (Member)
Dr.Naznin (Member)
Dr.Santosh Kumar Verma (Member)
Mr.Alok Prasad (Member)

5. One member from the Management

Er. ShobhitGoyal - Secretary of trust/BOM member (Online)

6. One/two nominees from local society, Students and Alumni
Mr.HimanshuTyagi – Alumni
Mr.ShobhitPrajapati – Alumni (Online)

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

    Mr.NareshGarg- Industrialist
    Mr.GautamKapoor- Industrialist

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

    Dr. Manish Sharma- Director IQAC, Quantum University

9. Department Coordinators:

Dr.Santosh Kumar	School of Health Science
Mr.Pushpender Singh	Department of Business Administration
Dr.MousmiAgarwal	Department of Commerce and Finance
Mr.ArjunBhardwaj	Department of Law (Absent)
Mr. Ravi Upadhyay	Department of Media Studies
Dr.Varsha Gupta	Department of Humanities & Social Sciences
Mr. Karan Babbar	Department of Civil & Petroleum Engineering
Dr.Satender Kumar	Department of Computer Science Engineering & CA
Mr.M.Kanan	Department of Mechanical Engineering
Dr.GauravAgarwal	Department of Agriculture Studies
Dr. Ajay Kr Sharma	Department of Sciences
Mr.Alok Prasad	Department of Hospitality and Tourism

The meeting proceedings are as follows:

Item No IQ22.1.1 To confirm the minutes of the previous meeting of IQAC meeting dated 12/11/2021.

The minutes of previous IQAC meeting dated **12/11/2021** were confirmed for the following issues discussed during the meeting:

1. The house accepted the need of strengthen CRC creating awareness about internship, for building ties with industries for improving number of internships and for arranging internships for all the students.

2. The Vice chancellor suggested inviting industries on the campus to provide in- house internship in the area of software development, project management & other innovative skill developments.

3. Dr.Amit Dixit, COE emphasized the need of training the faculty first for conducting collaborative research and training in association with industries. He further expressed willingness to help in organizing this activity for a small group of faculty members at nearby industries in Haridwar region

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4. The house also reviewed the status of research Publication in the institute. The management of the university also proposed for research funding, bearing cost of publication and providing funds for attending conferences in more volume.

5. The major quality enhancement initiatives undertaken during the session (2021-22) such as review of Feedback ATR, analysis of CO-PO attainment model, Faculty and student's orientation programs, role of sub-speciality groups of the department, conduction of MOOC courses, organising flip classes and incorporating student projects in every semester were evaluated. The board suggested that these practices should be more carefully attempted for ensuring experiential learning, autonomy to teachers, learning by doing and learning by peer group interactions.

6. The board also evaluated the performance of the students in various value added courses (VAC), participation in workshops, Sports, cultural activities, innovation Council activities, co-curricular activities while reviewing activity planners presented by various departments.

7. The board also evaluated feedback from all stakeholders, FDPs, faculty orientation programs NSS activities Sports & cultural achievements of UG and PG students.

8. Dr Amit Dixit, COE presented the result for the end semester examination 2020-21 including result analysis for End Semesters and Summer Semester.

Item IQ22.1.2: To discuss and review the Vision and Mission statements of the University

Following existing Vision & Mission statements of Institute were discussed during meeting for review

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.

The External Expert Member, Dr.Ashu Rani, Director Research, Kota University, Kota has suggested following guidelines to review the Vision and Mission of Institute:

1. Vision is generic and well drafted and it should be reflected in all activities of the University.

2. Vision is futuristic statement that the institution/ department would like to achieve over a long period of time.

3. Mission statements are to be essentially the means to achieve the vision.

4. Statements should help in defining aspirants and to remain focussed.

5. Mission is written in a simple language, easy to communicate and should define objectives which present near future of the Institute.

6. Vision statement is dream of where one wants the Institute to be and inspires all the stake holders.

7. Mission statements are actionable statements that guide the stakeholders to act.

8. In view of above guidelines, IQAC members recommended to collect the feedback/ comments from all stakeholders on existing statements & to modify the Vision & Mission of Institute.

Item IQ22.1.3:To discuss and approve the IQAC initiatives and their outcome implemented in academic year 2021-22.

IQAC Director Prof. Dr. Manish Sharma briefed the following IQAC initiatives that were planned and implemented in 2021-22.

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- Organised Orientation Programmes for Fresher Students and Senior Students Covering Students' Business Functions.
- Apply for the Engineering NIRF Ranking.
- Organised Faculty Orientation Programme for Newly Appointed Faculty Members.
- Organised orientation for administrative and Technical staff
- Organised the IEEE International Conference on IR4.0 Technologies.
- Participated in leading surveys conducted by various media and magazines.
- Applied for ARIIA. 21-22.
- Setting up of QLRC (Online Quantum Learning Resource Centre)
- Setup Alumni Association.
- Internal Financial Audit.
- Academic and Administrative audit by external expert.

The outcomes for the above discussed initiatives are as follows:

- The organized orientation programs for both fresher's and senior students promoted camaraderie, skill development, and a deeper understanding of business functions.
- The application for Engineering NIRF Ranking showcased the institution's excellence, attracting recognition and potential students seeking quality engineering education.
- The organized faculty orientation program facilitated smooth integration, provided essential information, and promoted collaboration among newly appointed faculty members.
- The organised administration and technical staff orientation program facilitated smooth integration, provided essential information, and promoted collaboration among newly appointed staff members.
- Organizing the IEEE International Conference on IR4.0 Technologies fostered knowledge exchange, global collaboration, and technological advancements in Industry 4.0.
- Participating in prominent surveys conducted by various media and magazines boosted the institution's recognition and credibility in the academic landscape.
- Applying for ARIIA 21-22 (Atal Ranking of Institutions on Innovation Achievements) showcased the institution's commitment to fostering innovation and entrepreneurship in higher education.

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- The establishment of the Online Quantum Learning Resource Centre (QLRC) enhanced accessibility to quantum learning materials, advancing education and research.
- The establishment of the Alumni Association fostered a strong alumni network, promoting lifelong connections, mentorship, and support for the university.
- The internal financial audit ensured transparency, compliance, and fiscal responsibility, contributing to efficient financial management and institutional trustworthiness.
- A thorough academic and administrative audit ensures compliance, resource optimization, and continuous improvement in educational institutions.

Item IQ22.1.4: *The following initiatives are discussed and planned for the academic session 2022-23:*

- ISO Certification.
- Organised Orientation Programmes for Fresher and Senior Students Covering Students' Business Functions.
- Apply for the Engineering NIRF Ranking 2022.
- Organised Faculty Orientation Programme for Newly Appointed Faculty Members
- Organised a national conference in the Department of Business Administration.
- Organised the 2nd IEEE International Conference on IR4.0 Technologies.
- Organised the IPGA Conference for the Pharmacy Department.
- Participated in leading surveys conducted by various media and magazines for 2022-23.
- Review of New Education Policy Implementation and Strategy Planning for 2022–23.
- Planning of New Education Policy Implementation and Strategy Planning for 2023–24.
- Applied for ARIIA 22-23.
- To seek fund for outreach activity Unnat Bharat Abhiyaan.
- Identification of local, national, regional, and national issues and incorporation in all curricula.
- Organised Workshop on intellectual property rights (IPR).
- Organised orientation for administrative and Technical staff.
- Academic and Administrative audit by external expert.
- Digital learning in the curriculum.

Item IQ22.1.5: To apprise the House about registration and participation of the institute on National Academic Depository (NAD)

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1. The house appreciated the initiatives taken for the registration of the Institute on National Academic Depository (NAD). Following details regarding NAD were discussed during the meeting:

2. The institute got registered on the NAD in August 2020.

3. National Academic Depository (NAD) is an initiative of Government of India facilitated by Ministry of Human Resource Development (MHRD) for Digital issuance, storage access and verification of Academic Awards issued by Academic Institutions. NAD is a Unique, Innovative and Progressive initiative under " Digital India" towards achieving Digital enablement of the Education Records.

4. NAD is an inter-operable system for storage, retrieval, authentication and verification of academic awards.

5. NAD allows the logging of academic awards. In addition to ensuring the authenticity.

6. Academic institutions are held responsible for the authenticity of NAD data. Requests for access to academic awards for potential employers require the consent of the recipient.

Item IQ22.1.6: To present QLRC, SMS & QMS report of all departments

1. The house reviewed the LMS of Departments.

2. The house suggested for the issuing of directors to concerned departments to take corrective action for 100% utilization of LMS, QLRC facility.

3. The report for July 2022 is annexed.

Item IQ22.1.7: To apprise the House about the status of UG/PG admissions

The house reviewed the following status of admissions in various UG & PG courses (21-22) of Institute:

UG admissions: 980

PG admissions: 52

Ph.D. admissions: 32

1. The house suggested to study/ review the decreasing interest of students for admission in PG programs at Institute level through a suitable committee and to take corrective measures if required to increase the admissions in PG courses. The courses where the interest is poor may be restructured / renamed. PG and scholarship should also be improvised.

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2. House also suggested to start courses on emerging areas with the Industrial Collaborations.

3. The department/ course wise full report on admissions is annexed.

Item IQ22.1.8: To apprise about the status of Ph.D candidates and the monitoring mechanism

1. The house reviewed the provision made for **Research Advisory Committee** constituted for each research scholar.

2. The house also reviewed the status of monitoring mechanism created for Ph. D. Scholars. The next six monthly Ph. D. registrations through concerned supervisors in case of non-reporting/ performing research scholars.

Item IQ22.1.9: To discuss the initiatives taken for creating gender equity

The house reviewed the following initiatives taken for gender equity:

1. Girls Grievance Cell was reconstituted this year.

2. The members of the cell regularly interact with students.

3. The team has proposed to appoint **two Gender Champions** (one girl, one boy) from each class who will be associated in conducting activities like workshops, poster making, etc to create awareness about gender sensitivity, gender equity, safety, laws.

4. A page and link regarding Girls Grievance Cell on the website is also planned.

5. The house discussed the Vishakha Guidelines against Sexual Harassment at Workplace (Promulgated by the Indian Supreme Court in 1997 and were superseded in 2013 by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

6. House also suggested to notify or to create awareness amongst the students regarding various initiatives taken by the Institute for gender sensitization.

Item IQ22.1.10: To apprise about the status of implementation of the Flexible Curriculum

1. The house appreciated the various efforts made for the implementation of Flexible curriculum by the university:

2. An orientation session was conducted to brief all the faculty members of the institute regarding the different provisions of the Flexible Curriculum (drafted in accordance

with the AICTE model curriculum guidelines) which is implemented w.e.f. 2019-20 admitted batch of students.

3. Similar orientation was done for all the students, department wise through power point presentation prepared by the BOS of the institute.

4. The list of courses approved by BOS and Academic Council for getting an Honours or Minor interdisciplinary specialization in other engineering disciplines were also displayed on the institute website.

5. A power point presentation was also prepared by the Dean Academics Office of the university to guide the students through the flexible curriculum in the form of a Orientation Program

Item IQ22.1.11: To discuss initiatives taken for improving teaching-learning practices

1. The house appreciated the following initiative taken for the preparation of Faculty Guide Manual to promote learner centric education in the Institute:

2. Academic manual & Teaching manual is being prepared (for a few identified courses) at the departmental level. The objective of the Faculty Manual is to prepare a strategic Lecture Plan for establishing standardized norms to achieve a desired level of uniformity in the teaching- learning practices of a particular course. Time, value percentage of conceptual, logical, analytical, numerical & application orientation teaching learning including interactive & non interactive components are to be ascertained and documented to bring a certain standard of teaching.

3. The Faculty Manual is expected to be very helpful for new teachers who are teaching the course for the first time.

Item IQ22.1.12: To review the activities conducted by the Innovation Cell (QIC)

The house reviewed the various activities conducted by the QIC for internal/ external students to develop various skills required for better employability.

Item IQ22.1.13: To inform the House about initiatives to improve employability of students

1. The house reviewed the initiatives taken to increase the employability skills among the final and pre final year students through external service provider under TEQIP- III:

2. The CRC of Institute is going to start 40 hours " Employability Skill Training" w.e.f. 26th August 2022 through VAC.

3. The service provider will impart Employability skill training covering managerial skills required for working in industry.

Item IQ22.1.14:To Table the completed exit survey report

The house reviewed the attached exit survey report prepared for total 340 responses on 20 points and suggested following points in teaching learning, Examination, Faculty Members and Infrastructure.

1. Quality of Education – Very Good (2.8/4.0)

2. Academic Infrastructure- Good (1.4/4.0)

3. Faculty Member – Good (1.8/4.0)

4. Dedication and Involvement of Faculty Members- Very Good (2.9/4.0)

5. Placements – Very Good (3.2/4.0)

6. Co-Curricular Activity – Excellent (3.7/4)

7. Extra Curricular Activity and Passion Program – Very Good(2.9/4)

8. Hostel – Good (1.7/4)

9. Library –Very Good (2.5/4.0)

10. Trainings – Excellent (3.1/4.0)

11. Food – Good (2.9/4.0)

12 Internship Opportunity – Very Good (3.2/4.0)

13. Branding –Very Good (2.8/4.0)

14 Lab & IT Infrastructure – Good (1.9/4.0)

15 Personality Development Program – Good (1.8/4.0)

16 VAC – Very Good (2.9/4.0)

17 Inter Disciplinary Education – Excellent (3.4/4.0)

18 Student Club and Their activities – Very Good (2.4/4.0)

19 Interaction with sr. Officials – Very Good (2.7/4.0)

20 Overall Impression – Very Good (2.9/4.0)

Item IQ22.1.15: To set- up guidelines for the effective implementation of "National Policy on Academic Ethics"

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The house accepted the following proposed initiatives on the implementation of National Policy on Academic Ethics:

1. It is proposed that the policy document should be circulated to all faculty, students & staff of the Institute through a Google form, with a " I have read and I accept to abide by these guidelines" at the bottom, compulsory for all to accept.

2. The policy will also be uploaded on the institute website under the "Ethics" Lab.

Item IQ22.1.16: To present the status and preparedness of the Institute for NAAC Accreditation

1. The house reviewed the following activities regarding preparation for NBA Accreditation and implementation of Outcome Based Education:

2. Meeting of HoDs and OBE coordinator with Prof. A.K. Khare, Honourable member of BOM was conducted on 17th July 2020.

3. To review the policy adopted by the institute for (i) computing attainment and mapping of Cos &Pos and (ii) mapping of PEOs with mission statements.

4. To review the eligibility and compliance status of the NAAC of the UG & PG Programs.

5. Training the faculty for teaching – learning as well as assessment and evaluation is a continuous practice with the institute.

6. A two- day workshop on "Bloom's Taxonomy for Assessment Design" was organized by the IQAC for OBE coordinators from all the departments on April 2020. Dr.Vivek Kumar, Vice Chancellor, Quantum University was the expert. Tutorial sessions were also conducted to train the faculty for writing Intended Learning Outcomes (ILOs) and their mapping with Bloom's Cognitive/ affective/psychomotor domains.

7. The review and presentation of SSR was carried out for 7 departments by a team consisting of the Academicians, Criteria In charge and the departmental OBE Coordinators.

8. A meeting of HoDs and OBE coordinator was held.

9. The vision and mission statements were reviewed along with rubrics developed for mapping Cos- Pos& PEOs.

10. The need for making the teaching- learning process more interactive & inclusion of open ended problems to challenge the students was advised.

11. Need to give more weight age to continuous assessment was emphasized.

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Item IQ22.1.17: Any other matter with the permission of the Chair

1. The house suggested to enhance the efforts made by the institute to address following needs of 21st Century learners through authentic pedagogy.

   a. Media Savvy

   b. Self Reliant

   c. Adaptive

   d. Creative

   e. Collaborative

2. Mr.Naresh Garg, Industrialist & Employer members of IQAC has informed about" Requirement & Guidelines for Management Systems for Educational Organization" as per Indian Standards (IS/ISO/21001:20190) The feasibility and its implementation can be done in the initiative being taken by the University for quality improvement and assured his full support wherever and whenever required.

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Approved By

Dr.Vivek Kumar

Vice Chancellor, Quantum University.