



**Minutes of Meeting
of 2nd Meeting of IQAC**

Session: 2022-23

Quantum University, Roorkee

QUANTUM UNIVERSITY

Campus: - Mandawar, 22 Km Mile Stone, Roorkee:
Dehradun Highway (NH-73)
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Minutes of Meeting of IQAC

Date: 21th February, 2023

A 2nd 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 16-02-2023 & 17-02-2023 via offline mode at VC's Board Room to review the Agendas (1 to 3). Discussion and planning is progressive related to forthcoming preparations of NAAC Agendas (4 to 19). 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. Amit Dixit (Registrar, Quantum University)

3. Three to eight teachers

Dr. Satender Kumar (Member)
Mr. Pushpendar Singh (Member)
Dr. Gaurav Agarwal (Member)
Dr. Chandani Sharma (Member)
Mr. Vaibhav Rathi (Member)
Dr. Naznin (Member)
Dr. Santosh Kumar Verma (Member)
Mr. Alok Prasad (Member)

4. One member from the Management

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

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

Mr. Himanshu Tyagi – Alumni
Mr. Shobhit Prajapati – Alumni (Online)

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

Mr. Naresh Garg- Industrialist
Mr. Gautam Kapoor- Industrialist

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

Dr. Manish Sharma- Director IQAC, Quantum University

8. Department Coordinators:

Dr. Santosh Kumar	School of Health Science
Mr. Pushpender Singh	Department of Business Administration
Dr. Mousmi Agarwal	Department of Commerce and Finance
Mr. Arjun Bhardwaj	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. Gaurav Agarwal	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:

DAY 1) 16 Feb 2023

1) **Director IQAC** began meeting with a warm welcome to Chairperson and members of the team. Earlier Agendas were screened and displayed through presentation covering points that need to be discussed on the respective days separately.

Agenda Item 1 was familiarized the team about Review and approval of the minutes of the previous meeting of IQAC held on 15 January 2021 followed by 12 and 13 Aug 2022.

Thereafter, **Agenda Item 2** explored upon Review and approval of IQAC Action plan by highlighting vision and mission, participation of NAD, QLRC/QMS Report, etc.

Agenda Item 3 showcased Review and approval of actions taken by IQAC during last quarter of 2022-23 including UG-PG Activities, Status of PhD and monitoring, initiatives taken for Gender equality etc.

Vice Chancellor Sir (Chairperson, IQAC) approved all three Agenda items and voiced all team members to consider the spirit of IQAC meeting and focus on value of data quoted in IQAC documents. He also asked Director IQAC to circulate earlier MOM amongst all members and asked Department Coordinators to maintain record of same for their reference. He asked Department Coordinators to recognize importance of Internship and Curriculum design with development of projects. He also brought an idea on assigning VAC coordinator

or SPOC person to evaluate performance of trainings covered under different Departments and ensure quality of delivery part in same.

A query regarding Conferences listed in IQAC Action plan was done by Dean Academics and Head Health Sciences. For that, Director IQAC advised to list them in Department Presentations.

2) Director IQAC next instructs upon Departmental Heads to be crisp and precise on delivering 15 minutes Department presentation on the agendas Items 4 to 10, 13, 14 and 16. Annexure attached for details. The briefing of presentations is summarized as below:

1. Dr Santosh kumar, was the first presenter from School of Health Sciences. He was asked to review presentation, as the points mentioned were similar to discussed earlier cannot be overviewed again. Evaluation Feedback analysis and ATR was missing in the slides therefore he was asked to revise and then present it.
2. Dr Mousmi Agarwal, was suggested to bring PPT in sequence manner. Feedback report of BCOM 1st semester was shown and BL level 4 was displayed in Course BB3301 throughout. It was recommended by Chairperson to make SSG (Super Specialty Group) vigilant about identifying errors and include repeated efforts by frequently accessing the Result Analysis to eradicate such errors through updation in Assignment and question banks.

Result analysis of 21-22 for odd semester was not mentioned, it was asked to include that too in slides. ATR to remove the errors in subjects having Less than 2.7 average BL levels was proposed. mu and sigma standard deviation action to be taken Specify the SP001 details in ATR, and develop correlation by SSG. Recommendation to be mentioned in ATR based on that. VC Suggested there is emergent need of establishing correlation between feedback and related ATR and need to be documented with ATR.

Furthermore, 2022-23 Odd semester result analysis also to be shown for appreciable Feedback on curriculum. Feedback on courses can also be shown with Percentage in Result to be meticulously explained specify strength. It was identified to specify Hons program, as 1 instead of using repeatedly. It was acknowledged by Head that Course file submission status is completed after verification from SSG and uploaded on QLRC. A signed ownership for NEP implementation in syllabus also was proposed. Research publications for 2021/22 were shown followed by even semester CO-PO Attainment. It was

proposed by VC to get check annual excel sheets need to be signed and approved at the Department level also.

3. Mr Pushpender Singh Coordinator of Management Department, was instructed to present actual Result analysis from ERP through exact figures. He gave suggestion on integrating student internships to research papers and also presented roadmap on Self Help Group with task to highlight extension activities. For the forthcoming session he promoted introduction of MBA Agri business.
4. Mr Karan Babbar, Coordinator Civil & Petroleum Engg Deptt discussed CO/PO Outcome for Even sem through use of threshold value for mid semester and end semester. The futuristic collaboration with auto desk/auto cad was also proposed. VC instructed all Department Heads to prepare NAAC documents Criteria wise. He also highlighted Department to keep check list ready with 74 points and associated enclosures.
5. Dr Varsha Gupta, Coordinator Humanities, presented only 1 program BA. It was recognized that Course code HM 3034 had value 4.00 throughout which is not acceptable. The Average value for PS 3608 was 2.45, which was less than required attainment therefore it was proposed to have rigorous investigation to be done at SSG level. The recommendation is based on the scores and can be discussed at Department level for feedback concerns in terms of good or bad Faculty. The quality of Question bank, tutorials, assignments, question paper, should be cross checked by discussed by SSG and identified for points lacking and requiring more effort. It was proposed by VC to submit ATR within a week. Moreover, submit ATR with feedback from alumni and employers. Year 2021 should be incorporated and presented in public domain as a Skelton for NAAC.
6. Mr Ravi Upadhaya, Coordinator BJMC & Media Studies was identified to present Result with only 2 subjects good review in results and remaining poor feedback. Amongst different courses, GD and JM Subjects 2 semester was indicated that indicates error concerning 2022-23 session and was asked to cross check once. The value of efforts needed to be improved as in 5th semester JM3506 and VP3515 showed below average performance. The discussion was held that revealed less performance due to New faculty. Further, CO-PO Attainment 20-21 showed feedback values as 2.22 displaying level 6. It was asked to incorporate feedback faculty values and

compile Result analysis again.

VC suggested to keep all files ready, handle and justify Blooms level being used in matrix manipulation as was shown in VP3412. He pointed to revise CO3 and consider judiciously all CO's while doing mapping and direct attainment.

VC suggested all Department Coordinators to understand the level of attainment and correlation further with direct assessment and feedback. Also supportive examples may be used to defend the presentation.

The meeting was concluded with thanks to the chair. Director IQAC instructed all Department Coordinators to modify PPT's for next day presentation (17 Feb) and be available 2:30 onwards at same venue.

DAY 2) 17 Feb 2023

1) Director IQAC began meeting with a warm welcome to Chairperson and members of the team. Agendas to be discussed were screened and displayed and thereafter Department Coordinators were asked to present covering points highlighted.

The proceedings of Meeting were as follows:

1. Mr Alok Prasad, Department of Hospitality and Tourism showed Result Analysis and specified SFS03 is related to Faculty member while analyzing Feedback. First and Third semester datasets were missing and he was asked to complete all. CO-PO values attainment was varying between 1-2 and none achieved 3. On the basis of screened reports the Committee members asked to identify such subjects and carry out revision. The average response for attained level is 4, it was asked to take care for values displayed 6. The members exhaustively appreciated ATR made for each subject separately.
2. Dr. Satender Kumar, Department of Computer Science Engineering & CA presented consolidated Feedback for students and teachers specifically below 3. EC3341 reported was least value, discussion was carried out on same. Moreover in subjects CS3340, CA3501, TF0S04, CS3703 Faculty gave feedback 1.67 less than that given by students i.e. 2. In some other subjects also, Faculty points were less than students. Therefore, open discussion was done concerning this issue. The reasons of limited login restriction before attendance and uneasiness to mark attendance later on creates a pressure on

Faculty mind and that could be preferably reason for the same.

It was proposed by committee members to design a strategy regarding the same. EE3504, CA3543 and EE3547 achieved an attainment of 4 for which reasons were put forward by the Department head. Result Analysis for 2022-23 first year were not available and were asked to be put in next presentation. CO-PO Attainment with Research publication details were showcased. It was also acknowledged that All Course files are uploaded from Department and date of delivery of lectures is mentioned before uploading on QLRC. Collaborations were also shown. Director IQAC pointed to include Academic collaborations along with Industrial collaborations. BTech Cloud Computing was proposed for upcoming semester.

3. Mr M Kanan, Department of Mechanical Engineering started screened feedbacks taken by Students and Faculty. MT3014 and MT3545 had level below 3 (i.e. 2.5). Also in course codes ME3504, VP3501 and MT3013, teachers gave less feedback as compared to students which proves counseling of faculty members. He added that ATR is under preparation. Result Analysis provided 100% result based on students strength which became a topic of discussion for all. It was acknowledged that Course files of Department are uploaded on QLRC.
4. Dr Gaurav Aggarwal, Department of Agriculture Studies presented Feedback and ATR in an organized manner indicating that average feedback was 3 or above 3. The unavailability of Faculty and poor communication skills in SS4 made feedback slightly reduced when compared to others. Accordingly syllabus modification will be made he added. Poor feedback was observed for Courses by Faculty as compared to students in AG3142 (1.88), AG3501(1.63) and MA3303(1.81), AG3540 for which discussion was carried out. As per ICAR Syllabus Changes are introduced in same and increase in lectures, tutorials and monitoring activities were also incorporated in the subject. It was pointed by IQAC Head to rigorously make Faculty and students both aware that critically analyze factors and then give feedback on courses. He also suggested building up consequences based on Feedback in ATR. It was highlighted that all Course files were uploaded at Department level with proper revision in syllabus as per ICAR. He also suggested to evaluate Chapters for fast learners. Collaboration with Grassroots society is proposed for upcoming session. Director IQAC appreciated presentation.

5. Dr Ajay Kr Sharma, Department of Sciences displayed Feedback Analysis and discussion on Course codes for EG3103(1.97), CS3014(4) was done. Fifth semester results were reported less as compared to other semesters and in some subjects below 2. In Chemistry group subjects had biased attainment with namely JM3014(0.38) and CS3034 (0.90), CY3513 (1.8) were all discussed. Result analysis was overall good However, Course file status needed to be updated after Lecture Plans downloading from ERP. MOU's were displayed.
6. Mr Arjun Bhardwaj, Department of Law was on leave so no presentation was made from his end.

Next, Director IQAC VC suggested all Department Coordinators to seriously take a note of Feedback and its ATR.

Beginning with Agenda item 15, Director IQAC explained Green Audit, concerns on eco friendly atmosphere, sustainability and green practices need in campus together with waste management preventive measures. 13 Points related to infrastructure as for trees, plantation, library, Audi, Sanitation, ATM, Health dispensary, Sewage, Gymnasium, sign boards etc were highlighted. He also justified the need of full time medical practitioner or Doctor for on spot first aid treatment of students and faculty members.

Successive to above, Agenda item 17 was explored that comprised Alumni and interaction based 5 criteria comprising curriculum, teaching, learning, consultancy and infrastructure. Strategies to improve Alumni were proposed in form of Alumni meet , lecture and video records, development of Alumni Office / Alumni cell or an Alumni body to have activated office bearers for communicating with pass outs.

Thereafter, Future plans were exposed to complete team by Director IQAC in relation to NEP, IKS, UNDP, Skill Development, OBE, Electoral etc. It was pinpointed that students register for skill courses but only 10% get certification. Smart lectures should be incorporated by Faculty members involving 3 Board lectures and 1 LCD based. Full time teachers should develop e content and post video lectures on QLRC and app for same. Faculty student exchange programmes should be promoted and Research/Business lab should be developed. Data storing details of Student qualifying in National/

International exams should be well maintained.

Later on discussion on Quality Enhancement Mechanism was proposed by Director IQAC in relation to teaching methodology, mind mapping, Mission & Vision of University, Software linkages, Auto updation techniques, research preparation, attendance monitoring and self debarred mechanism along with entry level checking performance system.

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.



Prof (Dr.) Manish Sharma

Director IQAC

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