K.R. MANGALAM UNIVERSITY
THE COMPLETE WORLD OF EDUCATION

Internal Quality Assurance Cell

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Minutes of the Second IQAC meeting held on March 10, 2018, in the conference room of the university

The second meeting of the IQAC was held on March 10, 2018, in the university's conference room.

Following members attended the meeting:

- **Prof. R K Mittal**, *Vice Chancellor (Chairperson-IQAC)*
- **Dr. Diwaker Padalia**, *Controller of Examination- Member*
- **Dr. Somdutt**, *Dean SOLW- Member*
- **Dr. Meena Bhandari**, *Dean SBAS- Member*
- **Mr. Sandeep Singh Chib**, *Registrar- Member*
- **Ms. Meghna Chabra**, *Associate Professor- Member*
- **Ms. Minakshi Katoch**, *Assistant Professor- Member*
- **Ms. Sapna Sharma**, *Assistant Professor- Member*
- **Dr. Ranjit Varma** *Coordinator (IQAC)*

Ms Manvi Arora, Dr. Aashish Sharma, Mr. Manish Jindal, Mr. Harmanpreet Singh Gill (1401020010) and Dr. Anthony Raju could not attend the meeting.

At the outset, Dr Ranjit Varma, Dean ACAD, Coordinator IQAC expressed his deepest gratitude to Hon'ble Vice-Chancellor, Prof. R.K. Mittal for agreeing to join the second IQAC meeting.

The chairman welcomed all the members to the second meeting of IQAC. Hon'ble Vice-Chancellor, Prof. R K Mittal, while welcoming all the members asked Dr Ranjit Varma to read

out the minutes of the first IQAC meeting. Dr Ranjit Varma shared the minutes of the first IQAC meeting. There were a few suggestions after which the minutes of the first meeting were approved.

Prof. Mittal asked each member to share their work progress so far.

Curricular Aspects: Ms. Minakshi raised a few queries regarding the name of the program and the year of the program. Vice-Chancellor said that the data must be collected year wise, like, in 2013 how many took admission in BBALLB, similarly, in 2014 how many took admission in BBALLB. After collection of data, we should fill in the template. After self-assessment, we will be able to find our areas that need improvement.

Teaching Learning and Evaluation: Dr Diwakar was asked to collect information like number of outside admissions, number of admissions in SCST quota, percentage calculations, number of students from other states and countries, average percentage, total applications received, total number of students admitted from reserved category. These details are to be procured by the admission office or registrar office.

The Vice-Chancellor said that student feedback should be added as one important point because nowadays NAAC policy has changed, and a lot of weightages is now given on feedback of students and parents. We should keep feedback form, feedback score for each faculty in a particular session, number of students whose feedback has been taken, and record action taken on that feedback score. Vice-Chancellor stated that he will be sharing the last semester feedback with all the Deans, which they can share with their faculty members. The template of feedback form from parents, recruiters, employers will be shared and one of the committees will work in this area and start preparing a procedure to document the feedback of parents, employers, recruiters.

Record of academic calendar and course handout, faculty load allocation, making of timetable and academic registration should also be added to it. The teaching process should involve the use of whiteboards and projectors, and a digital library and SWAYAM are to be added. In

examination, there was a suggestion to send some papers to external paper setters and evaluation also to be done by external examiners.

Learning level of students, student teacher ratio, full time teachers with PhD during last 5 years, teachers who have received awards recognition from state government and private universities, number of days in which the result is declared, average percentage of applications on re-evaluation, details for these needs to be collected. We need to discuss the evaluation process, average pass percentage of the students, retention data for faculty, average percentage of teachers using ICT etc.

Research and Innovation: Ms. Meghna Chhabra's has been collecting data for research innovations, publications, corporate social responsibility (CSR) activities. She said that Health camp, legal aid camp, blood donation, traffic awareness programs, NSS activities have been organized by the university. She was also asked to collect the number of students enrolled with NSS. She was asked to collect and include how many faculty have completed research while working with K R Mangalam.

Library and Infrastructure: Enlist E-journals and research journals, magazines available in the library. Enlist Number of labs, including lab equipment.

Student Support and Progression: Ms. Sapna Sharma was asked to collect information and document all student activities, clubs, societies, their formation, and different activities organized by them. Alumni association formation needs to be done. In parent teacher meeting and activities, we need to mention orientation day activity and mention mentor allotment to each student and other activities organized by Schools.

Governance, Leadership and Management: Dr. Meena Bhandari raised her concern, whether absenteeism information of the students is shared with the parents by different means like SMS, mails etc. or through unisoft software. Dr Somdutt was of the view that unisoft does not send any message to parents of the students regarding their absenteeism in the class. Prof Mittal said that there may exist a gap between practical reality and paper. He stated that unless there is proper documentation of what is happening or not happening, we will not know our deficiencies and

just making a statement that nothing is happening in unisoft, is baseless and nobody will accept it. Dr. Meena Bhandari gave an example that a day before, there was a change in a photo session for which the information was given to the students via Arun using SMS, which reached them immediately. Dr. Ranjit Varma was of the view there may be some glitches in the system, which can be recorded and corrected to make the system more functional. The Vice-Chancellor's view was that just making a statement that the quality is poor is not acceptable and that the next step should be on how to improve it.

Dr. Meena Bhandari started the next point about quality improvement practices adopted by the institution. Her first point was curriculum development: the first thing being BOS, academic council, and BOM. She also enquired if she has to put all the minutes of each and every BOS that have been held over last 5 years, to which the Vice-Chancellor replied that as of now, she doesn't need to put any of the minutes, but she should know about the number of BOS in each school held up till now and the place to locate these minutes, as these will be required only when the external team comes for inspection. She then enquired about the number of meetings of the academic council and board of management in a year, to which the Vice-Chancellor reported that all the information is given in the statutes which is with the Registrar. Another point of discussion was human resources where leave rules, recruitment process, academic leave, student and faculty welfare schemes, industry interaction, MOM with industries are to be included. In industry interaction, invited lecture talks were to be recorded. It was suggested that data for faculty development programs, workshops and conferences conducted so far is to be recorded.

Leave rules for faculty including maternity leave, academic leave etc., welfare schemes for faculty, welfare schemes for non-teaching like medical insurance, health insurance, weather we are giving /not giving, we could prepare recommendations for the same.

Innovations and Best practices: KRMU is an ecofriendly campus, which is having solar system, rainwater harvesting, green plants, and sewage treatment plants. KRMU takes care of the hygiene of the students and faculty and conducts Health camp, English classes for its employees. These points need to be filled in on the template. Regarding best practices, the Vice-Chancellor informed members that we have started online payment of fees, establishment of

moot court, digital payments in canteen etc. Further, we can divulge on the suggestions provided by you later.

The meeting ended with a vote of thanks.

Dr Ranjit Varma

Coordinator, IQAC

Prof. R K Mittal

Chairperson, IQAC

IQAC
K.R Mangalam University,
Sohna Road Gurugram-122103