



**Minutes of Meeting
Of
Annual IQAC
Meeting**

Held on 25th February 2018

Venue:

Board Room, First Floor

Block B, GNA University

A meeting of Internal Quality Assurance Committee (I.Q.A.C.) held on Monday, 25th February, 2018 to apprise the members about the objectives of the I.Q.A.C.

The following members attended the meeting:

1. Prof. (Dr.)V.K.Rattan
2. Dr. Vikrant Sharma – Professor and Dean Faculty of Engineering Design and Automation
3. Mr. Tripathy - Professor and Dean Faculty of Engineering Design and Automation (Design)
4. Dr. Disha Khanna – Dean, Faculty of Liberal Arts
5. Mr. Sameer Varma – Dean, Student Welfare
6. Ms. Rajinder Kaur – Associate Professor, GNA Business School
7. Mr. Baljit – HoD, Animation and Multimedia
8. Mr. Ramandeep Singh – Assistant Professor, GNA Business School
9. Mr. Ranvir Singh – Assistant Professor, Faculty of Engineering Design and Automation
10. Ms. Simran Seehra – Vice President, Operations (Management Representative)
11. Mr. Kuldeep Sharma – Superintendent Accounts
12. Mr. Abhishek Dhawan – IT Manager
13. Ms. Sukhwinder Kaur – Deputy Librarian
14. Ms. Jyoti – Local Resident (Social worker and President of JCI North)
15. Ms. Jasbir Kaur – Student Nominee
16. Mr. Arjan Singh – Alumni Representative
17. Mr. Janak Jamwal – Parent Representative
18. Mr. Rahul Vats, Mak Architecure - Employer
19. Mr. Vikas Ghai, GVK Metalforms Pvt. Ltd. – Industrialist
20. Ms. Monika Hanspal – IQAC coordinator

The coordinator of IQAC Ms. Monika Hanspal greeted the honorable members present in the meeting. She introduced all the members of the IQAC having academic as well as industry members. She apprised about the objectives and functions of the Internal Quality Assurance Cell (I.Q.A.C.):

Objectives of IQAC :

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of GNA University.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The above-mentioned objectives can be achieved by developing mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

Functions and Activities of IQAC :

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement.
- Coordinating quality-related activities, including adoption and dissemination of best practices.
- Development of University database for the purpose of maintaining and enhancing institutional quality
- Development of Quality Culture in the institution.
- Periodic review of Academic and Administrative Audits along with their follow up activities

- Preparation of AQAR as per the guidelines of NAAC
- Bringing Innovation in Teaching.
- Bringing reforms in Examination/ Evaluation systems.
- Ensuring upgradation of the faculty through various Faculty Development Programs, Faculty training and workshops
- Arranging Orientation Programs for the faculty and students.
- Planning Faculty and Student Exchange Programs.
- Promoting the research environment and sensitizing the faculty for research and encouraging faculty to apply for patents.
- Promoting Publication of research papers by faculty members in National and International Scopus indexed /WoS / ABDC / UGC Journals.
- Initiating and materializing National and International academic collaborations.
- Promoting industry linkage to bridge the industry academia gaps.
- Encouraging participatory, experiential and problem-solving learning amongst the students through various extension activities in all faculties.
- Enriching the library in terms of Text Books/Reference Books/e-books/Journals/e- journals/ Digital Database.
- Meetings with every stakeholder – Faculty/Non-Teaching/Students / alumni and Parents / Employers for various purposes.
- Planning Seminars and Conferences to be organized – National / International.
- Developing plan of action semester wise and measuring outcome on completion.
- Student Feedback.
- Parent's feedback and Industry Feedback.
- Teaching, Learning and Evaluation – Faculty participation in Seminars Conference/Symposia (National and International).
- Evaluating the student progression.
- Encouraging the participation of the students in the sports facilities.
- Encouraging the social work activities amongst the students through various community related activities.
- Regular Academic, administrative and Environmental Audit.
- Keeping connect with the alumni and getting their feedback and suggestions.

Thereafter, the inputs from all the committee members taken into account for the initiatives to be taken for academic excellence to achieve the aims behind establishment of Internal Quality Assurance Cell.

The following agendas were taken up for the discussions and to sort out their respective issues:

Item No. 1 The quality initiatives for question paper setting

Item No. 2 To discuss the admissions process of the University.

Item No. 3 To discuss the new quality initiatives in Innovative Teaching Pedagogies

Item No. 4 To discuss the best practices for recording Student's data

Item No. 5 Audit of Examination Evaluation

Item No. 6 Semester plans

Detailed discussion was held on the above-mentioned points:

Item No. 1 The quality initiatives for question paper setting

As University has taken initiative to move to outcome-based education, it is important that the Question papers are prepared under Bloom's Taxonomy for both the Mid Semester exams and the End Semester exams. All the questions are to be designed in a way that map with the Course Outcomes mentioned in the syllabus of the respective course. All the question papers must check the level of learning of the student. While assessing the learning level, it is to check whether the learning outcome is met in what way whether it is just remembering, or the learner has understood, or he will be able to apply, analyze evaluate or create. Dr. Vikrant Sharma strongly emphasise on the need of using blooms taxonomy during the discussion and all the members also agree to the proposal.

Item No. 2 To discuss the admissions process of the University

To ensure transparency in the admission processes it is proposed that admission process will be made online where the students can apply. Mr. Sameer Varma also reinforced the need of setting up of online admission process for the comfort of the students. The working in this area has already been started and further opportunities have been explored by the team of systems and operations. All the members agree to the proposal.

Item No. 3 To discuss the new quality initiatives in Innovative Teaching Pedagogies

Dr. Vikrant Sharma informed the members about the adoption of innovative processes in Teaching and Learning Pedagogies which is the transformation of traditional lecture method to other Online methods to enhance the learning capacity of the students as well as to make them enjoy while studying. He further added that the innovation must be adopted via Video lectures, MOOCs courses, Role plays, Case Study methods to promote student's engagement. He added that novel assignments should be given to the students to enhance their analytical and critical thinking.

Item No. 4 To discuss the best practices for recording Student's data

As university is planning for accreditations, Ms. Monika Hanspal informed the members about the record keeping of student related data for future analysis. She shared what data is required to be kept and for how long. The benchmarks will be framed by the Quality Assurance Team. All the members participated in the discussion and come up with effective ways to analyze the data via keeping a database for academic administrative audits.

Item No. 5 Audit of Examination Evaluation

Ms. Rajinder Kaur proposed an internal audit of Examination evaluation system to the committee members. The idea is appreciated by all the members and the decision is made to conduct the same. An internal audit team of IQAC audited the marks entry from answer sheets to the student logins and the report on the same has been submitted to the Board of Control for their information and the Deans / Heads of all faculties are apprised of the same.

Item No. 6 Semester plans

Ms. Monika Hanspal informed that during the regular meeting of the IQAC with the faculty, emphasis was given on the FDPs, workshops, guest lectures, Conferences well in advance so that the budget can be allocated accordingly to each of the faculty. All the Deans and Heads have shown their encouraging response and each faculty gets the approval in advance for all the activities to be taken during the upcoming semester. The semester plan is checked for it's relevance to the students.

The feedback from all the stakeholders to be kept into consideration while drafting the processes I.Q.A.C. members taken into account the new processes.

Ms.Monika Hanspal appreciated all the discussions which gives insight into the problem areas where the team has to work towards improvement for the benefits of students and staff of the University. She thanked all the I.Q.A.C. members for their valuable suggestions and inputs in the meeting.

Submitted for kind approval:





