



**Minutes of Meeting
Of
Annual IQAC Meeting**

Held on 23rd March 2019

Venue:

Board Room, First Floor
Block B, GNA University

A meeting of Internal Quality Assurance Committee IQAC committee held on 23rd March 2019 to review the performance of the last year and to discuss the way forward on quality-based parameters.

The following members attended the meeting:

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

Prof. (Dr.) V.K. Rattan welcomed all the internal and external members in this meeting to take the inputs on the various agendas to achieve academic excellence.

Ms. Monika Hanspal stated that IQAC team is having regular interactions with every Department of the University to involved in the best practices regarding improvements in the on-going functions.

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

Item No. 1 To get the approval of structure feedback forms for all the stakeholders

Item No. 2 Examination Reforms

Item No. 3 Automation of Admission process

Item No. 4 Implementation of MOOC in the course structure and academic rules of respective faculty

Item No. 5 Review of Semester plans

Items No. 6 Establishment of GNA University IIC under the flagship of Ministry of HRD

Items No. 7 Improving the placement rate of the students

Item No. 8 Green Audit

Item No. 9 Audit of Examination Evaluation

Item No. 10 Active involvement of students in peer learning

Detailed Discussion was held on the above points:

Item No. 1 To get the approval of structure feedback forms for all the stakeholders

All the stake holders – Employer, Alumni, Teacher and Students are given due consideration while framing the questionnaires for the feedback survey.

Feedback is also taken by the President of the University personally from the students by visiting their classes and sessions.

The feedback forms (Annexure A, B, C and D) were circulated amongst the members for the finalisation. All the members have given their due consent to go ahead with the forms

Item No. 2 Examination Reforms

During the last meeting, it was decided to adopt Blooms taxonomy for the question papers and it was found by the audit team of the Quality Assurance Cell that the things are implemented in letter and spirit by all the faculty members. Dr. Vikrant appreciated the efforts of the team in conducting the workshops on Blooms Taxonomy

Item No. 3 Automation of Admission process

It was discussed by Ms. Monika Hanspal that during 2019, admission process was followed and found few challenges in the system. Then the initiatives are taken by the team of Systems and Operations. They have finalised the third-party software for the process to make the process economical and more efficient in terms of back support. NoPaperForms has been finalised by the Board of Control after the first phase demo but the detailed demo of the whole process will be planned before finalisation of the system.

Item No. 4 Implementation of MOOC in the course structure and academic rules of respective faculty

All the faculty councils are advised to include MOOC courses in their course structure. Various platforms like NPTEL, SWAYAM, are to be given due recognition for the credits taken by the student in the due course.

Item No. 5 Review of Semester plans

Ms. Monika Hanspal reviewed various semester plans as per its relevance to the students. She focused on addition of more technical Guest lectures and hands-on workshops for the development of the students to survive in the prevailing competitive industry.

Items No. 6 Establishment of GNA University IIC under the flagship of Ministry of HRD

To encourage the young minds for innovation and to make everyone aware of IPRs, Mr. Kamaljeet Kainth has been given the responsibility of the GU-IIC for all the activities.

Items No. 7 Improving the placement rate of the students

To improve the placement rate, Corporate Relations Department was given the responsibility to take supplementary sessions on improving the Analytical Skills and Soft Skills of the students. Experts are advised to be appointed for the same. The process has been initiated by Mr. Abhishek Sood.

Item No. 8 Green Audit

To evaluate the energy conservations practices and the overall environment friendliness of the University, IQAC team proposed the implementation of the Green Audit in GNA University. Use of Solar Energy for the power consumption is also proposed and team is working on the feasibility of the project for the University. Solid and Liquid Waste Management needs to be properly managed, for this Mr. Kunal has been given the responsibility to get the regular updates on STP working and utilisation of the recycled water needs to be monitored.

Item No. 9 Audit of Examination Evaluation

It is updated by Ms. Rajinder Kaur that the 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. 10 Active involvement of students in peer learning

Ms. Monika updated the IQAC members that all the clubs and societies' activities who are working on the technical projects and related objectives are also audited for the achievement of the objectives. The teachers are suggested to motivate the students to make the clubs more active. President of all Clubs and societies spoke with great deliberation.

Ms. Monika Hanspal appreciated all the discussions and thanked all the members of I.Q.A.C. for their valuable suggestions in the meeting.

Submitted for kind approval:

