



**Minutes of Meeting  
Of  
Annual IQAC Meeting**

Held on 4<sup>th</sup> September 2020

Venue:

Board Room, Ground Floor

Block A, GNA University

A meeting of Internal Quality Assurance Cell held on 4<sup>th</sup> September 2020 to review the performance of the last year and to discuss the way forward on quality-based parameters. The meeting was delayed due to COVID-19 pandemic and all the precautionary measures were taken like wearing masks and social distancing was maintained during the meeting.

**The following members attended the meeting:**

1. Chairperson: Dr. V. K. Rattan – Vice Chancellor
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. Sameer Varma – Dean, GNA Business School
5. Dr. Disha Khanna – Dean, Faculty of Liberal Arts
6. Dr. Rajinder Kaur – Associate Professor, GNA Business School
7. Mr. Baljit – HoD, Animation and Multimedia
8. Mr. Ramandeep Singh – Assistant Professor, GNA Business School
9. Dr. 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. Jyoti Mahant – Deputy Librarian
14. Ms. Jyoti – Local Resident (Social worker and President of JCI North)
15. Mr. Prabhveer – Student Nominee
16. Ms. Chahat – 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. Dr. Monika Hanspal – IQAC coordinator

Dr. Monika Hanspal welcomed all the internal and external members in this meeting to take the inputs on the various agendas to achieve academic excellence in the difficult times of 100% Online teaching.

She stated that IQAC team is having regular virtual 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 discuss LMS and Online Examination system

**Item No. 2** Adoption of “Learning Never Stops at GU”

**Item No. 3** Appointment of coordinator for MOOCs

**Item No. 4** Starting of National Start Up Policy (NISP)

**Item No. 5** Proposal of Solar initiative

**Item No. 6** Modernization of Sports Ground

**Items No. 7** Establishment of Community Radio

**Items No. 8** Review of Conservation Energy

**Item No. 9** Green Initiative

Detailed Discussion was held on the above points:

**Item No. 1 To discuss LMS and Online Examination system**

Dr. Monika Hanspal showed her concern regarding Online teaching methods in the lockdown when students could not be taught physically in the University. She informed all the members of I.Q.A.C. about the new Learning Management System in the university to continue the process of teaching during COVID-19 times. A third-party software Blackboard was implemented to provide online lectures to all courses running in the University. For Teaching, the new LMS was capable of a variety of useful features like:

- User-friendly in nature.
- Taking uninterrupted virtual Audio/Video sessions.
- Automatic upload of Attendance.
- Personal as well as group communication.
- Sharing screens with students while teaching.
- Conducting practical sessions with students.
- Uploading and evaluation of Assignments and Class tests.

And many more..

For Examination purposes, the management decided to adopt a third-party software to conduct Online examination named Co-cubes. The software has following mentioned features:

- A teacher can invigilate his students while watching every activity happening in the background.
- The software gives Alert messages to the students if any in disciplined occurs.
- The student can either write their answers in the text box provided or can upload handwritten answers and diagrams on the portal.
- Facility of both MCQs and Essay type questions.
- Easy to navigate through all the given questions.

**Item No. 2 Adoption of “Learning Never Stops at GU”**

Keeping in view the sensitivity of the quarantine days in mind, GNA University commenced with its Online teaching and doubt clearing session for the students locked down at home. The objectives of these sessions as propagated by the President Sir of the University is to “Stay

connected, Stay updated". Along with teaching all other facilities like Webinar and virtual Workshops are increased to engage the students.

### **Item No. 3 Appointment of coordinator for MOOCs**

With reference to the notification of University Grants Commission regarding SWAYAM courses, to encourage the continuity of learning amongst students, the University nominates Ms. Niti Moudgil, Assistant Professor GNA University as SWAYAM coordinator. She will keep all the necessary records of the same.

### **Item No. 4 Starting of National Start Up Policy (NISP)**

To promote the innovation and entrepreneurship, Mr. Tripathy initiated GU Innovation and Start up policy. He stated that GNA university will invest in activities related to innovation and entrepreneurship as a part of its annual budget. Minimum 1% of the fund of the total annual budget of the university should be devoted for the funding and supporting innovation and startup related activities. This would be done by formation of separate expense head on the name of "innovation" under the GU-IIC (GNA University Institution Innovation Council).

The committee consists of the following members:

1. Mr. C.R. Tripathy Internal NISP Coordinator
2. Dr. V.K. Rattan Internal VC, President, GU-IIC
3. Mr. Kamal Batra External Sr. Director APAC, PTC Education
4. Mr. Vikas Ghai External MD, GVK Metal
5. Mr. Rahul Sehgal External DGM, Designtech
6. Mr. Kamaljeet Kainth Internal Convener, GU-IIC
7. Mr. Shailesh Pandey Internal Assistant Professor, FEDA

Every member appreciated this implementation and wished the team with their best wishes for future endeavours.

### **Item No. 5 Proposal of Solar Installation in the campus**

Dr. V.K. Rattan discussed that Solar power has evidently become the trend in renewable energy and this is a great way to show care about the environment sustainability. Therefore, the proposal to set up a roof top solar project was brought in notice in front of all the members present in the meeting. He further stated that the hunt for a vendor must be started early to switch to green power as soon as possible.

All the members agreed on this proposal and appreciated Dr. Rattan's insight to environment sustainability.

### **Item No. 6 Modernization of Sports Ground**

Dr. Sameer Varma discussed about raising the existing level of Sports in our University to motivate our students to participate in more physical activities. To encourage the spirit in sportsmen the university approved and built a professional Basketball court. This court is one of the main attractions in the University for the students. Dr. Varma further stated that modern set

up in the field of sports and physical education is not only served as a hobby but also provide a path to sports career.

#### **Items No. 7 Establishment of Community Radio**

Community radio is a world-wide phenomenon. A country with approximately 18 officially-recognized languages obviously need a widely used platform like Radio. Dr. Vikrant Sharma discussed the importance of having University's own radio station where the teachers or the students can walk in any time to share some important local event or news. The process was earlier initiated in Feb 2020 in LOI but it was delayed due to COVID-19 pandemic. The proposal was apprised by Dr. Monika Hanspal for buying the transmitter for Community radio. The proposal has been approved and will be initiated after the signing of GOPA (Grant of Permission Agreement).

All the committee members were in the favour of this process as it is the best and cheapest medium to communicate with others in this Digital Era and also will give exposure to the students of Bachelors of Journalism and Mass Communication.

#### **Items No. 8 Review of Conservation Energy**

An effort to reduce energy consumption is must in the Global warming times. Under the guidance of President Sir, the university conserve the energy by deploying Solar lights on the road sides of the surrounding areas. This initiative reduces pollution and conserves natural resources. To evaluate the energy conservations practices and the overall environment friendliness of the University, IQAC team is working and auditing on regular basis.

#### **Item No. 9 Green Initiative**

Sustainable development practices are the need of the hour. To reduce the green house effect, the University is regularly practising Tree-plantation drive in the surroundings as well as neighbourhood adopted villages in team with NSS members of the University. Student nominee Mr. Prabhveer showed his best interest to participate in this initiative for the wellness of the society.

#### **Item No. 10 Review of Semester plans**

Dr. Monika Hanspal reviewed various semester plans as per its relevance to the students. She informed that during the regular meeting of the IQAC with the faculty, emphasis was given on Short-term Courses (STC), technical workshops, Student- Alumni interactions and Conferences. 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.

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





