



# YMCA University of Science and Technology

(ESTABLISHED BY HARYANA STATE LEGISLATIVE ACT NO. 21 OF 2009)

Sector-06, NH-2, Faridabad – 121006 (Haryana)

## INTERNAL QUALITY ASSURANCE CELL

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Ref: IQAC/MAY/2016/03

Date: 18.05.2016

### Minutes of 2<sup>nd</sup> meeting of Internal Quality Assurance Cell (IQAC) held on 13-05-2016 at 10:30 AM in the Board Room of University

The meeting was attended by following;

<u>S. No.</u>	<u>Name of the Member</u>	<u>Designation</u>
1.	Prof (Dr) Dinesh Kumar, Vice Chancellor, YMCAUST Faridabad	Chairperson
2.	Dr Sanjay Kumar Sharma, Registrar, YMCAUST Faridabad	Member
3.	Dr. Sandeep Grover, Professor (Mech. Engg.), YMCAUST Faridabad	Member
4.	Dr. M. L. Agrawal, Professor (Mech. Engg.), YMCAUST Faridabad	Member
5.	Dr. Naresh Chauhan, Professor (Computer Engg.), YMCAUST Faridabad	Member
6.	Dr. Munish Vashishath, Professor ( Electronics Engineering) YMCAUST Faridabad	Member
7.	Dr. Rachna Agrawal, Assoc. Professor (Management Studies), YMCAUST Faridabad	Member
8.	Dr. Maneesha Garg, Asst. Prof. (Humanities and Sciences), YMCAUST Faridabad	Member
9.	Dr. Neeraj Dilbaghi, Director IQAC, GJUST Hisar	Outside Expert
10.	Dr. Arshad Noor Siddiquee, Professor (Mech. Engg.), Jamia Millia Islamia, New Delhi	Outside Expert
11.	Sh. Sukhdev Singh, MD & CEO, Hind Hydraulics Pvt. Ltd. Faridabad	Outside Expert
12.	Dr. Hari Om, Professor (Mech. Engg.), YMCAUST Faridabad	Director IQAC / Member Secretary

Dr. P.R. Sharma, Professor (Elect. Engg.), Dr. Atul Mishra, Professor (Computer Engg.) and Dr. Anju Gupta, Assoc. Professor (Electrical Engg.) could not attend the meeting.

At the outset, Prof. Dinesh Kumar, Hon'ble Vice-Chancellor & Chairman IQAC welcomed all the members to 2<sup>nd</sup> meeting of IQAC. The following items were discussed as per agenda:

**2.1 To approve the minutes of 1<sup>st</sup> meeting held on 22.12.2015.**

Members of the house noted and approved the minutes of 1<sup>st</sup> IQAC meeting.

**2.2 To appraise the members about the status of action taken on minutes of 1<sup>st</sup> meeting:**

I. The house noted about the Annual Membership of Quality Council of India taken by the University. The benefits of the membership were also discussed.

II. The house congratulated Dr. Maneesha Garg for successfully conducting the Workshop on ShodhGanga and Plagiarism. She explained about the workshop to the members.

Dr Maneesha Garg was requested to frame the University Policy on Plagiarism and suggestive actions thereof in case of plagiarism.

Dr. Neeraj Dilbaghi suggested constituting a University Research Board to monitor and frame rules and regulations regarding the various research activities in the University and to promote Grants.

III. Members noted about the Lectures conducted by various departments from Industry Persons in response to action to be taken in the minutes of 1<sup>st</sup> meeting.

IV. Information was provided about the Expert Lectures on Objectives & Outcomes delivered by Prof. Sandeep Grover, Dean (FET) for the faculty members of Electrical, Electronics, Mechanical Engineering Departments as well as HAS and MBA departments.

V. The importance of having dedicated IQAC office with supportive staff was highlighted by the members and it was suggested that the same must be established before the NAAC visit.

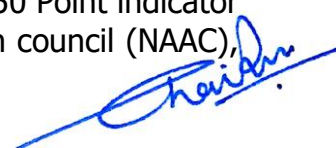
VI. The house was informed about the 360° feedback practices in the University. It was suggested that the besides feedback, satisfaction survey must be carried out for all the stake holders.

The issues related to Online grievance portal developed by Computer Department such as authenticity of the complainant and how it should be processed, were discussed. Chairperson CE was requested to do the needful in this respect.

It was also stressed that analysis on 360° feedback portal and grievance portal should be carried out. In this regard IQAC Director was asked to do the needful by coopting members from various departments.

**2.3 To update members about the NAAC preparation:**

The members were informed about the uploading of SSR on University website, online submission of LOI application, Submission of 50 Point indicator (by NAAC) and SSR to National Assessment and Accreditation council (NAAC), Bangalore.



2.4 **To consider and approve Vision and Mission Statements of the Departments along with process.**

The vision and mission developed by the Mechanical, Computer, Electronics Engineering and MBA department were presented before the house for approval.

The departments have been asked to get the vision and mission aligned with the University Vision & Mission. These were approved in principle and it was desired that significant participation of stakeholders such as students, alumni, industry and staff to be ensured. It was also stressed that format of Vision and Mission of each department and program should be similar and Mission should have 3 to 5 bullets.

2.5 **To consider and approve the format of Syllabus Booklet:**

The members approved the Format for Syllabus booklet as per following format for both Engineering and Non-Engineering Courses.

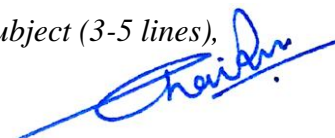
**Format for syllabus booklet**

**For MBA/MSc. The following points to be included in the booklet.**

1. *Vision and Mission of the University.*
2. *Vision and Mission of the Department.*
3. *About the Program.*
4. *Objectives of the Program.*
5. *Scheme of Programme including Grading System.*
6. *Detailed Syllabi containing:*
  - Syllabus of each course with objective of subject (3-5 lines),*
  - Syllabus of subject,*
  - Outcome of course (4-6 bullets),*
  - Reference Books/Text Books,*
  - Software/ Useful web links (if any).*

**For B.Tech. / M.Tech. The following points to be included in the booklet.**

1. *Vision and Mission of the University.*
2. *Vision and Mission of the Department.*
3. *About the Program.*
4. *Programme Educational Objectives (PEO) (of the Program).*
5. *Programme Outcomes (PO's)*
6. *Scheme of Programme including Grading System.*
7. *Detailed Syllabi containing:*
  - Syllabus of each course with objective of subject (3-5 lines),*
  - Syllabus of subject,*
  - Outcome of course (4-6 bullets),*
  - Reference Books/Text Books,*
  - Software/ Useful web links (if any).*



For reference Prof. A.N. Siddiquee showed the similar booklet of JMI Delhi. It was resolved that there should not be any deviation from the above format.

**2.6 To report Academic Result Analysis of various courses:**

Analysis of semester results was reported before the house. It was requested to all the chairpersons that the result analysis of last four semesters must be carried out according to a common format already sent to departments.

**2.7 To report performance of students in competitive examinations.**

To keep the record of students who pass various competitive examinations such as GATE, CAT, NET, PSUs, Civil and Defence services etc., this practice has been started and information regarding the same has been sought from the departments.

Above information was presented before the house. It was suggested taking this activity more seriously and data be compiled again specifically for civil services etc.

**2.8 To consider and approve format for collection of API data**

Excel format for collection of Category III data of API was put before the house and the same was approved with little modification. It was suggested that this information may be collected along with Self-Appraisal Report at the end of academic year and amended as per API guidelines from time to time.

**2.9 To consider and approve format for collection of AQAR Data**

The house approved the format for collection of AQAR information was developed based on NAAC guidelines and it was suggested updating it annually instead of twice a year.

**Above minutes of 2<sup>nd</sup> IQAC Meeting are duly approved by the competent authority.**

  
Prof. Hari Om  
Director IQAC