

# YMCA UNIVERSITY OF SCIENCE & TECHNOLOGY FARIDABAD

## (Internal Quality Assurance Cell)

Minutes of 1<sup>st</sup> meeting of Internal Quality Assurance Cell (IQAC) held  
on 22-12-2015 at 12:00 Noon in the Board Room

The meeting was attended by following;

<b>S. No.</b>	<b>Name of the Member</b>	<b>Designation</b>
1.	Prof (Dr) Dinesh Kumar, Vice Chancellor, YMCAUST Faridabad	Chairperson
2.	Prof (Dr) Tilak Raj, 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. P.R. Sharma, Professor (Elect. Engg.), YMCAUST Faridabad	Member
6.	Dr. Naresh Chauhan, Professor (Computer Engg.), YMCAUST Faridabad	Member
7.	Dr. Munish Vashishath, Associate Professor ( Electronics Engineering) YMCAUST Faridabad	Member
8.	Dr. Rachna Agrawal, Assoc. Professor (Management Studies), YMCAUST Faridabad	Member
9.	Dr. Atul Mishra, Assoc. Professor (Computer Engg.), YMCAUST Faridabad	Member
10.	Dr. Anju Gupta, Assoc. Professor (Electrical Engg.), YMCAUST Faridabad	Member
11.	Dr. Maneesha Garg, Asst. Prof. (Humanities and Sciences), YMCAUST Faridabad	Member
12.	Dr. Neeraj Dilbaghi, Director IQAC, GJUST Hisar	Outside Expert
13.	Dr. Arshad Noor Siddiquee, Assoc. Professor (Mech. Engg.), Jamia Millia Islamia, New Delhi	Outside Expert
14.	Sh. Sukhdev Singh, MD & CEO, Hind Hydraulics Pvt. Ltd. Faridabad	Outside Expert
15.	Dr. Hari Om, Assoc. Professor (Mech. Engg.), YMCAUST Faridabad-	Director IQAC / Member Secretary



At the outset, Prof Dinesh Kumar, Hon'ble Vice-Chancellor & Chairman IQAC welcomed all the members to 1<sup>st</sup> meeting of IQAC. The following items were discussed as per agenda:

**1.1. To appraise the members about setting up of IQAC as per UGC Guidelines.**

The members were appraised about the setting up of IQAC and broad areas covered under it as per UGC 12<sup>th</sup> plan guidelines. It was informed that the University applied to UGC in December 2014 and subsequently IQAC constitution was notified on 22.09.2015/09.12.2015 after the grant from UGC was received.

**1.2. To appraise the members about the grant details as received from UGC.**

The members noted that the University had applied for UGC grant in December, 2014 for setting up of IQAC after obtaining the 12-B status and subsequently received the grant in aid of Rs. 4,50,000/- (90% of the total grant of Rs. 5,00,000/- sanctioned) in the month of August, 2015. Expenditure pattern of the received grant is also provided by UGC through the Grant in Aid bill Ref no. 35-3/2015 (SU-1) dated 14 July 2015.

**1.3. To sanction the financial power to the Director IQAC**

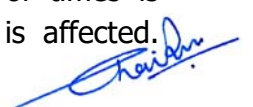
The matter related to the sanction of financial power to the Director IQAC was placed for consideration of the house. It was decided that for proper and efficient functioning the cell, financial power to incur expenditure up to Rs. 3000/- (without quotation) and Rs. 10,000/- (on lowest quotation basis) for any individual bill may be sanctioned to Director IQAC as per clause 12.5.1(Part I) of university purchase procedure regulation.

**1.4. Proposal to forgo the honorarium of Rs. 1000/- per month by the IQAC Director as mentioned in IQAC Guidelines**

Proposal of Dr Hari Om, Director IQAC to forgo honorarium of Rs. 1000/- per month was declined by members since additional responsibilities are associated to the charge of Director IQAC for proper functioning of the cell and this honorarium is a part of UGC grant in aid received by the university as mentioned in agenda item 1.2 for setting up IQAC.

**1.5. Proposal for setting up the office of IQAC**

It was informed to the members that presently Dr. Hari Om, Director IQAC is also the in-charge of SOM laboratory of Mech. Engg. Department and provided with a cabin presently in same laboratory. Since laboratory most of times is occupied by the students and thus privacy and working of IQAC is affected.



Members took the matter seriously and emphasized the need to set up a separate IQAC office at some appropriate place in the university. It was also suggested to initiate the procedure for purchasing of required furniture and office equipment/ items mentioned in annexure 4 and as per further requirement. Members suggested that secretarial services should be acquired from some existing clerical person by paying him/her token amount of Rs. 1000/- per month since outsourcing a specific person for the same as per guidelines will not have financial viability.

#### **1.6. To appraise members about the ongoing activities under the ambit of IQAC**

The members noted about the following ongoing activities;

- I. Academic audit by each department as per Annexure 5.
- II. Regarding the ongoing practice of Student feedback as mentioned in Annexure 6, it was suggested that the software, which has already been developed (by CE department) for the same, must be used in future.
- III. Members were informed about the lecture and conduct of SWOT analysis for SC/ST student by external expert.
- IV. Practice of 360° feedback, wherein feedback from the Students, Parents, Alumni and Industry is solicited through formats mentioned in annexure 7. The need for enabling the portal for online submission was stressed. Hon'ble VC desired the need of speeding up the development of online submission portal by computer engineering department.
- V. The members noted about the preparation for NAAC visit. It was informed that Draft of SSR has been compiled. The house agreed to send the same to some outside expert for evaluation before uploading on website.
- VI. The members were also informed about the expert lecture on the topic "An insight to NAAC parameters" delivered by Prof. Sandeep Grover.

#### **1.7. Proposal for upcoming activities under IQAC**

The members noted the following activities planned in near future;

- I. Getting the membership of Quality Council of India (QCI).
- II. NBA Accreditation awareness lecture by Prof. Sandeep Grover/ External Expert
- III. One day seminar on INFLIBNET for the University Research Scholars in the first quarter of 2016 is in pipeline. Dr Manisha Garg gave details of the seminar and informed that she is in contact with the resource person for the same.
- IV. To start Grievance portal on university website so that various stakeholders (Student/ Staff/ Parents/ Alumni) can write and submit their grievances on the portal along with his/her details in a convenient manner. Dr Naresh Chauhan informed the house that portal has been developed and is under test run.



V. To start up-keeping the API record of each faculty member and updating it quarterly as per UGC guideline;

Hon'ble VC stressed to make it mandatory to regularly update the information regarding the paper publication, conferences/workshop/FDP/STCs attended by faculty members to the IQAC office. Standard performa in MS Excell may be developed for such record-keeping.

**1.8. To consider any other items with the permission of chair**

With the permission of chair, following points were discussed;

- I. Dr Neeraj Dilbaghi suggested to plan various activities and processes as per Annual Quality Assurance Report (AQAR). The need of developing and disseminating student/citizen charter was also agreed upon by the members.
- II. Dr. Arshad Noor Siddiquee suggested that each department of the university must develop their vision and mission for long term sustainability by involving stakeholders.
- III. Sh. Sukhdev Singh suggested the need for implementation of 5S or such quality Benchmark tools in the workshops and offices.
- IV. Dr. M L Aggrawal emphasized the need to improve industry institute interaction by organizing lectures from industry persons and it was resolved that at least 03 such lectures will be organized by the each department and report will be updated to IQAC office.

The meeting ended with a vote of thanks to the chair.

  
Dr Hari Om  
Diector IQAC