

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF MEETING

CU/IQAC/2018-19/1

June 30, 2018

**The Minutes of the Meeting of the IQAC of Chitkara University, Himachal Pradesh held on June 30, 2018 at 2:00 pm.**

The following members attended the meeting:

- Dr. Varinder S. Kanwar, Vice Chancellor (IQAC Chairperson)
- Mr. Mohit Chitkara (Management Representative)
- Dr. Sita Ram, Applied Sciences Department
- Dr. Shaily Jain, Computer Science Department
- Dr. C. Prakasam, Civil Engineering Department
- Ms. Lipika Gupta, Electronics and Communication Engineering Department
- Mr. Ajay Kumar Krishna, School of Hospitality Management
- Dr. Prasenjit Das, School of Computer Application
- Mr. Ajmer Singh, School of Basic Sciences
- Dr. Ajay Sharma, Controller of Examination
- Col. J.S. Gill (Retd.), Dean Student Support Services
- Col. Kulwant Singh (Retd.), Dean Student Affairs
- Dr. Hitakshi Dutta, Deputy Registrar
- Mr. Nitin Sharma, Deputy Registrar
- Dr. Ishwar Dutt, R&D
- Mr. Deepak Sahore, System Analyst
- Mr. Brij Bhushan (Community Representative)
- Ms. Manvi Kanwar (Student)
- Ms. Navya Mittal (Student)
- Mr. Sharad Dabra (Alumni)
- Mr. Akshay Ahuja (Alumni)
- Mr. Sofi Zahoor (Employer/Industrialist)
- Dr. Kamaljeet Singh (Other Stakeholder Representative)
- Dr. K.K. Mishra (Other Stakeholder Representative)
- Dr. Madhu Gupta (IQAC Coordinator)

The following agenda-items were discussed.

**Item IQAC 1.1: Welcome Address by the IQAC Coordinator.**

*The IQAC Coordinator welcomed all the members and appreciated all the schools/departments for their contribution and support in quality improvement process. The action taken report (ATR) of the last IQAC meeting was presented. The members approved the item.*

**Item IQAC 1.2: To discuss and plan the Events to be organized in the forthcoming semester.**

*With an aim to focus on quality teaching, learning and research along with student progression and community development, the members were asked to present the proposals on behalf of their respective schools/departments/units for organizing events such as summer and winter schools, faculty development programmes, workshops, conferences, expert talks, social campaigns etc. in the upcoming semester. The proposals were extensively discussed and confirmed by the members.*

**Item IQAC 1.3: To prepare the Academic Budget for the academic year 2018-19.**

*The members presented the proposed academic budget for their respective schools/departments for the academic year 2018-19. The budget included various capital and operational items like estimated expenditure on academic resources, equipments, events to be organized/attended, industrial visits etc.*

**Item IQAC 1.4: To discuss and finalize the Academic Calendar 2018-19.**

*The members discussed and finalized the Academic Calendar for the academic year 2018-19 keeping in consideration the schedule of events, examinations, holidays etc. The members confirmed the same.*

**Item IQAC 1.5: To inform about the Annual Quality Assurance Report (AQAR) for the academic year 2017-18.**

*The IQAC Coordinator presented the draft of AQAR for the academic year 2017-18 to ensure the best quality in every aspect. The feedback from the members for the same, if any was noted. The schools/departments were requested to retain record and supporting documents for the data compiled and reported in AQAR 2017-18. The members approved the item and suggested minor revisions.*

**Item IQAC 1.6: To discuss and review the Feedback Analysis of the last semester.**

*The analysis report of the Feedback collected from different stakeholders i.e. students, faculty, parents, alumni and industry was discussed and reviewed among the members. The members*

*suggested ways to improve quality and enhance satisfaction of stakeholders based on the feedback received.*

**Item IQAC 1.7: To discuss about the Faculty Requirement for the new academic year.**

*The inputs from members were obtained regarding the requirement of faculty in their respective schools/departments for the academic year 2018-19, if any. They were asked to forward the requirement to the Registrar office for further necessary action.*

**Item IQAC 1.8: To plan for Orientation/Induction of the new batch and Registration of all batches in the forthcoming semester.**

*The plan and schedule for the orientation/induction of new batch and registration of all batches in the next semester was finalized after due deliberations in order the streamline the process. The plan was confirmed by all the members.*

**Item IQAC 1.9: To discuss for strengthening the Mentorship process in the forthcoming academic year 2018-19.**

*On the basis of the feedback analysis and problems faced in the last session, suggestions of the members were sort to strengthen the student mentoring process in the upcoming academic year. After due deliberations, the committee suggested some measures to be adopted for effective student handling particularly with respect to the new batch.*

**Item IQAC 1.10: To inform regarding the E-Content Development facility of the University.**

*The members were informed that the University has invested to create E-Content Development facility at the campus wherein the faculty members can record e-content for MOOC courses. The members were requested to motivate the faculty of their respective schools/departments to make utmost use of this facility by creating and uploading the e-content (videos) on University LMS/other Govt. portals (CEC, e-PG Pathshala etc.)*

**Item IQAC 1.11: Any other point with the permission of chair.**

*The meeting ended with the vote of thanks to the chair*



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Coordinator, IQAC



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Chairperson, IQAC

## ACTION TAKEN REPORT

### The Action Taken Report on the decisions of the IQAC Meeting 2018-19/1.

Item No.	Item	Action Taken
IQAC 1.1	Welcome Address by the IQAC Coordinator.	No Action Required.
IQAC 1.2	To discuss and plan the Events to be organized in the forthcoming semester.	Schools/Departments were informed to make necessary preparations/arrangements for organizing the events planned for the semester.
IQAC 1.3	To prepare the Academic Budget for the academic year 2018-19.	The proposed academic budget of all schools/departments was forwarded to the management for approval.
IQAC 1.4	To discuss and finalize the Academic Calendar 2018-19.	Academic Calendar was circulated among all the stakeholders (students, staff, faculty etc.) in print and online form.
IQAC 1.5	To inform about the Annual Quality Assurance Report (AQAR) for the academic year 2017-18.	AQAR 2017-18 was forwarded to the Academic Council for approval after incorporating minor revisions suggested in the meeting.
IQAC 1.6	To discuss and review the Feedback Analysis of the last semester.	Schools/Departments were instructed to plan future course of action based on the feedback analysis and suggestions of the IQAC members.
IQAC 1.7	To discuss about the Faculty Requirement for the new academic year.	Schools/Departments forwarded their request to the Registrar office for further necessary action.
IQAC 1.8	To plan for Orientation/Induction of the new batch and Registration of all batches in the forthcoming semester.	Schools/Departments were informed to make necessary preparations/arrangements as per the plan and schedule finalized for the same.
IQAC 1.9	To discuss for strengthening the Mentorship process in the forthcoming academic year 2018-19.	The measures suggested by the committee were forwarded to the Student Mentorship Cell (SMC) to formulate and implement strategic plan for the same.
IQAC 1.10	To inform regarding the E-Content Development facility of the University.	The academic heads/deans were asked to motivate the faculty of their school/department to make utmost use of the facility.
IQAC 1.11	Any other point with the permission of chair.	No Action Required.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF MEETING

CU/IQAC/2018-19/2

August 31, 2018

**The Minutes of the Meeting of the IQAC of Chitkara University, Himachal Pradesh held on August 31, 2018 at 2:00 pm.**

The following members attended the meeting:

- Dr. Varinder S. Kanwar, Vice Chancellor (IQAC Chairperson)
- Mr. Mohit Chitkara (Management Representative)
- Dr. Sita Ram, Applied Sciences Department
- Dr. Shaily Jain, Computer Science Department
- Dr. C. Prakasam, Civil Engineering Department
- Ms. Lipika Gupta, Electronics and Communication Engineering Department
- Mr. Ajay Kumar Krishna, School of Hospitality Management
- Dr. Prasenjit Das, School of Computer Application
- Mr. Ajmer Singh, School of Basic Sciences
- Dr. Ajay Sharma, Controller of Examination
- Col. J.S. Gill (Retd.), Dean Student Support Services
- Col. Kulwant Singh (Retd.), Dean Student Affairs
- Dr. Hitakshi Dutta, Deputy Registrar
- Mr. Nitin Sharma, Deputy Registrar
- Dr. Ishwar Dutt, R&D
- Mr. Deepak Sahore, System Analyst
- Mr. Brij Bhushan (Community Representative)
- Ms. Manvi Kanwar (Student)
- Ms. Navya Mittal (Student)
- Mr. Tejas Singh Kapoor (Student)
- Mr. Gurjot Singh Mehta (Student)
- Mr. Sharad Dabra (Alumni)
- Mr. Arvind Bedi (Alumni)
- Mr. Sofi Zahoor (Employer/Industrialist)
- Dr. K.K. Mishra (Other Stakeholder Representative)
- Mr. Surinder Kumar Vashisht (Other Stakeholder Representative)
- Ms. Ankita Tuteja (Special Invitee)
- Dr. Madhu Gupta (IQAC Coordinator)

The following agenda-items were discussed.

**Item IQAC 2.1: Welcome Address by the IQAC Coordinator.**

*The meeting started with the welcome address by the IQAC Coordinator followed by a brief discussion on the action taken report (ATR) of the previous IQAC meeting. The members approved the item.*

**Item IQAC 2.2: To discuss about the implementation of the approved Board of Studies (BOS) for all academic programmes in the current semester.**

*The status of implementation of the approved Board of Studies (BOS) for all academic programmes in the current semester was discussed and reviewed. The committee suggested measures wherever required for effective and smooth implementation of BOS.*

**Item IQAC 2.3: To discuss and review the result analysis of the previous semester.**

*The Controller of Examination presented the Result Analysis of the exams conducted in the previous semester highlighting the courses that reflected outstanding student performance and the courses which require improvement. The members suggested ways for improvement of result after extensive discussion and review. The schools/departments were advised to chalk out a plan to improve student performance in low scored courses in the upcoming session.*

**Item IQAC 2.4: To discuss and plan regarding the upcoming Global Engineering Week.**

*With an aim to provide students international exposure and universal learning experience, the plan and agenda for the upcoming Global Engineering Week scheduled in October 2018 was finalized after due deliberations. The item was confirmed by all the members to carry forward the arrangements. The schools/departments were further informed to prepare the time table including practical classes accordingly.*

**Item IQAC 2.5: To discuss about the organizing of forthcoming important events of the University like Blood Donation Camp, Algorithm (annual cultural fest) etc.**

*The framework for organizing the forthcoming events in the semester like blood donation camp, Algorithm etc. was prepared after discussion among all the members. The concerned in-charges were asked to prepare the schedule of activities and commence arrangements for organizing events as per the requirements.*

**Item IQAC 2.6: To inform regarding the data collection and compilation for Annual Quality Assurance Report (AQAR) for the academic year 2018-19.**

*The members were informed to start data collection and compilation on all seven criteria for AQAR 2018-19 as per the NAAC guidelines and submit to IQAC on quarterly basis.*

**Item IQAC 2.7: To discuss and plan about the Student Progression activities besides campus placements.**

*The schools/departments were requested to plan for the student progression activities related to capability enhancement and development schemes, competitive examinations, career counseling, higher education etc. besides placements to provide complete support and cooperation to the students for their career advancement and professional development. The members put forward certain suggestions after due deliberations for the same.*

**Item IQAC 2.8: Any other point with the permission of chair.**

*The meeting ended with the vote of thanks to the chair*



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Coordinator, IQAC



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Chairperson, IQAC

## ACTION TAKEN REPORT

### The Action Taken Report on the decisions of the IQAC Meeting 2018-19/2.

Item No.	Item	Action Taken
IQAC 2.1	Welcome Address by the IQAC Coordinator.	No Action Required.
IQAC 2.2	To discuss about the implementation of the approved Board of Studies (BOS) for all academic programmes in the current semester.	The measures suggested by the committee were forwarded to the respective schools/departments for further necessary action.
IQAC 2.3	To discuss and review the result analysis of the previous semester.	COE was requested to share the result analysis with the schools/departments. Heads/Deans were asked to share the result feedback with the faculty and devise a plan for result improvement keeping in view the suggestions of the IQAC members.
IQAC 2.4	To discuss and plan regarding the upcoming Global Engineering Week.	Schools/Departments were instructed to prepare the time table and commence arrangements as per the finalized plan and agenda of the same.
IQAC 2.5	To discuss about the organizing of forthcoming important events of the University like Blood Donation Camp, Algorithm (annual cultural fest) etc.	The concerned in-charges were requested to commence preparations and arrangements as discussed in the meeting.
IQAC 2.6	To inform regarding the data collection and compilation for Annual Quality Assurance Report (AQAR) for the academic year 2018-19.	IQAC shared excel sheets/word files with the schools/departments, concerned in-charges and administrative heads for data collection and compilation.
IQAC 2.7	To discuss and plan about the Student Progression activities besides campus placements.	Schools/Departments were asked to plan for the student progression activities of their students as per the discussions in the meeting.
IQAC 2.8	Any other point with the permission of chair.	No Action Required.



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **MINUTES OF MEETING**

**CU/IQAC/2018-19/3**

**October 8, 2018**

**The Minutes of the Meeting of the IQAC of Chitkara University, Himachal Pradesh held on October 8, 2018 at 11:30 am.**

The following members attended the meeting:

- Dr. Varinder S. Kanwar, Vice Chancellor (IQAC Chairperson)
- Dr. Sita Ram, Applied Sciences Department
- Dr. Shaily Jain, Computer Science Department
- Dr. C. Prakasam, Civil Engineering Department
- Ms. Lipika Gupta, Electronics and Communication Engineering Department
- Mr. Ajay Kumar Krishna, School of Hospitality Management
- Dr. Prasenjit Das, School of Computer Application
- Mr. Ajmer Singh, School of Basic Sciences
- Dr. Ajay Sharma, Controller of Examination
- Col. J.S. Gill (Retd.), Dean Student Support Services
- Col. Kulwant Singh (Retd.), Dean Student Affairs
- Dr. Hitakshi Dutta, Deputy Registrar
- Mr. Nitin Sharma, Deputy Registrar
- Dr. Ishwar Dutt, R&D
- Mr. Deepak Sahore, System Analyst
- Ms. Manvi Kanwar (Student)
- Ms. Navya Mittal (Student)
- Mr. Tejas Singh Kapoor (Student)
- Mr. Gurjot Singh Mehta (Student)
- Mr. Akshay Ahuja (Alumni)
- Mr. Hemant (Employer/Industrialist)
- Dr. K.K. Mishra (Other Stakeholder Representative)
- Mr. Surinder Kumar Vashisht (Other Stakeholder Representative)
- Ms. Ankita Tuteja (Special Invitee)
- Dr. Madhu Gupta (IQAC Coordinator)

The following agenda-items were discussed.

**Item IQAC 3.1: Welcome Address by the IQAC Coordinator.**

*The meeting started with the welcome address by the IQAC Coordinator followed by a brief discussion on the action taken report (ATR) of the previous IQAC meeting. The members approved the item.*

**Item IQAC 3.2: To discuss and review the result analysis of the sessional test (ST-1).**

*The Controller of Examination presented the Result Analysis for the first sessional test (ST-1) of the semester highlighting the courses that reflected outstanding student performance and the courses which require improvement. The members were asked to share the result feedback with the faculty of their school/department and plan for result improvement in the upcoming sessional tests and end term examination. The members were also asked to inform the mentors of their school/department to notify sessional test result to parents as well. The members suggested ways for result improvement after due deliberations.*

**Item IQAC 3.3: To devise final execution plan for upcoming Global Engineering Week and Algorithm (annual cultural fest).**

*The concerned officer in-charge for the two major events i.e. Global Engineering Week and Algorithm informed all the members about the arrangements made by different committees for these events till date. The execution plan was discussed among all the members for finalization. The schools/departments were requested to render complete support and cooperation for smooth functioning and successful execution of these events.*

**Item IQAC 3.4: To discuss regarding participation in various Ranking agencies for strengthening the rankings and accreditation.**

*The members were apprised about the parameters adopted by various ranking agencies like NIRF, Swachhta Rankings, Himachal Pradesh Environment Leadership Award, Quality Council of India etc. to strengthen the ranking of the University across different platforms. The academic departments were asked to gear up for teaching, learning, innovation and research components while the administrative departments were requested to focus on practices related to infrastructural development, community engagement, eco-friendly campus and sustainable development. The IQAC Chairperson explained and encouraged all the members regarding Sustainable Development Goals (SDGs) of United Nation.*

**Item IQAC 3.5: To discuss regarding the research initiatives and contribution by the faculty of the University.**

*With an aim to strengthen the research activities of the University, the schools/departments were requested to encourage their faculty to take initiatives for innovation and research practices by applying for Research Projects to various funding agencies of state and national government, engaging in Consultancy Projects, contributing towards research publications in Scopus/Web of Science/Other reputed indexed journals, and innovating to apply for patents and copyrights.*

**Item IQAC 3.6: Any other point with the permission of chair.**

*The meeting ended with the vote of thanks to the chair*



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Coordinator, IQAC



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Chairperson, IQAC

## **ACTION TAKEN REPORT**

### **The Action Taken Report on the decisions of the IQAC Meeting 2018-19/3.**

<b>Item No.</b>	<b>Item</b>	<b>Action Taken</b>
IQAC 3.1	Welcome Address by the IQAC Coordinator.	No Action Required.
IQAC 3.2	To discuss and review the result analysis of the sessional test (ST-1).	Heads/Deans were advised to do as discussed and suggested in the meeting. Student Mentorship Cell (SMC) was instructed to ensure that mentors inform the sessional test result to all parents.
IQAC 3.3	To devise final execution plan for upcoming Global Engineering Week and Algorithm (annual cultural fest).	Final execution plan circulated to the concerned in-charges/committees/schools/ departments for further necessary action.
IQAC 3.4	To discuss regarding participation in various Ranking agencies for strengthening the rankings and accreditation.	Academic and administrative departments requested to follow the guidelines shared in the meeting.
IQAC 3.5	To discuss regarding the research initiatives and contribution by the faculty of the University.	Schools/Departments asked to encourage their faculty for better research contribution.
IQAC 3.6	Any other point with the permission of chair.	No Action Required.

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### MINUTES OF MEETING

CU/IQAC/2018-19/4

January 9, 2019

**The Minutes of the Meeting of the IQAC of Chitkara University, Himachal Pradesh held on January 9, 2019 at 2:30 pm.**

The following members attended the meeting:

- Dr. Varinder S. Kanwar, Vice Chancellor (IQAC Chairperson)
- Mr. Mohit Chitkara (Management Representative)
- Dr. Sita Ram, Applied Sciences Department
- Dr. Shaily Jain, Computer Science Department
- Dr. C. Prakasam, Civil Engineering Department
- Ms. Lipika Gupta, Electronics and Communication Engineering Department
- Mr. Ajay Kumar Krishna, School of Hospitality Management
- Dr. Prasenjit Das, School of Computer Application
- Mr. Ajmer Singh, School of Basic Sciences
- Dr. Ajay Sharma, Controller of Examination
- Col. J.S. Gill (Retd.), Dean Student Support Services
- Col. Kulwant Singh (Retd.), Dean Student Affairs
- Dr. Hitakshi Dutta, Deputy Registrar
- Mr. Nitin Sharma, Deputy Registrar
- Dr. Ishwar Dutt, R&D
- Mr. Deepak Sahore, System Analyst
- Mr. Brij Bhushan (Community Representative)
- Ms. Manvi Kanwar (Student)
- Ms. Navya Mittal (Student)
- Mr. Tejas Singh Kapoor (Student)
- Mr. Gurjot Singh Mehta (Student)
- Mr. Akshay Ahuja (Alumni)
- Mr. Sharad Dabra (Alumni)
- Mr. Hemant (Employer/Industrialist)
- Dr. K.K. Mishra (Other Stakeholder Representative)
- Mr. Anil Rana (Special Invitee)
- Dr. Madhu Gupta (IQAC Coordinator)

The following agenda-items were discussed.

**Item IQAC 4.1: Welcome Address by the IQAC Coordinator.**

*The meeting started with the welcome address by the IQAC Coordinator followed by a brief discussion on the action taken report (ATR) of the previous IQAC meeting. The members approved the item.*

**Item IQAC 4.2: To discuss and review the result analysis of the sessional tests.**

*The Controller of Examination presented the Result Analysis for the second and third sessional tests (ST-2 and ST-3) of the semester highlighting the courses with improved student performance and the courses which require improvement. The members informed about the actions taken by their school/department on the basis of the result analysis of first sessional test. A thorough discussion was made for further result improvement in the next semester's examination.*

**Item IQAC 4.3: To discuss and plan the Events to be organized in the forthcoming semester.**

*With an aim to focus on quality teaching, learning and research along with student progression and community development, the members were asked to present the proposals on behalf of their respective schools/departments/units for organizing events such as summer and winter schools, faculty development programmes, workshops, conferences, expert talks, social campaigns etc. in the upcoming semester. The proposals were extensively discussed and confirmed by the members.*

**Item IQAC 4.4: To provide guidelines for Enhancing the Quality of teaching and learning.**

*To enhance the quality of teaching and learning, all the schools/departments were instructed to focus and leverage on (1) value added courses (2) modern teaching learning pedagogy (3) Choice Based Credit System (CBCS) and (4) integrated projects and project based learning. The members confirmed the same. The schools/departments were asked to plan and revise their curriculum and academic practices (if required) for quality education.*

**Item IQAC 4.5: To discuss about strengthening the Record Keeping of all academic and administrative activities of the school/department.**

*The discussion was held regarding strengthening of the record keeping of all academic and administrative activities by the school/department. After due deliberations, it was decided that the schools/departments shall retain all necessary documents regarding course files, student*

*progression, guest/visiting/adjunct faculty, events and visits, placements, faculty achievements, alumni etc. besides regular academic records.*

**Item IQAC 4.6: To discuss about deputation of school/department-wise Alumni In-charge.**

*The members were asked to depute one faculty from their respective school/departments as Alumni In-charge to interact with alumni and enhance their engagement and contribution in terms of curriculum development, policy discussion, internship and placement initiatives, industrial visits and expert talks etc. They were asked to forward the name of the faculty deputed to the office of IQAC.*

**Item IQAC 4.7: To discuss about the organizing of forthcoming important events of the University like Blood Donation Camp, Techlone, Annual Athletic Meet, Chancellor's Day etc.**

*The framework for organizing the forthcoming events in the semester like Blood Donation Camp, Techlone, Annual Athletic Meet, Chancellor's Day etc. was prepared after discussion among all the members. The concerned in-charges were asked to prepare the schedule of activities and commence arrangements for organizing events as per the requirements.*

**Item IQAC 4.8: Any other point with the permission of chair.**

*The meeting ended with the vote of thanks to the chair*



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Coordinator, IQAC



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Chairperson, IQAC

**ACTION TAKEN REPORT**

**The Action Taken Report on the decisions of the IQAC Meeting 2018-19/4.**

<b>Item No.</b>	<b>Item</b>	<b>Action Taken</b>
IQAC 4.1	Welcome Address by the IQAC Coordinator.	No Action Required.
IQAC 4.2	To discuss and review the result analysis of the sessional tests.	Heads/Deans were asked to share the result feedback with the faculty and devise a plan for result improvement in the upcoming semester keeping in view the suggestions of the IQAC members.
IQAC 4.3	To discuss and plan the Events to be organized in the forthcoming semester.	Schools/Departments were informed to make necessary preparations/arrangements for organizing the events planned for the semester.
IQAC 4.4	To provide guidelines for Enhancing the Quality of teaching and learning	Schools/Departments were requested to plan for revision of curriculum and academic practices for next academic session as per the directions given in the meeting.
IQAC 4.5	To discuss about strengthening the Record Keeping of all academic and administrative activities of the school/department.	Schools/Departments were asked to follow the guidelines for the same.
IQAC 4.6	To discuss about deputation of school/department-wise Alumni In-charge.	IQAC received and recorded the name of the faculty deputed as Alumni In-charge by the schools/departments.
IQAC 4.7	To discuss about the organizing of forthcoming important events of the University like Blood Donation Camp, Techlone, Annual Athletic Meet, Chancellor's Day etc.	The concerned in-charges were requested to commence preparations and arrangements as discussed in the meeting.
IQAC 4.8	Any other point with the permission of chair.	No Action Required.



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **MINUTES OF MEETING**

**CU/IQAC/2018-19/5**

**March 29, 2019**

**The Minutes of the Meeting of the IQAC of Chitkara University, Himachal Pradesh held on March 29, 2019 at 2:30 pm.**

The following members attended the meeting:

- Dr. Varinder S. Kanwar, Vice Chancellor (IQAC Chairperson)
- Dr. Sita Ram, Applied Sciences Department
- Dr. Shaily Jain, Computer Science Department
- Dr. C. Prakasam, Civil Engineering Department
- Ms. Lipika Gupta, Electronics and Communication Engineering Department
- Mr. Ajay Kumar Krishna, School of Hospitality Management
- Dr. Prasenjit Das, School of Computer Application
- Mr. Ajmer Singh, School of Basic Sciences
- Dr. Ajay Sharma, Controller of Examination
- Col. J.S. Gill (Retd.), Dean Student Support Services
- Col. Kulwant Singh (Retd.), Dean Student Affairs
- Dr. Hitakshi Dutta, Deputy Registrar
- Mr. Nitin Sharma, Deputy Registrar
- Dr. Ishwar Dutt, R&D
- Mr. Deepak Sahore, System Analyst
- Mr. Brij Bhushan (Community Representative)
- Ms. Manvi Kanwar (Student)
- Ms. Navya Mittal (Student)
- Mr. Tejas Singh Kapoor (Student)
- Mr. Gurjot Singh Mehta (Student)
- Mr. Brij Bhushan (Community Representative)
- Mr. Akshay Ahuja (Alumni)
- Mr. Arvind Bedi (Alumni)
- Mr. Sofi Zahoor (Employer/Industrialist)
- Dr. K.K. Mishra (Other Stakeholder Representative)
- Dr. Kamaljeet Singh (Other Stakeholder Representative)
- Dr. Madhu Gupta (IQAC Coordinator)

The following agenda-items were discussed.

**Item IQAC 5.1: Welcome Address by the IQAC Coordinator.**

*The meeting started with the welcome address by the IQAC Coordinator followed by a brief discussion on the action taken report (ATR) of the previous IQAC meeting. The members approved the item.*

**Item IQAC 5.2: To discuss and review the Result Analysis of the previous semester and first sessional test (ST-1) of the current semester.**

*The Controller of Examination presented the Result Analysis of the end term exams conducted in the previous semester and first sessional test (ST-1) of the current semester highlighting the courses that reflected outstanding student performance and the courses which require improvement. The members were asked to share the result feedback with the faculty of their school/department and frame a plan for scheduling remedial coaching, bridge courses, extra classes etc. for result improvement in the problematic courses.*

**Item IQAC 5.3: To discuss and review the Feedback Analysis of the last semester.**

*The analysis report of the Feedback collected from different stakeholders i.e. students, faculty, parents, alumni and industry was discussed and reviewed extensively among the members. A thorough deliberation was made to ponder upon the key points of concern and a future plan of action was suggested to improve quality and enhance satisfaction of the stakeholders. The item was confirmed by all the members.*

**Item IQAC 5.4: To discuss regarding the data compilation for Annual Quality Assurance Report (AQAR) 2018-19.**

*The members were requested to compile data on all seven criteria as per the NAAC guidelines and submit to IQAC as per the timeline for timely submission of AQAR 2018-19. The queries raised by the members regarding different criteria of AQAR were addressed and resolved.*

**Item IQAC 5.5: To inform regarding ARPIT initiative of the government of India.**

*The members were informed regarding the Annual Refresher Programme in Teaching (ARPIT) initiative of the government of India for online development of higher education faculty through MOOCs. The schools/departments were asked to encourage their faculty to enroll for ARPIT program which will be equivalent to a refresher course of UGC in appraisal system.*

**Item IQAC 5.6: To inform regarding incorporation of MOOCs into the curriculum of all academic programmes.**

*The members were informed that the MOOCs suggested by UGC/AICTE are to be incorporated in the curriculum and 20% of the courses may be allowed to be completed through MOOCs for all programmes. The schools/departments were requested to add MOOCs in their curriculum to further strengthen CBCS. The members were asked to encourage the faculty of their schools/departments to submit course idea to UGC/AICTE for development of some high impact MOOCs.*

**Item IQAC 5.7: To discuss regarding the Placement status of the passing out batch.**

*The schools/departments presented the placement status of the passing out batch and shared information about profiles offered, number of students placed, average/highest/lowest package offered etc.*

**Item IQAC 5.8: To inform regarding the upcoming Excellence Awards and Best Department Award.**

*The members were informed that Chitkara University will be organizing Excellence Awards for acknowledging and rewarding the faculty with best performance in areas like research, sponsored projects, consultancy, teaching and learning, patents etc. The schools/departments were further informed that the progress of each school/department for the academic year 2018-19 will be evaluated in the month of May 2019 on parameters like research, innovation, student progression, faculty achievements, events organized, student placement etc. and the best school/department will be awarded.*

**Item IQAC 5.9: Any other point with the permission of chair.**

*The meeting ended with the vote of thanks to the chair*



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Coordinator, IQAC



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Chairperson, IQAC

## ACTION TAKEN REPORT

### The Action Taken Report on the decisions of the IQAC Meeting 2018-19/5.

<b>Item No.</b>	<b>Item</b>	<b>Action Taken</b>
IQAC 5.1	Welcome Address by the IQAC Coordinator.	No Action Required.
IQAC 5.2	To discuss and review the Result Analysis of the previous semester and first sessional test (ST-1) of the current semester.	Heads/Deans were advised to do as discussed and suggested in the meeting. Student Mentorship Cell (SMC) was instructed to ensure that mentors inform the sessional test result to all parents.
IQAC 5.3	To discuss and review the Feedback Analysis of the last semester.	Schools/Departments were instructed to follow and strengthen the plan of action suggested in the meeting.
IQAC 5.4	To discuss regarding the data compilation for Annual Quality Assurance Report (AQAR) 2018-19.	IQAC called for the pending data and shared the already submitted data with the concerned for review and verification.
IQAC 5.5	To inform regarding ARPIT initiative of the government of India.	Schools/Departments were asked to aware and encourage their faculty about the same.
IQAC 5.6	To inform regarding incorporation of MOOCs into the curriculum of all academic programmes.	Schools/Departments were requested to redesign their curriculum for the next session to incorporate MOOCs.
IQAC 5.7	To discuss regarding the Placement status of the passing out batch.	Placement data noted for record.
IQAC 5.8	To inform regarding the upcoming Excellence Awards and Best Department Award.	Information regarding Excellence Awards and Best Department Award circulated in all schools/departments for motivation and needful action.
IQAC 5.9	Any other point with the permission of chair.	No Action Required.