

## **INTERNAL QUALITY ASSURANCE CELL**

**(Established as per 12th Plan Guidelines of UGC)**

### **13th Meeting of IQAC**

**April 26, 2021 (Monday)**



**J. C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY, YMCA,  
FARIDABAD**

**(NAAC 'A' Grade State Government University)**

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



Institutional Award being received by Vice Chancellor- Prof Dinesh Kumar from Haryana Transport Minister Sh. Mool Chand Sharma in recognition of the contribution made by J.C. Bose University of Science and Technology, YMCA, Faridabad for its social service initiatives taken during the lockdown period of Covid-19 Pandemic. Haryana Red Cross Society and Faridabad District Administration have conferred this award in a two day award ceremony during 10.04.2021 to 11.04.2021.



The 'Hindi Sevi Amarnath Shastri Running Trophy' is being handed over to Vice Chancellor- Prof. Dinesh Kumar by University Coordinator-NSS, Dr. Pardeep Dimri and the First Prize winner Ms. Latakshi Sharma, a student of B.Sc. (Chemistry).

Institutional Award for Legal Awareness was conferred to the University in recognition of exceptional work done by its NSS Wing to create awareness on legal issues by conducting various webinars in a function organized by Delhi State Legal Services Authority and Bhagidari Jan Sahyog Samiti in New Delhi to mark the International Women's Day, 08.03.2021.

## IQAC COMPOSITION

### **Chairperson**

Prof. Dinesh Kumar, *Vice Chancellor*

### **Faculty Members**

Dr. Sandeep Grover, *Professor*

Dr. Mohan Lal Aggarwal, *Professor*

Dr. Raj Kumar, *Professor*

Dr. Komal Kr. Bhatia, *Professor*

Dr. Atul Mishra, *Professor*

Dr. Poonam Singhal, *Professor*

Dr. Ravi Kumar, *Assoc. Professor*

Dr. Anushree Chauhan, *Asstt. Professor*

Dr. Rashmi Aggarwal, *Asstt. Professor*

Dr. Yogita, *Asst. Professor*

Dr. Prem Narayan Bajpai, *Librarian*

### **Administrative Officers**

Dr. Sunil Kumar Garg, *Registrar*

Dr Meha Sharma, *DR(Estb.)*

### **Nominee from Employer/Industries/Stakeholders**

Prof. Arshad Noor Siddiqui, *Professor- JMI, New Delhi*

Prof. Neeraj Dilbaghi, *Professor- GJU, Hisar*

Prof. Shalini Singh, *Professor- MDU, Rohtak*

Sh. Mohit Vohra – *MD at MV Electrosystems Pvt. Ltd.*

### **Nominee from Local Society**

Dr. Krishan Kant, *Principal -Aggarwal College, Ballabhgarh*

### **Nominee from Alumni/Students**

Sh. Anil Kumar Bhardwaj – *Adviser, TRAI, New Delhi*

Mr. Gautam Singh, *M.Tech. (ME)- I Year*

Mr. Chirag Goyal, *B.Tech Electrical Engg., III Year*

Mr. Praveen Goyal, *B.Sc. Maths (Honours), III year*

### **Coordinator- IQAC**

Dr. Shailender Gupta, *Assoc. Professor*

### **Director IQAC**

Dr. Hari Om, *Professor*

## **AGENDA ITEMS**

Following are the Agenda items for the 13<sup>th</sup> meeting of IQAC scheduled on 26/04/2021

<b>13.1</b>	<b>To confirm and approve the minutes of 12<sup>th</sup> IQAC meeting held on 29.12.2020</b>																																																																						
	Meeting of IQAC was held on 29.12.2020. The minutes of the meeting were circulated among all the members through email. No comments/suggestions were received. Minutes are attached as Annexure A.																																																																						
<b>13.2</b>	<b>To apprise the members about the status of action taken on minutes of 12<sup>th</sup> IQAC meeting held on 29.12.2020</b>																																																																						
	After the meeting held on 29.12.2020, the action to be taken report was circulated among the concerned officials. The status of Action taken is attached as Annexure B.																																																																						
<b>13.3</b>	<b>To report about the performance of students in the Competitive Examination for 2020-21</b>																																																																						
	<p>Following are the details of Students' performance in the competitive examinations held in Academic year 2020-21 as received from respective departments</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><b>Sr. No.</b></th> <th style="text-align: center;"><b>Department</b></th> <th style="text-align: center;"><b>NET</b></th> <th style="text-align: center;"><b>GATE</b></th> <th style="text-align: center;"><b>CAT</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Civil Engineering</td> <td style="text-align: center;">-</td> <td style="text-align: center;">5</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Computer Engineering</td> <td style="text-align: center;">-</td> <td style="text-align: center;">3</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Electrical Engineering</td> <td style="text-align: center;">-</td> <td style="text-align: center;">8</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Electronics Engineering</td> <td style="text-align: center;">-</td> <td style="text-align: center;">10</td> <td style="text-align: center;">1</td> </tr> <tr> <td style="text-align: center;">5</td> <td>IT Engineering</td> <td style="text-align: center;">-</td> <td style="text-align: center;">8</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Mechanical Engineering</td> <td style="text-align: center;">-</td> <td style="text-align: center;">27</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">7</td> <td>Chemistry</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">8</td> <td>Environmental Sciences</td> <td style="text-align: center;">8</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Mathematics</td> <td style="text-align: center;">-</td> <td style="text-align: center;">4</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Physics</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">11</td> <td>Management Studies</td> <td style="text-align: center;">2</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total</b></td><td style="text-align: center;"><b>10</b></td><td style="text-align: center;"><b>65</b></td><td style="text-align: center;"><b>1</b></td></tr> <tr> <td colspan="2" style="text-align: right;"><b>Grand Total</b></td><td colspan="3" style="text-align: center;"><b>76</b></td></tr> </tbody> </table>	<b>Sr. No.</b>	<b>Department</b>	<b>NET</b>	<b>GATE</b>	<b>CAT</b>	1	Civil Engineering	-	5	-	2	Computer Engineering	-	3	-	3	Electrical Engineering	-	8	-	4	Electronics Engineering	-	10	1	5	IT Engineering	-	8	-	6	Mechanical Engineering	-	27	-	7	Chemistry	-	-	-	8	Environmental Sciences	8	-	-	9	Mathematics	-	4	-	10	Physics	-	-	-	11	Management Studies	2	-	-	<b>Total</b>		<b>10</b>	<b>65</b>	<b>1</b>	<b>Grand Total</b>		<b>76</b>		
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<b>13.4</b>	<b>To approve the Mentor-Mentee Booklet for the University</b>
	<p>A revised Mentor mentee booklet has been prepared in the university by Prof. Anju Gupta- University Coordinator, Mentor-Mentee Activities. The booklet has been duly circulated and reviewed.</p> <p>The draft of the booklet is put before the house for approval as Annexure-C</p>
<b>13.5</b>	<b>To report the Activities Conducted in the University from 01.01.2021 to 24.04.2021</b>
	<p>Many activities have been conducted in the university consisting of expert lectures/ seminars/workshops/ conferences/ extension/ technical/ cultural/ sports activities with/without the collaboration of other organizations.</p> <p>List and details of such activities is attached in Annexure-D</p>
<b>13.6</b>	<b>To report the follow-up action on the administrative audit conducted of A.Y 2019-20</b>
	<p>An administrative audit of 06 offices was conducted by the Audit committees as reported in the 12<sup>th</sup> meeting of IQAC. The follow-up action on the suggestions made by the respective committees has been sought from the offices.</p> <p>Details of the follow-up action is attached as Annexure- E</p>
<b>13.7</b>	<b>To report about the extension of NBA Accreditation status of UG Engineering Programs</b>
	<p>Following 04 UG Engineering programs were earlier accredited by NBA in Tier-I for academic years 2017-18 to 2019-20. After expiry of accreditation validity on 30.06.2020, these programs were granted one-year extension of accreditation status up to 30/06/2021 on account of COVID-19 pandemic situation.</p> <ol style="list-style-type: none"> <li>1. B.Tech. (Computer Engineering)</li> <li>2. B.Tech. (Mechanical Engineering)</li> <li>3. B.Tech. (Electronic Instrumentation &amp; Control Engineering)</li> <li>4. B.Tech. (Electrical Engineering)</li> </ol> <p>After due process and based on the NBA Expert Team visit on 25<sup>th</sup> February, 2021, accreditation status of above programs has been extended for three years duration i.e. from A.Y. 2020-21 to A.Y. 2023-24 up to 30.06.2024. Certificate of Extension of Accreditation Status is attached as Annexure –F.</p>
<b>13.8</b>	<b>To report about the Awards received by the University during Jan-April 2021</b>
	<p><b>1. University Receives Institutional Award for Legal Awareness</b></p> <p>J. C. Bose University of Science and Technology, YMCA, Faridabad has been awarded with Institutional Award for Legal Awareness in a function organized by Delhi State Legal Services Authority and Bhagidari Jan Sahyog Samiti in New Delhi to mark the International Women's Day.</p> <p>The award was conferred to the University in recognition of exceptional work</p>

	<p>done by its NSS Wing to create awareness on legal issues by conducting various webinars.</p> <p>The University also won 'Hindi Sevi Amarnath Shastri Running Trophy' in Debate Competition. Lataksi Sharma, a student of B.Sc. (Chemistry) won the first prize and Rudra Aggarwal, a student of B.Sc. (Physics) won third prize in the Debate Competition on Women Empowerment.</p> <p>NSS Coordinator Dr. Pradeep Dimri was also awarded for his outstanding contribution to make Legal awareness campaigns successful during Covid-19 by supporting National and International Webinar on various issues of Women and Children.</p> <p><b>2. University receives Institutional Award for social service during COVID-19 Pandemic</b></p> <p>Vice Chancellor Prof. Dinesh Kumar received the 'Institutional Award' on behalf of the University from Haryana Transport Minister Sh. Mool Chand Sharma in recognition of the contribution made by J.C. Bose University of Science and Technology, YMCA, Faridabad for social service during the lockdown period of Covid-19 Pandemic, the Haryana Red Cross Society and Faridabad District Administration have conferred this award in a two day award ceremony during 10.04.2021 to 11.04.2021. The University has also received a trophy for the same.</p> <p>Other officials of J.C. Bose University of Science and Technology, YMCA, Faridabad, were also awarded with 'Certificate of Appreciation' and medals for their support and contribution during the lockdown period of COVID-19 Pandemic from March to May, 2020 by Ms. Sushma Gupta, Vice Chairman of Haryana Red Cross Society, Chandigarh Branch.</p> <p>The officials who were felicitated in the function include Prof. Lakhwinder Singh- Dean Student Welfare, Prof. Komal Kumar Bhatia- Dean Informatics and Computing, Dr. Anuradha Pillai- Dy Dean, Dr. Ankur Sharma- Medical Officer and Mr. Sushil Panwar -Coordinator Youth Red Cross Society.</p> <p><b>3. University recognized as a valuable local Chapter with AA rating by SWAYAM- NPTEL</b></p> <p>SWAYAM- NPTEL has recognized the J.C. Bose University of Science and Technology, YMCA, Faridabad as a valuable local chapter with a rating of AA for the outstanding performance of University during January-December 2020. In this regard a Certificate of Appreciation has been received by Dr. Neelam Duhan, Director, University Computer Centre and Digital Affairs.</p>
<b>13.9</b>	<b>To approve the AQAR 2019-2020 for Submission</b>
	The data as received from the departments/offices in the AQAR online portal has been filled for the academic year 2019-2020. As per NAAC instructions the last date for submission for the same is 31 <sup>st</sup> May 2021. The house is requested to approve the same for final submission and also authorize to modify the same if required based on any new/important information received.
<b>13.10</b>	<b>Any other item with the permission of the Chair</b>

## **ANNEXURE-A**



## *INTERNAL QUALITY ASSURANCE CELL*

Ref: IQAC/2020/269

Date: 11/01/2021

### **Minutes of 12<sup>th</sup> Meeting of IQAC held on 29/12/2020 at 12:00 Noon**

The Meeting was attended by the following members;

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1.	Prof. Dinesh Kumar, Vice Chancellor, JCBUST, YMCA, Faridabad	Chairperson
2.	Prof. Sandeep Grover, JCBUST, YMCA, Faridabad	Member
3.	Prof. M. L. Aggarwal, JCBUST, YMCA, Faridabad	Member
4.	Prof. Raj Kumar, JCBUST, YMCA, Faridabad	Member
5.	Prof. Komal Bhatia, JCBUST, YMCA, Faridabad	Member
6.	Prof. Atul Mishra, JCBUST, YMCA, Faridabad	Member
7.	Dr. Ravi Kumar, JCBUST, YMCA, Faridabad	Member
8.	Dr. Anushree Chauhan, JCBUST, YMCA, Faridabad	Member
9.	Dr. Rashmi Aggarwal, JCBUST, YMCA, Faridabad	Member
10.	Dr. Yogita, JCBUST, YMCA, Faridabad	Member
11.	Dr. P. N. Bajpai, Librarian- JCBUST YMCA, Faridabad	Member
12.	Prof. Arshad Noor Siddiqui, Professor, Jamia Millia Islamia, New Delhi	Member/Outside Expert
13.	Prof. Neeraj Dilbaghi, Professor, Guru Jambheshwar University, Hisar	Member/Outside Expert
14.	Prof. Shalini Singh, Professor, MDU, Rohtak	Member/Outside Expert
15.	Dr. Krishan Kant, Principal-Agarwal College, Faridabad	Member/Outside Expert
16.	Prof. Hari Om, JCBUST, YMCA, Faridabad	Director IQAC / Member Secretary

Outside experts attended the meeting online while the internal members attended physically.

Following also attended the meeting;

- Prof. Ashutosh Dixit - NAAC core committee member
- Dr. Shailender Gupta - NAAC core committee member
- Dr. Sapna Gambhir - NAAC core committee member
- Ms. Shruti Sharma - Special Invitee

Following could not make it to the meeting;

- Dr. S.K. Garg	- Registrar
- Prof. Poonam Singhal	- Member
- Dr. Meha Sharma,	- Member
- Sh. Anil Kumar Bhardwaj	- Member/Outside Expert
- Sh. Mohit Vohra	- Member/Outside Expert

Prof Dinesh Kumar, Vice Chancellor chaired the meeting. The meeting started with the welcome of all the members by the Chair.

The following agenda items were discussed in the meeting:

**12.1. To approve the minutes of 11<sup>th</sup> IQAC meeting held on 08.07.2020:**

Noted and approved.

**12.2. To apprise the members about the status of action taken on minutes of 11<sup>th</sup> IQAC meeting held on 08.07.2020:**

Action Taken report status was noted by the house. It was emphasized that the already approved policies should be implemented effectively.

**Action to be taken by: Registrar**

**12.3. To consider and approve the curriculum feedback and its action taken:**

Feedback on curriculum design and review for academic year 2019-20 and the action taken reports from departments and a consolidated report containing analysis and the action taken by the respective departments was put before the house. It was recommended to put the report in next EC for approval.

It was also suggested to initiate the process of collecting curriculum feedback for the year 2020-21 and the online feedback forms must be available on the university website so as to increase the participation of stakeholders.

**Action to be taken by: Dean (I&C)**

**12.4. To consider and note the academic audit and its action taken:**

Reports of academic audit and action taken reports from the respective departments were noted by the house.

**12.5. To consider and note the administrative audit and its action taken:**

Administrative Audit of six offices/branches was conducted in September and October for the academic year 2019-20. Compiled report of the administrative audit along with the action taken report for the previous year was placed before the house for consideration and approval.

**12.6. To consider and note the students' feedback on class room teaching**

Noted. However, the house suggested ensuring maximum participation of students in the feedback process.

**12.7. To consider and note the refund policy of the university**

A refund policy prepared to compile the rules for refund in case of admission fee, entrance test fee, semester fee, tender fee supplier's security etc. noted by the house.

**12.8. To report about the preparation of various documents**

Following documents prepared by IQAC through the approved committees were placed before the house.

<b>S.No.</b>	<b>Documents</b>
1.	Energy audit report
2.	Policy and provisions for supporting economically weak/needy students
3.	360 degree feedback
4.	Administrative and Academic audit
5.	Alumni relations
6.	Industry interaction
7.	Document on "Provision for differently abled"

Noted by the house.

**12.9. To report activities/events of IQAC conducted during July to Dec-2020**

Noted by the house.

#### **12.10. Any other item with the permission of the Chair**

Following was suggested by the members of the house.

- a) The classroom feedback form must also be available on the university website all the time.
- b) University may also conduct the safety audit.
- c) University may explore creation of knowledge hub/cluster in collaboration with other local universities so that the resources of all the universities can be clubbed and made available to the students as per new Education policy.
- d) Information to be updated on regular basis by the all the departments on the ERP of University and short report to be sent to IQAC.

The meeting ended with thanks to the Chair.



11.01.2021

Director-IQAC

## **ANNEXURE-B**



## J.C. Bose University of Science & Technology, YMCA, Faridabad

(A Haryana State Government University)

(Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC Act 1956 u/s 22 to Confer Degrees)

Accredited 'A' Grade by NAAC

### INTERNAL QUALITY ASSURANCE CELL

#### Action Taken Status for 12<sup>th</sup> IQAC meeting held on 29.12.2020

Item No.	Description	Action to be taken by	Remarks	Status
12.2	Implementation of approved policies	Registrar	To ensure effective implementation of already approved policies	Done

Item No.	Description	Action to be taken by	Remarks	Status
12.3	Curriculum feedback report from stakeholders	Dean (I&C)	To initiate the process of collecting curriculum feedback for the year 2020-21 and the online feedback forms must be available on the university website	In process

Item No.	Description	Action to be taken by	Remarks	Status
12.6 & 12.10 (a)	Students' feedback on class room teaching	Department Chairpersons	1. To ensure maximum participation of students for the classroom feedback 2. To provide classroom feedback link on department website so that it must be available to students all the time.	In process
12.10(d)	Updating of activities conducted to the IQAC	Department Chairpersons	Information to be updated on regular basis by the all the departments on the ERP of University and short report to be sent to IQAC.	In process

Item No.	Description	Action to be taken by	Remarks
12.10(b)	Conduct of safety audit	SE/SDO	Pending

## **ANNEXURE-C**

# MENTOR-MENTEE(S)



## RELATIONSHIP INSTRUCTION BOOKLET



**Mentor:** \_\_\_\_\_

**ACADEMIC YEAR:** \_\_\_\_\_

**DEPARTMENT** \_\_\_\_\_

**J C BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY  
YMCA  
FARIDABAD-121006**

# PREFACE

A mentoring relationship is intended to enable experienced professionals to share their knowledge, skills, and insights with mentees through a one-on-one relationship. Mentees benefit from gaining knowledge and support in achieving their professional development goals. The Mentor(s), by ensuring the success and integrity of the individual mentoring relationships, contribute to the success of the program and the development of both mentors and mentees.

The mentee's role is to manage the mentoring partnership. Since the partnership is focused on the mentee's learning objectives, it is essential that potential mentees devote time to clarifying professional goals and identifying strengths that will promote the achievement of those goals and development areas that may be obstacles. The mentor's role is to share experience, insights and feedback that will guide the mentor in the achievement of his or her learning objectives. Listening plays an important part in the mentoring role – listening to understand the mentee's goals and to uncover key learning opportunities that support those goals. The University Mentoring Coordinator, though not a direct partner in the mentoring partnership, the manager plays a key role as he/she manages the mentee's day-to-day contribution on the job, the manager can be a valuable resource during the mentoring experience and provides feedback/input regarding progress and accomplishments. All these activities find supports and effective ambit through provide tools and resources at the University level through IQAC.

All participants in mentoring programs have expectations. It is important to be realistic from the beginning as to what to expect, based on your current knowledge of the program and its activities, your own background and the background of your mentee. We cannot predict everything you will be dealing with as a mentor. Each mentoring relationship is a unique learning experience. Through it all, you will have the benefits of a supportive team, including University's Mentoring Program coordinator and Internal Quality Assurance Cell Coordinator of the University.

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## Mentor – Mentee meetings Expectations

What mentor can expect from mentee(s)	What Mentee(s) can expect from Mentor(s)	What can be expected from the University / Department Coordinator
<ul style="list-style-type: none"> <li>• A temporary relationship of 12 months</li> <li>• Regular meetings, for at least one or two hours per month</li> <li>• Telephone communication, when needed</li> <li>• Requests for suggestions and ideas</li> <li>• Follow through on commitments</li> <li>• Evaluations, midway and near the end of the program</li> <li>• Dealings with professional not personal problems</li> <li>• Confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• Regular meetings of 1-2 hours</li> <li>• Occasional telephone meetings</li> <li>• Advice on mentee's professional development concerns</li> <li>• Follow through on commitments</li> <li>• Honest, straightforward, fair and diplomatic feedback</li> <li>• Evaluations midway and near the end of the program</li> <li>• Confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>• A sounding board and ongoing suggestions for managing mentoring relationships and resolving conflicts</li> <li>• Organized activities to help ensure success of the relationship</li> <li>• Answers to mentoring questions</li> <li>• Relevant learning materials</li> <li>• Contact numbers of people associated with the program</li> <li>• Information of upcoming tasks, responsibilities and opportunities</li> <li>• A liaison among trainer, G&amp;D, decision-makers, mentor and mentee for the duration of the program</li> <li>• Confidentiality</li> </ul>

## Specific Do(s) and Don't(s) for Mentors

Do(s)	Don't(s)
• Challenge your mentee to take initiative.	• wait for your mentee to make the first move • – unless this is your development strategy.
• Show as much respect for your mentee as for others more senior.	• Stand on your seniority.
• Set clear personal boundaries e.g. time, scheduling, etc.	• Assume your mentee will know your boundaries.
• Encourage your mentee to explore his or her ideas.	• Think that you have all of the answers.
• Remember that your job is to help Mentee develop his or her own style.	• Your expect conformity.
• Address conflicts when they arise – they are a great way of learning.	• Shy away from difficult discussions that may involve personal style issues.
• Keep your relationship on a professional basis.	• Move too quickly into friendship, if at all.
• Discuss problems with your mentee and not with other people.	• Assume that your mentee will not want to hear about the difficult things.
• Recognize the time contract and let go at the end.	• Try to keep things going when the contract is over (unless both of you are agreeable).
• Maintain friendly contact with your mentee when the contract is over.	• Leave the relationship without talking through any unresolved issues.
• Help mentee look for or identify funds for training, development or research, or for access to key resources or laboratory facilities.	• Be afraid to give help or access to opportunities and resources you think your mentee needs.
• Help mentee gain visibility by inviting him or her to attend key meetings or to co-publish or co-research.	• Accede to requests that you are not comfortable with or that you feel are irrelevant and unreasonable.

## Mentor's Checklist for tasks (✓)

Plan to do	Done	Phase-1 Preparation
		Read materials provided by University Coordinator and be well informed
		Attend Centralized and Departmental mentoring orientation workshop
		Talk things through with both the University coordinator and your mentee's supervisor for any further questions and reference
		Make sure you know what your mentee expects from the relationship
		Prepare your own thoughts about your operating rules for the relationship
		Be clear about your personal boundaries – meeting time, place, frequency, etc.
Plan to do	Done	Phase-2 Launch
		Contact your mentee for a first meeting
		Find out as much as you can about your mentee
		Build rapport and a sense of comfort during the session <ul style="list-style-type: none"> <li>• Share personal information</li> <li>• Let mentee know your experience and background in terms of education and jobs that qualify you to be a mentor</li> <li>• Clarify expectations about your role</li> <li>• Set rules about meeting and communicating – including frequency</li> <li>• Review mentee's goals</li> <li>• Set next meeting time</li> </ul>
		Consider the goals and think about who else may assist your mentee
		Recommend written material
		Think of ways to introduce your mentee to important contacts/meetings – set purpose and discuss afterwards
		Meet regularly and when appropriate set assignments between meetings <ul style="list-style-type: none"> <li>• Be prepared to be personal with your mentee.</li> <li>• Share defining moments in your career; let your mentee know the important ways you have learned.</li> <li>• Share life values</li> <li>• Let your mentee attend as many "live" events as possible in your work routine</li> <li>• Give practical tips and advice on leadership issues</li> </ul>
Plan to do	Done	Phase-3 Monitoring
		Midway through the program <ul style="list-style-type: none"> <li>• Complete the formative evaluation activities</li> <li>• Review your relationship at various milestones</li> </ul>
		Help with goals and career development <ul style="list-style-type: none"> <li>• Ask your mentee about future job plans and long-term goals</li> <li>• Talk about mentee's career and personal life balance</li> <li>• Praise when appropriate</li> <li>• Make sure you give critical as well as positive feedback</li> </ul>
		<ul style="list-style-type: none"> <li>• Share a list of other people who could help your mentee</li> <li>• Find ways of attending events where your mentee is participating</li> </ul>
		Get involved in helping with or setting up specific sessions <ul style="list-style-type: none"> <li>• Urge your mentee to make a presentation or chair a meeting to promote visibility</li> <li>• Invite your mentee to join in key meetings</li> <li>• Share knowledge and be on the lookout for funds for training, research</li> <li>• Look at sharing research or co-publishing</li> <li>• Gain access to key resources and laboratory facilities</li> </ul>
Plan to do	Done	Phase-4 Evaluation
		Make sure you begin discussions in advance about goal achievement
		One month before the program ends, do the necessary paperwork for evaluation <ul style="list-style-type: none"> <li>• Meet face to face with your mentee to discuss your comments and review achievements</li> <li>• Evaluate your experience and think about another mentoring assignment</li> </ul>

## **MENTOR- MENTEE(S) ALLOCATION NOTICE**

*(Please paste department Notice for Mentor- Mentee list for current Session)*

# **MENTEES' INFORMATION SHEET**

Sr. No. contd.	Name of the Mentee(s)	University Roll Number	Contact Number	E-Mail	Residencial address	Family Background details	Areas of Interest(s)	Hobbies	Activities you do when things are not your way	Future plans	Remarks/ anything specific you wish to mention
12											
13											
14											
15											
16											
17											
18											
19											
20											

**Mentor(s) Signature**

## MENTOR- MENTEES INTERACTION DETAILS

**Mentee(s) :** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Discussion  
details**

**Advice**

**Action for  
follow up with  
next meeting  
details**

Mentor's Signature

## **MENTOR- MENTEES INTERACTION DETAILS**

**Mentee(s) :** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Discussion  
details**

**Advice**

**Action for  
follow up with  
next meeting  
details**

**Mentor's Signature**

## MENTOR- MENTEES INTERACTION DETAILS

**Mentee(s) :** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Discussion  
details**

**Advice**

**Action for  
follow up with  
next meeting  
details**

Mentor's Signature

## MENTOR- MENTEES INTERACTION DETAILS

**Mentee(s) :** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**Discussion  
details**

**Advice**

**Action for  
follow up with  
next meeting  
details**

Mentor's Signature

## **ANNEXURE-D**

## Detailed List of Activities Conducted in the University

*Duration: January 01, 2021 to April 24, 2021*

S. No.	Name of Department/Section/Cell	Type of Activity	Topic/Title	Date From	Date To
1.	Institute Innovation Council	Expert Lecture (Academia)	Intellectual Property Rights	01-01-2021	01-01-2021
2.	Office of Dean Student Welfare (Microbird club)	Technical Activity	Pragyan 21: Project Showcasing Competition	01-01-2021	14-01-2021
3.	Dept. of Computer Engg.	MoU	With 'Software Technology Parks of India' Gurugram	11-01-2021	11-01-2021
4.	Dept. of Computer Engg.	Value Added Course	Building Blocks of Programming	11-01-2021	25-01-2021
5.	Office of Dean Student Welfare (Vivekanand Manch)	Cultural Activity	'Yuvaliant': National level Art Competition, Article and Poetry Competition on the occasion of National Youth Day	11-01-2021	12-01-2021
6.	Office of Dean Student Welfare (Vivekanand Manch)	Webinar	'Stress Management and Motivational Talk' by Dr. Kush Panchal, International Yoga Trainer	12-01-2021	12-01-2021
7.	Dept. of Chemistry	Expert Lecture (Academia)	Biomass Processing using Ionic Liquid Systems	12-01-2021	21-01-2021
8.	Dept. of Civil Engg.	National Conference	Advances in Civil Engineering and Environmental Sciences' (ACEES - 2021)	14-01-2021	15-01-2021
9.	Dept. of Computer Engg.	Webinar	Geeky Mondays	14-01-2021	14-01-2021
10.	Office of Dean Student Welfare (National Service Scheme)	Webinar	Indian Army Day	15-01-2021	15-01-2021
11.	University and Vigyan Bharati	Expert lecture (Social)	National Lecture Series on "Science of India"	17-01-2021	17-01-2021
12.	Dept. Electronics Engg.	Value Added Course	MATLAB with Hands On Training	18-01-2021	05-02-2021
13.	Dept. of Environmental Sciences	Webinar	Paryavaran Chetna-Environment and Sustainability	19-01-2021	19-01-2021

14.	Dept. of Mathematics	Webinar	Optimization Techniques and Scholastic Process	20-01-2021	21-01-2021
15.	Dept. of Chemistry	Expert Lecture (Academia)	Nanotechnology and Current Uses	21-01-2021	21-01-2021
16.	Dept. of Computer Engg.	Workshop	Writing Quality Research Articles in Scholarly Publications	21-01-2021	21-01-2021
17.	International Affairs Cell & Department of Electronics Engineering	Expert Lecture (Academia)	'Wireless Sensor Networks' by Dr. Korhan Cengiz, Assistant Professor, Department of Electrical-Electronics Engineering, Trakya University, Turkey	21-01-2021	21-01-2021
18.	Office of Dean Student Welfare	Celebration of special day	'Poster Making Competition' on the 125th anniversary of Netaji Subhash Chandra Bose	22-01-2021	23-01-2021
19.	Dept. of Liberal Art and Media	Webinar	Media ethics and Nationalism	23-01-2021	23-01-2021
20.	Office of Dean Student Welfare (National Cadets Core)	Celebration of special day	72nd Republic Day Celebration and Marchpast by NCC cadets	26-01-2021	26-01-2021
21.	Career and Counseling Cell	Webinar	Mission India 2030 Livelihood Opportunities in Science and Technology	29-01-2021	29-01-2021
22.	Office of Dean Student Welfare	Community Service	Share and Care	29-01-2021	29-01-2021
23.	Office of Dean Student Welfare (Microbird club)	Technical Activity	Arduino And Electronics	30-01-2021	30-01-2021
24.	University	MoU	With 'Eicher Motors'	02-02-2021	02-02-2021
25.	Dept. of Management Studies	Expert Lecture (Academia)	Consumer Behavior	04-02-2021	04-02-2021
26.	Office of Dean Student Welfare (Youth Red Cross)	Webinar	First Aid Training and YRC Basics	05-02-2021	05-02-2021
27.	Institute Innovation Council	Expert Lecture (Motivation and life style)	'Many Everests and My Life' by Sh. Ravindra Kumar, IAS	06-02-2021	06-02-2021
28.	Office of Dean Student Welfare (Mechnext Club)	Technical Activity	Udaan 21	06-02-2021	07-02-2021
29.	Office of Dean Student Welfare (National Service Scheme)	Induction Programme	NSS Orientation Program	06-02-2021	06-02-2021
30.	Dept. of Electronics Engg.	Value Added Course	IoT for Sustainable Energy Sector	08-02-2021	12-02-2021
31.	Dept. of Liberal Art and Media	Value Added Course	Transmedia Narratives	08-02-2021	12-02-2021

32.	Dept. of Civil Engg.	MoU	With 'TechnoStruct Academy'	09-02-2021	09-02-2021
33.	Dept. of Electrical Engg.	MoU	With 'Fuji Gemco Private Limited'	09-02-2021	09-02-2021
34.	Dept. of Electronics Engg.in association with IIC and Office of DSW	Workshop	Electronics Prasar	10-02-2021	10-02-2021
35.	Alumni Affair Cell	Expert Lecture (Academia)	'Think Big – Be an Entrepreneur' by Mr. Harjinder Singh Cheema, Managing Director of Cheema Boilers Limited	12-02-2021	12-02-2021
36.	Digital India Cell	Technical Activity	Intro-meet for awarded the talented student members of the Digital Affairs Cell	12-02-2021	12-02-2021
37.	University	MoU	With 'Rotary Blood Bank (RBB) Charitable Trust'	12-02-2021	12-02-2021
38.	Dept. of Chemistry	Value Added Course	Advanced Materials for Aatmanirbhar Bharat	13-02-2021	28-02-2021
39.	Dept. of Physics	Value Added Course	Futuristic Research & Related Experimental Techniques	13-02-2021	27-02-2021
40.	Dept. of Mathematics	Value Added Course	An introduction Course in LaTex for Scientific Writing	15-02-2021	27-02-2021
41.	Career and Counseling Cell	Webinar	Whole Brain Approach	15-02-2021	15-02-2021
42.	University and Swadeshi Jagran Manch	Seminar	Atamnirbhar Haryana: Role of Teachers	17-02-2021	17-02-2021
43.	Office of Dean Student Welfare	Seminar	Teachers' Role in NEP Implementation	18-02-2021	18-02-2021
44.	Office of Dean Student Welfare (Vivekanand Manch)	Workshop	Arise Awake Achieve 3.0	18-02-2021	18-02-2021
45.	Office of Dean Student Welfare	Sports Activity	Football Tournament	20-02-2021	21-02-2021
46.	University	MoU	With 'Himachal Pradesh Technical University'	20-02-2021	20-02-2021
47.	Dept. of Environmental Sciences	Value Added Course	Analytical Tools & Techniques in Environmental Research	22-02-2021	26-02-2021
48.	Digital India Cell	MoU	With 'edX Inc'	25-02-2021	25-02-2021
49.	Dept. of Computer Engg.	Technical Activity	Code Fury 4.0: A 3hr competitive programming competition	28-02-2021	28-02-2021
50.	Faculty of Sciences	National Conference	Role of Indian Scientists in Sustainable Development	28-02-2021	01-03-2021
51.	Dept. of Electrical Engg.	Faculty Development Program	Power Electronics Applications in Microgrid and Electric Vehicles	01-03-2021	06-03-2021

52.	Office of Dean Student Welfare	Workshop	Charcoal Workshop	01-03-2021	01-03-2021
53.	International Affairs' Cell	Expert Lecture (Motivation and life style)	'Career Landscape in Abroad' by 3 speakers Mr. Jitin Chawla, Ms. Kanchan A. Mehra and Mr. Rakesh Bhatia from 'Centre for Career Development' New Delhi	02-03-2021	02-03-2021
54.	Office of Dean Student Welfare	Workshop	Painting Workshop	02-03-2021	02-03-2021
55.	Office of Dean Student Welfare	MoU	With 'Haryana Kickboxing Association (HKA)'	03-03-2021	03-03-2021
56.	Dept. of Chemistry	Value Added Course	Molecular Interaction of Mixtures	06-03-2021	21-03-2021
57.	Faculty of Liberal Arts and Media Studies	Expert Lecture (Academia and Industry)	'Feature Writing' by Dr. Ashok Kumar (academician) and Dr. Arun Nathani (Editor Dainik Tribune)	06-03-2021	06-03-2021
58.	Office of Dean Student Welfare	Award Ceremony	Vishwa Prakash Mission (VPM) scholarship to meritorious students	07-03-2021	07-03-2021
59.	Office of Dean Student Welfare	Cultural Activity	'Beti Jaisi' a Drama	08-03-2021	08-03-2021
60.	Office of Dean Student Welfare (Vivekanand Manch)	Cultural Activity	'Satyartham' in remeberance of Swami Dayanand Saraswati	08-03-2021	08-03-2021
61.	Women Welfare Cell	Celebration of special day	'Role of Women Power in Society' on International Women's Day	08-03-2021	08-03-2021
62.	Dept. of Physics	Webinar	Modern Nuclear Physics	09-03-2021	09-03-2021
63.	Career and Counseling Cell	Expert Lecture (Social)	Indian Constitution' by Sh.Vishwajeet Goyal, Motivational speaker	09-03-2021	09-03-2021
64.	Health Centre	Cultural Activity	Health Check-up Camp	10-03-2021	10-03-2021
65.	Institute Innovation Council	Technical Activity	Mentoring Session for Toycathon-21	10-03-2021	10-03-2021
66.	Office of Dean Student Welfare	Celebration of special day	'Essay writing competition' on the occasion of Birth Anniversary Celebration of Guru Teg Bahadur	11-03-2021	11-03-2021
67.	Dept. of Mechanical Engg.	Training	Digital Micro Scope	11-03-2021	11-03-2021
68.	Community College & Skill Development	MoU	With 'Shigan Evoltz Limited'	12-03-2021	12-03-2021
69.	Office of Dean Student Welfare (Youth Red Cross)	Social Activity	Blood Donation Camp	12-03-2021	12-03-2021

70.	Dept. of Mechanical Engg.	Short Term Course	Supply Chain Management	13-03-2021	17-03-2021
71.	Institute Innovation Council	Webinar	Chunautee'21: Solutions for Divyangjan	13-03-2021	13-03-2021
72.	Office of Dean Student Welfare (Vivekanand Manch)	Cultural Activity	Azadi Ka Amrit Mahotsav	14-03-2021	14-03-2021
73.	Dept. of Electronics Engg.	Short Term Training Program	Trends for Industry 4.0 Beyond 2020 Electronics Engineering Perspective	15-03-2021	21-03-2021
74.	University Library	Short Term Training Program	New Dimensions in Research Support Services: A Contemporary Library Perspective	15-03-2021	15-03-2021
75.	Digital India Cell	Technical Activity	Digi-Week 2021	17-03-2021	20-03-2021
76.	Career and Counseling Cell	Expert Lecture (Motivation and life style)	'Vision + Action = Mission' by Mr. Hita Ambrish, Motivational Speaker	18-03-2021	18-03-2021
77.	Dept. of Management Studies	Management Development Program	Enhancing Productivity Through Employee Engagements	18-03-2021	19-03-2021
78.	Dept. of Mechanical Engg.	International Conference	Trends and Advances in Mechanical Engineering (TAME-2021)	18-03-2021	19-03-2021
79.	Office of Dean Student Welfare (Vivekanand Manch)	Workshop	Designing Fiesta	19-03-2021	21-03-2021
80.	Dept. of Computer Application	Faculty Development Program	Artificial Intelligence Machine Learning.	22-03-2021	27-03-2021
81.	Dept. of Computer Engg.	Short Term Training Program	Recent Advancements in Artificial Intelligence and Machine Learning	22-03-2021	27-03-2021
82.	International Affairs' Cell	Expert Lecture (Motivation and life style)	'Career Opportunities in Germany' by 1. Mr. Gagan Syal from 'Yes Germany', 2. Mr. Tarun Sharma, motivational Speaker and Trainer, New Delhi	22-03-2021	23-03-2021
83.	Office of Dean Student Welfare	Celebration of special day	Remembrance of Martyrs on 'Martyrdom Day'	22-03-2021	22-03-2021
84.	Career and Counseling Cell	Expert Lecture (Social)	History of Constitutional Law Of India-Indian Polity' by Dr. Sukhbir Singh, Retired IAS Officer and Social Activist	22-03-2021	22-03-2021
85.	Dept. of Management Studies	Technical Activity	My Viewpoint	25-03-2021	25-03-2021
86.	Health Centre	Social/Community Service	Covid-19 Vaccination Drive	01-04-2021	01-04-2021
87.	Office of Dean Student Welfare (Vivekanand	Cultural Activity	'Mission Panchi' A drive to arrange water and fodder for birds in summer	01-04-2021	01-04-2021

	Manch)				
88.	Dept. of Mathematics	Expert Lecture Series	Algebra and its Applications	01-04-2021	04-04-2021
89.	Dept. of Mechanical Engg.	Training	3 D Printer	02-04-2021	02-04-2021
90.	Dept. of Management Studies	Technical Activity	MAC 21	05-04-2021	05-04-2021
91.	Office of Dean Student Welfare (National Cadets Core)	Social Activity	Eliminating Single Use of Plastics: Awareness Activity	05-04-2021	05-04-2021
92.	Faculty of Liberal Arts and Media Studies	Expert Lecture (Industry)	'Public Relations in Government Sector and Government Job prospects in PR' by Mr Saurabh Annand, DPR	07-04-2021	07-04-2021
93.	Office of Dean Student Welfare (Youth Red Cross)	Award Ceremony	Corona Warriors Awards	10-04-2021	11-04-2021
94.	Dept. of Environmental Sciences	Webinar	Sustainable Development and Innovation	11-04-2021	11-04-2021
95.	University	MoU	With Energy Efficiency Services	12-04-2021	12-04-2021
96.	Office of Dean Student Welfare (Vivekanand Manch)	Celebration of special day	130 <sup>th</sup> Birth Anniversary Celebration of Dr. Bhimrao Ambedkar	13-04-2021	13-04-2021
97.	Office of Dean Student Welfare (Vivekanand Manch)	Expert lecture (Social)	भारतीय नव वर्ष - इतिहास और वैज्ञानिक आधार	13-04-2021	13-04-2021
98.	Institute Innovation Council	Seminar	'How to be a Successful Entrepreneur' by Mr Murli Menon- COO of Nimbus One, Gurugram	14-04-2021	14-04-2021
99.	Office of Dean Student Welfare and Institute Innovation Council	Expert Lecture	'How To Make A Business Idea That Works' by Mr Nikhil Bohra, Founder CEO, Krimanshi Technologies, Jodhpur, Rajasthan	15-04-2021	15-04-2021
100.	Dept. of Electrical Engg.	International Conference	Advances in Sustainable Energy, Environment and Engineering (ICASEE-2021)	16-04-2021	17-04-2021
101.	Institute Innovation Council	Webinar	How to Plan for Start-up and Legal Ethical Steps	16-04-2021	16-04-2021
102.	Reasearch & Development Cell	Award Ceremony	2 <sup>nd</sup> Research Awards Day Ceremony	19-04-2021	19-04-2021
103.	Centre for Energy Studies	Webinar	Pollution Mitigation and Ecological Restoration	22-04-2021	22-04-2021
104.	University NSS Cell and NSS Cell of NSUT Delhi	Workshop	Yoga for Women Health Hygiene (PCOD Cure)	22-04-2021	22-04-2021

## **ANNEXURE-E**



No.Acd/Adm. Audit/2021/2820

Dated: 5/4/2021

Sub: Follow up action on Administrative Audit Report.

Please refer to your mail dated April 1, 2021 regarding sending the follow up action on Administrative Audit Report for the A.Y. 2019-20. The required follow up action on the suggestions made by the Audit Team are give below:-

Sr.No.	Suggestions/observations made by the Audit Team	Follow up action of the Section
1.	Ordinances and syllabus of all the programs may be made available on the University website not only for our students but also for general public.	<ul style="list-style-type: none"><li>* Course Ordinances for UG/PG have been approved by the Academic Council in its meeting held on 12/3/2021</li><li>* Scheme &amp; syllabi of all programs have been soft bounded through Purchase Section with a copy to Library and concerned department</li><li>* Scheme &amp; syllabi have been uploaded on the university website for students and also for general public.</li></ul>
2.	The coordination with the University Teaching Departments w.r.t. academic activities may be further enhanced.	All academic programs are being discussed with concerned teaching department before uploading on the university website.
3.	The Branch may be further rearranged into separate cells with dedicated responsibilities.	The Branch has been restructured as Affiliation & Registration, Academic Section and Scholarship branch vide Office Order No.Estab/Misc/1501 dated Nov 17, 2020
4.	The documentation/record pertaining to accreditations, inspections and ranking of the University may be maintained in electronic form and made available to various stakeholders.	Document/record pertaining to accreditation, inspection & ranking is being maintained properly and certificates are uploaded on the University website.
5.	Similarly various important certificate of accreditations, recognition, ranking etc. may be readily available in electronic form.	The certificates of NAAC/NBA/ NIRF etc. are available on the University website.

*gjoshan*  
Asstt.Registrar (Acad) 4/121

Director-IQAC

Regards,  
Director IQAC

J.C. Bose University of Science and Technology, YMCA, Faridabad  
(NAAC Grade "A" accredited State University)  
Sector-06, Faridabad-121006 (Haryana) India  
Ph. No. (O): 0129-2310126  
Mobile No.: 9818219940

----- Forwarded message -----

From: IQAC JCBUST <[iqac.jcbust@gmail.com](mailto:iqac.jcbust@gmail.com)>  
Date: Wed, Mar 31, 2021 at 5:04 PM  
Subject: Request to submit Follow up action on Administrative audit  
To: <[affiliation@jcboseust.ac.in](mailto:affiliation@jcboseust.ac.in)>, Dy. Registrar (Academic) <[academicsymca@gmail.com](mailto:academicsymca@gmail.com)>, <[library@jcboseust.ac.in](mailto:library@jcboseust.ac.in)>, <[purchase@jcboseust.ac.in](mailto:purchase@jcboseust.ac.in)>, <[coe@jcboseust.ac.in](mailto:coe@jcboseust.ac.in)>, Dr. Rajeev Singh <[coeymcaust@gmail.com](mailto:coeymcaust@gmail.com)>, DR YMCA <[dr.ymcaust@gmail.com](mailto:dr.ymcaust@gmail.com)>, Dr. Meha Sharma <[mehasharma@jcboseust.ac.in](mailto:mehasharma@jcboseust.ac.in)>, <[manishgupta@jcboseust.ac.in](mailto:manishgupta@jcboseust.ac.in)>, <[purchase.jcbust@gmail.com](mailto:purchase.jcbust@gmail.com)>, Prem Bajpai <[pnbajpai4@yahoo.com](mailto:pnbajpai4@yahoo.com)>  
Cc: Dr. P.R. Sharma <[prsharma1966@gmail.com](mailto:prsharma1966@gmail.com)>, Prof. Vikas Turk <[vikasturk@gmail.com](mailto:vikasturk@gmail.com)>, <[rajivl7@rediffmail.com](mailto:rajivl7@rediffmail.com)>, <[vc@jcboseust.ac.in](mailto:vc@jcboseust.ac.in)>, Dr Sunil Kumar Garg <[registrar@jcboseust.ac.in](mailto:registrar@jcboseust.ac.in)>

Dear Sir/ Madam

Administrative audit was done in your office in the month of Sept-October 2020 for the A. Y. 2019-20. The Visiting committee had given certain suggestions during the audit. You are hereby requested to provide the follow up action on the same by 06.04.2021 positively so the same can be put in the next IQAC meeting.

Regards,

Director IQAC

J.C. Bose University of Science and Technology, YMCA, Faridabad  
(NAAC Grade "A" accredited State University)  
Sector-06, Faridabad-121006 (Haryana) India  
Ph. No. (O): 0129-2310126  
Mobile No.: 9818219940

 [Inspection Report.pdf](#)  
393K

Affiliation YMCA University <[affiliation.ymcaust@gmail.com](mailto:affiliation.ymcaust@gmail.com)>  
To: IQAC JCBUST <[iqac.jcbust@gmail.com](mailto:iqac.jcbust@gmail.com)>

Thu, Apr 8, 2021 at 2:55 PM

R/Sir,

As per the suggestions given by the Administrative Audit committee, the following actions have been taken by the branch.

Regarding point no. 1 of Online Inspection Performa  
The task of preparing online inspection performa has almost been completed and will be incorporated soon. it is in pipeline now.  
Regarding point no. 2 of Digitization of Records  
The branch has implemented the suggestion given by the committee for the digitization of records. Records of all files are maintained by google sheets.  
Regarding point no. 3 of Inclusion of Mandatory disclosure of college on their websites.  
The College has been instructed to adhere to the guidelines regarding mandatory disclosure

Regards  
Affiliation & Registration Branch  
J.C. Bose University of Science & Technology, YMCA, Faridabad



**J. C. Bose University of Science and Technology, YMCA, Faridabad**

*(formerly YMCA University of Science and Technology)*

A State Govt. University established wide State Legislative Act. No. 21 of 2009

SECTOR-6, FARIDABAD, HARYANA-121006

**ESTABLISHMENT BRANCH**

Ph:0129-2310158, 2242143 (Fax) Email: dr.ymcaust@gmail.com web: [www.ymcaust.ac.in](http://www.ymcaust.ac.in)



Ref. 601/AA-2020/2272

Dated: 13/04/2021

**Sub: Action Taken Report on the Administrative Audit -2020 – regarding**

Reference the e-mail dated 01.04.2021, on the subject cited above.

The compliance report on the observations of Audit Team of Administrative Audit-2020, as desired vide above referenced mail is as under:

- The process of conveying the Earned Leaves to the Faculty/ Staff members has been initiated.
- The information has been sought from Department/ TEQIP w.r.t details of STC/ training programs attended by the teaching & Non-Teaching Staff. Further, the available records have been placed in respective personal files.
- Basic information related to retirees is maintained in the branch.
- The process of digitalization of records has been initiated.

*M. K. Mehta*  
Dy. Registrar (Estb)



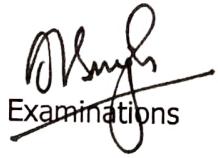
No: COE/ 1151

Dated: 01.04.2021

Sub: - Action taken report on Administrative Audit for Academic year 2019-20.

The Committee suggested few suggestions for further improvement, on which action taken by the examination Branch are following:

1. Feedback form is being designed and it is proposed that the feedback from the student will be started with the batch passing out in May-June 2021.
2. Photocopies of the question papers on requirement are being carried out in the office of COE.
3. Ph.D evaluation is being done as per the Ph.D ordinance.
4. Tentative date sheets of any examinations are being displayed on the University website and are being sent to UTDs/ affiliated institutes for checking of possible overlap/ missing subjects.
5. Presently exams are held in online mode so the marks are being entered by the staff of examination branch. In future exams cross checking can be done by checking assistant.
6. We are providing the result as per the specification laid out for NAAC/NIRF/NBA.
7. This branch is having list of such students who have got issued their transcripts.

  
Controller of Examinations

  
04/01/2021

Director (COAC)



**J.C. Bose University of Science & Technology, YMCA, Faridabad**

(A Haryana State Government University)

(Established by Haryana State Legislative Act No. 21 of 2009 & Recognized by UGC Act 1956 u/s 22 to Confer Degrees)

Accredited 'A' Grade by NAAC



Date: 06/04/2021

Subject: Follow up action on Administrative Audit held on 7.10.2020.

S.No	Suggestions	Action Plan
1.	Adding the responsibilities to the Dy. Librarian.	Added
2.	Withdrawn details may be updated in Accession Register.	Done
3.	In Periodical Register subscription details may be maintained.	Done
4.	Newspaper / Periodical Register may be signed by staff.	Implemented
5.	As per Financial year fine should be calculated.	Implemented
6.	Signature on PO Register / Budget Allocation Register by the Library Staff.	Implemented
7.	More Computers may be kept in Digital Section.	Requirement is being sent
8.	Feedback form of staff / faculty may be included.	Being Done

*Prj*  
(Librarian) 6/4/21



Ref: S&P/2021-2022/

Dated: 07.04.2021

### **ADMINISTRATIVE AUDIT 2020 COMPLIANCE STATUS**

The administrative audit was conducted in the Month of October 2020 by IQAC Department for Store and Purchase Branch of the University. The Audit team of Dr. M.L. Aggarwal and Dr. Manisha Goel audited the Administrative process of the Department and has laid their observations along with some suggestions

<b>S.No.</b>	<b>Observations</b>	<b>Compliance Status</b>
1	Purchase through GeM to be enhanced	Various Orders have been placed on GeM Portal in FY 2020-21. The details are enclosed in Annexure – I
2	File movement record to be maintained	A dedicated file movement record has been maintained in Google Sheet which is updated in real time.
3	Store Inventory record to be computerized	Procurement of Inventory software is already in process
4	ERP System for Store and Purchase to be enhanced	ERP system has been developed at <a href="https://jcbosestymca.co.in/">https://jcbosestymca.co.in/</a> and some features still under updation
5	Renovation of Store and Purchase is needed	Purchase Section has been renovated and commissioned in the Month of December 2020 and requisition for renovation of Store section is already been sent for approval.

*(P.M.)*  
07/04/2021

Dealing Clerk (S&P)

*Dy. Supdt (S&P)*

*8/4/21*

*AR (S&P)*

*7/4/21*

*DR (S&P)*

*7/4/21*

*Director IQAC*

*Purchase Section  
Disp. No. 246  
Date.....07/04/21*

SRN <sup>o</sup>	Date	GEM ID	Po No & Date	Name Company Offy	Contract		Indenture	Value	Bill No & Date	Forward
					Item	Value				
①	09/09/2020	GEMC ID - 511687749950841	MLS dated Device	1	desiro Intel Laptop	63,896/-	CE	LDPL/511/20-21	62,41 09/10/2020	State Plan
			dt 09/09/2020		RTI std					
②	24/12/2020	GEMC ID - 51168772579527	MLS Gausav	1	RCS Envir Laptop Acer for DSC	6,299/-	DSW	RG5/20-21/96 dt	138 dt 19/01/2020	SAF fund.
			dt 24/12/2020							
③	19/02/2020	GEMC ID - 51168776061893	MLS Net Communicat	1	Brother DCP Printer	179,23/-	Electrical Engg.			Debt fund
			dt 19/02/2020							
④	25/02/2021	GEMC ID - 51168773384845	MLS T - People Infonet	1	do - Laptop	136,89/-	Account Dept			MAE
			dt 25/02/21		Refund					
⑤	29/03/2021	GEMC ID - 511687795659297	MLS Yura Tech Global	1	do do	60500/-	CCS	YURA/20-21/132	119,41 04/01/2021	CCSD fund
			dt 8/03/2020		Refund			dt 17/11/2020		

## **ANNEXURE-F**

# राष्ट्रीय प्रत्यायन बोर्ड

चौथा तल, ईस्ट टावर, एन. बी. सी. सी. प्लेस, भीष्म पितामह मार्ग, प्रगति विहार, लोधी रोड, नई दिल्ली -110003

## NATIONAL BOARD OF ACCREDITATION

4th Floor, East Tower, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, Lodhi Road, New Delhi 110003



File No: 21-26-2010-NBA

Date 12-03-2021

To

The Registrar

J.C.Bose University of Science and Technology, YMCA, Faridabad,  
NH-2, Sector-6, Mathura Road,  
Faridabad- 121006,  
Haryana

**Subject: Further accreditation status on the basis of Compliance Report of the programs in Tier I offered by J.C.Bose University of Science and Technology, YMCA, Faridabad, NH-2, Sector-6, Mathura Road, Faridabad- 121006, Haryana**

Sir,

This is regarding Compliance Report submitted by **J.C.Bose University of Science and Technology, YMCA, Faridabad, NH-2, Sector-6, Mathura Road, Faridabad- 121006, Haryana** for the UG Engineering programs which were accredited by NBA in Tier-I for academic years 2017-18 to 2019-20 whose validity expired on 30.06.2020. These programs have also been granted one-year accreditation upto 30/06/2021 on account of present pandemic situation due to Corona Virus.

2. An Expert Team conducted data verification of the programs on **25<sup>th</sup> February, 2021**. The report submitted by the Expert Team was considered by the concerned Committees constituted for the purpose in NBA. The competent authority in NBA has approved the following accreditation status to the programs as given in the table below:

Sl. No	Name of the Program(s) (UG)	Basis of Evaluation	Accreditation Status	Period of validity	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.	Computer Engineering	Tier-I January, 2016 Document	Accredited	Academic Years 2021-2022 to 2023-2024 i.e. upto 30-06-2024	Accreditation status granted is valid for the period indicated in Col.5 or till the program has the approval of the competent authority, whichever is earlier.
2.	Mechanical Engineering		Accredited		
3.	Electrical Engineering		Accredited		
4.	Electronics Instrumentation & Control Engineering		Accredited		

3. It may be noted that only students who graduate during the validity period of accreditation, will be deemed to have graduated with an NBA accredited degree.

4. The programs have been granted accreditation for further 3 years. **J.C.Bose University of Science and Technology, YMCA, Faridabad, NH-2, Sector-6, Mathura Road, Faridabad- 121006, Haryana** should submit fresh online application through eNBA portal at least five months before the expiry of validity of accreditation mentioned above.

5. The accreditation status awarded to the programs as indicated in the above table does not imply that the accreditation has been granted to **J.C.Bose University of Science and Technology, YMCA, Faridabad, NH-2, Sector-6, Mathura Road, Faridabad- 121006, Haryana** as a whole. As such the Institution should nowhere along with its name including on its letter head etc. write that it is accredited by NBA because it is program accreditation and not Institution accreditation. If such an instance comes to NBA's notice, this will be viewed seriously. Complete name of the program(s) accredited, level of program(s) and the period of validity of accreditation, as well as the Academic Year from which the accreditation is effective should be mentioned unambiguously whenever and wherever it is required to indicate the status of accreditation by NBA.

Contd./...

Tel: +91 11 2436 0620-22, 2436 0654; Telefax: +91 11 4308 4903

Website: <http://www.nbaind.org> | Email: [membersecretary@nbaind.org](mailto:membersecretary@nbaind.org)

6. The accreditation status of the above programs is subject to change on periodic review, if needed by the NBA. It is desired that the relevant information in respect of accredited programs as indicated in the table in paragraph 2, appears on the website and information bulletin of the Institute.

7. The accreditation status awarded to the programs as indicated in table in paragraph 2 above is subject to maintenance of the current standards during the period of accreditation. If there are any changes in the status (major changes of faculty strength, organizational structure etc.), the same are required to be communicated to the NBA, with an appropriate explanatory note.

8. A copy each of Report of the Visiting Team in respect of the above programs is enclosed.

Yours faithfully,



(Dr. Anil Kumar Nassa)  
Member Secretary

Encls: 1. Copy each of Report of the Visiting Team in respect of the programs.

Copy to:

1. Department of Technical Education, Haryana  
Bays No: 7-12, Sector-4, Pnachkula-134112
2. Accreditation File
3. Master Accreditation file of the State