

INTERNAL QUALITY ASSURANCE CELL

(Established under per 12th Plan Guidelines of UGC)

AGENDA

for

10th Meeting of IQAC

on

19-03-2019 at 10:30 AM

at



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

(NAAC 'A' Grade State Government University)

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



INTERNAL QUALITY ASSURANCE CELL

AGENDA

10th meeting of IQAC is scheduled to be held on 19th March, 2020 at 10:30 a.m. in the Board Room of the University. Following are the agenda items.

10.1	To approve the minutes of 9 th IQAC meeting held on 23.12.2019
	Meeting of IQAC was held on 23.12.2019. The minutes of the meeting were circulated among all the members through email. No comments/suggestions were received. (Annexure A)
10.2	To apprise the members about the status of action taken on minutes of 9 th IQAC meeting held on 23.12.2019
	After the meeting held on 23.12.2019, the action to be taken report was circulated among the concerned officials. The status of Action taken is attached as (Annexure-B).
10.3	To report about the NAAC sponsored workshop conducted on 12.02.2020
	The Internal Quality Assurance Cell of JCBUST, in association with Faculty of Engineering organized a one day NAAC sponsored workshop on "An insight into revised Accreditation Frame work of NAAC." The objective of this workshop was to create awareness about NAAC Accreditation Process and its benefits to the higher educational institutions. Various aspects of revised NAAC accreditation were discussed during the five sessions of the workshop. (Report attached as Annexure-C)
10.4	To report about the Orientation Program for Newly Recruited Employees conducted on 20 th Feb 2020.
	IQAC conducted a one day Orientation Program for Newly Recruited Employees of the University on 20 th Feb 2020. The university has recruited 21 teaching and non-teaching employees on the post of Associate Professor, Assistant Professor, Lab Assistant and Clerk. The objective of the program was to welcome new appointed employees and introduce them to the University facilities, administrative & academic systems and the rules /regulation of the University. (Report attached as Annexure-D)
10.5	To report conduct of academic audit and its ATR for session Aug-Dec 2019.
	As per Annexure-E attached, Action Taken Report of academic audit has been received from the departments.
10.6	To report the conduct of Classroom student feedback and its ATR for session Aug-Dec 2019
	As per Annexure-F attached, action taken report of classroom student feedback has been received from the departments.
10.7	To consider and approve online AQAR for academic year 2016-17
	Online AQAR report of the year 2016-2017 has been prepared and same was circulated to chairpersons for verification/any kind of improvement. The document is placed before the house for consideration and approval. (Annexure-G)
10.8	Any other item with the permission of Chair

Sd/-
Director IQAC



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ANNEXURE- A

Ref. :IQAC/2019/172

Date: 06.01.2020

Minutes of 9th Meeting of IQAC held on 23/12/2019 at 12:40 P.M. in Board Room of the University.

The Meeting was attended by the following members;

S. No.	Name	Designation
1.	Prof. Dinesh Kumar, Vice Chancellor, JCBUST, YMCA, Faridabad	Chairperson
2.	Dr. S.K. Garg, Registrar, JCBUST, YMCA, Faridabad	Member
3.	Prof. Sandeep Grover, JCBUST, YMCA, Faridabad	Member
4.	Prof. Tilak Raj, JCBUST, YMCA, Faridabad	Member
5.	Prof. Komal Bhatia, JCBUST, YMCA, Faridabad	Member
6.	Dr. Neetu Gupta, JCBUST, YMCA, Faridabad	Member
7.	Dr. Anuradha Sharma, JCBUST, YMCA, Faridabad	Member
8.	Dr. Shailender Gupta, JCBUST, YMCA, Faridabad	Member
9.	Dr. Sakshi Kalra, JCBUST, YMCA, Faridabad	Member
10.	Dr. Rajiv Singh, Controller of Examinations, JCBUST, YMCA, Faridabad	Member
11.	Prof. Naresh Grover, Professor and Dean Academic in Manav Rachna institute of research and studies, Faridabad	Member/Outside Expert
12.	Prof. Hari Om, JCBUST, YMCA, Faridabad	Director IQAC / Member Secretary

Following attended the meeting as special invitee;

- Prof. Shalini Singh, Maharishi Dayanand University, Rohtak
- Prof. Suresh Bedi, Adjunct Professor, JCBUST, YMCA, Faridabad
- Prof. Atul Mishra, JCBUST, YMCA, Faridabad
- Prof. Rajesh Kr. Ahuja, JCBUST, YMCA, Faridabad
- Prof. Ashutosh Nigam, JCBUST, YMCA, Faridabad
- Dr. Neelam Turk, JCBUST, YMCA, Faridabad
- Dr. Rachna Aggarwal, JCBUST, YMCA, Faridabad
- Dr. Anushree Chauhan, JCBUST, YMCA, Faridabad
- Dr. Sanjeev Goyal, JCBUST, YMCA, Faridabad
- Dr. Rashmi Popli, JCBUST, YMCA, Faridabad

Following could not make it to the meeting;

- Prof. Munish Vashishath, Controller of Finance, JCBUST, Faridabad -Member
- Dr. Manisha Goel, JCBUST, YMCA, Faridabad -Member
- Mr. Sukhdev Singh- Managing Director & Chief Executive Officer Hind Hydraulics Pvt. Ltd., Faridabad - Member
- Prof. Poonam Singhal, Chairperson Electrical Department, JCBUST, Faridabad-Special Invitee
- Prof. Ashutosh Dixit, JCBUST, Faridabad-Special Invitee
- Prof. K.K. Agarwal, Principal Aggarwal College, Ballabgarh - Special Invitee

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:

9.1 To approve the minutes of 8th IQAC meeting held on 18.09.2019

Noted and approved.

9.2 To apprise the members about the status of action taken on minutes of 8th IQAC meeting held on 18.09.2019

Action Taken Status noted.

It was suggested to improve the interaction of the students through regular meetings in all the Departments/Cells and it should be a part of Time table/Academic Calendar.

Action to be taken by: All Department Chairpersons

Policies should be sent to VC before putting in EC meeting.

Action to be taken by: Director-IQAC

9.3 To report about the conduct of Academic audit for the session July-Dec 2019.

Noted.

Some departments have not submitted the Academic Audit Report and offered to submit the report along with action taken by 30th January, 2020.

9.4 To report about the feedback of students for classroom teaching from all departments of the University for the session July-Dec 2019.

Noted.

It was suggested that the compiled feedback report along with analysis and action taken report must be sent to IQAC as per academic calendar schedule.

Action to be taken by: Chairpersons of Departments

9.5 To inform about the conduct of NAAC workshop on 12.02.2020

Noted.

9.6 To consider and approve the IQAC activity planner

Noted and approved.

9.7 To review Mentor –Mentee system in the University

The house was apprised of present system of mentor-mentee system in the university. It was emphasized that there is a need to review the same in order to improve mentor-mentee ratio.

Members suggested the need to hold regular mentor-mentees meetings by including the same in department time table. Following points were emphasized.

- (i) List of mentor mentee must be prepared and be sent to IQAC office at the start of each semester.
- (ii) Proper record of meetings must be maintained
- (iii) Prof. Naresh Grover suggested that vertical mentoring system must be followed and Senior students must be involved in mentoring process

Action to be taken by: Chairpersons of Departments

- (iv) A counsellor must be appointed for the University students/staff.

Action to be taken by: Registrar

9.8 Any other item with the permission of Chair

Vice chancellor also invited suggestions from all the members.

Prof. Suresh Bedi informed the house that he has prepared a Faculty Appraisal and Development Policy and will submit it to IQAC.

Prof. Suresh Bedi also suggested that the departments should conduct extension activities.

Action to be taken by: Chairpersons of Departments

Dr. Komal Bhatia suggested the need of having moderation committee for the assessing the quality of the question papers.

Action to be taken by: Controller of Examinations

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


Director IQAC



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ANNEXURE-B

Action taken as per the minutes of the 9th meeting of Internal Quality Assurance Cell (IQAC) held on 23-12-2019.

Subsequent to the minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on **23-12-2019**, certain items that required action as per the resolutions are given below.

Sr. No	Reference in minutes	Action related to	Action to be taken by	Status
1	Item 9.2	To improve the interaction of students with the chairpersons/faculty Policies should be sent to VC before putting in EC meeting.	Conveyed to all Department Chairpersons Director IQAC	Conveyed to all Department Chairpersons Done
2	Item 9.3	To submit the Academic Report for the session July-Dec 2019	All Department Chairpersons	Reports have been received as per Annexure-E
3	Item 9.4	To submit the classroom student feedback Report for the session July-Dec 2019	All Department Chairpersons	Reports have been received as per Annexure-F
4	Item 9.7	Review of Mentor mentee system in University as per points mention in MOM. A counsellor must be appointed for the University students/staff.	All Department Chairpersons Registrar	Conveyed to all department Chairpersons In process.
5	Item 9.8	To conduct Extension activities	All Department Chairpersons	Conveyed to all the Chairpersons
		To prepare a moderation committee for the assessing the quality of the question papers.	Controller of Examinations	In process.



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

(formerly YMCA University of Science and Technology)

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

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ANNEXURE-C

Ref.: IQAC/2020/202

Date : 17/02/2020

INTERNAL QUALITY ASSURANCE CELL

Sub: Report of National Level NAAC sponsored one day Workshop on "An insight into Revised Accreditation Framework of NAAC" on 12th February 2020.

As scheduled, the NAAC sponsored National level One day Workshop on "An insight into Revised Accreditation Framework of NAAC" was held on 12.02.2020 in Dept. of Mechanical Engineering of the University. A total of 58 participants including the faculty members of University Academic Departments and its affiliated colleges, representatives from various institutes/Universities of Faridabad District, State of Haryana and Neighbouring states like Delhi, U.P. and Punjab attended this workshop.

Keynote speaker, Prof. (Retd.) S. K. Chakarvarti, NIT Kurukshetra apprised importance of quality in present education scenario. He stressed that Accreditation and Quality Enhancement in Educational Institutions are associated with each other and like the two sides of the coin.

Prof. Sandeep Grover, Dean-Quality Assurance gave an insight into Revised framework of NAAC by explaining its process and parameters. He explained the marking system and its criteria wise importance. He also discussed QIF and various changes that have been done in the recent metrics system and its weightage related to accreditation process.

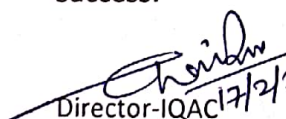
Prof. Tilak Raj, Dean –Faculty of Engineering enlightened the participants about the Internal Quality Assurance Cell and apprised about key points on formation, function of IQAC and its impact on university/institute's endeavour for quality enhancement.

Prof. Suresh Bedi, Prof. (Retd.), MDU Rohtak, discussed in details the importance of best practices being adopted and followed by various quality educational institutions and how it is adding value to achieve their goals.

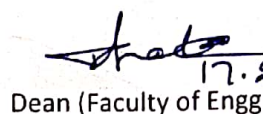
Prof. Hari Om, Director IQAC, gave a presentation on the process of online assessment and accreditation (A&A) process of NAAC and informed the participants how online A & A works. He explained the online application process of IIQA, SSR and AQAR including Data Validation and Verification (DVV).

The last Q&A session was devoted to interaction among experts and participants. A lot of queries and doubts were discussed in this session.

An online feedback was also taken and the participants were satisfied with the content, coverage and delivery. The organisers intend to put on record financial support by NAAC and administrative support by the university authority for making this workshop a success.


Director-IQAC 17/2/2020

Workshop Coordinator


17.2.2020
Dean (Faculty of Engg. & Tech.)

Workshop Chair

Recognized by UGC under Section 2 (f) & 12 (B) of UGC Act 1956 | Accredited 'A' Grade by NAAC



Figure 1 Welcome of Key Note speaker Prof. S. K. Chakarvarti



Figure 2 Key note Speech by Prof . S. K. Chakarvarti



Figure 3 Expert talk by Prof. Sandeep Grover



Figure 4 Group Photo after last session



Figure 5 Certificate Distribution



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ANNEXURE-D

Ref: IQAC/

Dated: 27/02/2020

Subject: Report of Orientation program held on 20.02.2020

J.C. Bose University of Science and Technology, Faridabad conducted a one-day Orientation Programme for newly recruited employees of the University on 20.02.2020. The University has recently recruited 21 teaching and non-teaching employees on the post of Associate Professor, Assistant Professor, Lab Assistant and Clerk.

The Program was conducted by the Internal Quality Assurance Cell (IQAC) of the University Director, IQAC Dr. Hari Om. The objective of the program was to welcome new appointed employees and introduce them to University facilities, administrative and academic systems, the rules and regulations of the University.

At the outset, Registrar Dr. S.K. Garg welcomed all the new employees and introduced them with the Vice Chancellor Prof. Dinesh Kumar. Vice Chancellor congratulated the newly appointed faculty and staff members and urged them to contribute whole heartedly in enhancing the quality of services being provided by the University.

During the programme, Dean (Quality Assurance) Dr. Sandeep Grover delivered a presentation on general overview of the University. The documentary on the University was also screened. A brief introduction about all the University Departments, Sections and Offices was given to the staff members.

New staff was also informed about various research initiatives of the University by Dean (R&D) Dr. Rajesh Ahuja and Dr. Maneesha Garg. Dr P. N. Bajpai, Librarian told about the Library facilities and resources. Dr. Neelam Duhan, Nodal Officer (Digital Initiatives) explained the Digital initiatives and University ERP (Enterprise resource planning) portal.

Examination system and procedures were briefed by Mr. Sachin Gupta (AR-Exams). They were also apprised about various university rules and administrative procedures. Dr Ankur Sharma, Medical Officer explained the dispensary facility available at University.

The program was coordinated by Dr. Shailendra Gupta, Dr. Mahesh Chand and Dr. Sakshi Kalra.

Sd/-
Director-IQAC



ANNEXURE E**Status of ATR for Academic Audit Report (Session July-Dec 2019)**

S.No.	Department Name	Date of Conduct of Academic Audit	ATR Status
1	Dept. of Mechanical Engg.	17-03-20	Received
2	Dept. of Civil Engg.	18-12-2019	Received
3	Dept. of Computer Engg.	18-09-2019	Received
4	Dept. of Computer Application	18-09-2019	Received
5	Dept. of Electronics Engg.	29-01-2020	Received
6	Dept. of Electrical Engg.	29-01-2020	Received
7	Dept. of Management Studies	20-12-2019	Received
8	Dept. of Mathematics	10-02-2020	Received
9	Dept. of Physics	20-12-2019	Received
10	Dept. of Chemistry	20-12-2019	Received
11	Dept. of Environmental Sciences	20-12-2019	Received
12	Dept. of Journalisn & Mass Comm.	13-02-2020	Received
13	Dept. of Languages	13-02-2020	Received

ANNEXURE-F

Status of ATR for Student Feedback Report(Session July- Dec 2019)			
S.No.	Department Name	Date of Conduct of feedback	ATR Status
1	Dept. of Mechanical Engg.	12-11-2019	Received
2	Dept. of Civil Engg.	07-11-2019	Received
3	Dept. of Computer Engg.	18-11-2019	Received
4	Dept. of Computer Application	15-11-2019	Received
5	Dept. of Electronics Engg.	21-12-2019	Received
6	Dept. of Electrical Engg.	19-12-2019	Received
7	Dept. of Management Studies	12-10-2019	Received
8	Dept. of Mathematics	17-12-2019	Received
9	Dept. of Physics	16-12-2019	Received
10	Dept. of Chemistry	15-12-2019	Received
11	Dept. of Environmental Sciences	18-12-2019	Received
12	Dept. of Journalisn & Mass Comm.	18-12-2019	Received
13	Dept. of Languages	18-12-2019	Received