

Minutes of Meeting of IQAC-SU

No.	AU/IQAC/23/1300600 dated 16 Sept 2020	Venue	D-508, D Block, Sushant University, Gurugram
Date	Tuesday, September 15, 2020	Time	11:00 AM

Members Present:

S. No.	Name	Designation
1.	Dr. D. N. S. Kumar	Chairperson
2.	Prof. (Col.) V. K. Malik	Coordinator
3.	Dr. Jagat Narayan Giri	Member Secretary
4.	Dr. Anjali Sehrawat	Member
5.	Dr. Sanjeev Kumar Sharma	Member
6.	Dr. Garima Prakash	Member
7.	Dr. Latika Duhan	Member
8.	Prof. Anil Yadav	Member
9.	Dr. Nadeem Luqman	Member
10.	Dr. Ajith Kaliyath	Member (Virtually present viva Google-Meet)
11.	Mr. Jitender Chawla	Member, Industry Representative
12.	Ms. Devika Diwan	Member, Alumni
13.	Ms. Ruchika Agrawal	Student Member (Virtually present viva Google-Meet)
14.	Mr. Aryan Bahl	Student Member (Virtually present viva Google-Meet)

The meeting of IQAC of Sushant University (Erstwhile Ansal University) was held on 15th September, 2020 at 11:00 am. To start with, the Coordinator of the IQAC-SU Prof. (Col.) V. K. Malik said that quality assurance is a continuous affair; it is not a one-time process and all the academic and pro-academic activities are needed to be properly documented. After that the IQAC-SU member Dr. Anjali Sehrawat read out the brief profile of the members to introduce them. Honb'le Vice-Chancellor, Sushant University Dr.. D. N. S. Kumar who is also the Chairperson of IQAC-SU, addressing the members, threw light on the newly introduced National Education Policy. While speaking on the significance of NAAC and its seven criteria points he said that 'ensuring what we have assured is very important'. Thereafter, the agenda points for the first meeting of IQAC-SU as circulated to all members were discussed and deliberated upon:

1. Introductory brief on IQAC:

Mentioning the Vision and Mission statements of the IQAC-SU, the Coordinator of IQAC-SU, Col. Malik in his introductory speech elaborated the functions of IQAC-SU and its sub-committees through a flow chart.

2. To Welcome IQAC Members:

Dr. Anjali Sehrawat welcomed all the IQAC-SU members who were physically present and also the members who were virtually present online over Google-Meet Platform.

3. To discuss and approve formulation of various sub committees for smooth functioning of IQAC-SU:

The following sub committees at various level were discussed and approved –

i. IQACC (Internal Quality Assurance Core Committee of three members):

Record daily functioning/minutes of meetings/update web page/prepare action taken reports are some of the tasks.

- a. Prof. (Col.) Virendra Kumar Malik – Coordinator
- b. Prof. (Dr.). Jagat Narayan Giri – Member Secretary
- c. Asst. Prof. (Dr.) Anjali Sehrawat – Member

ii. IQAAC (Internal Quality Assurance Audit Committee of four members):

Conduct administrative and academic audit of the institute twice a year and suggest improvements plus follow up and suggest /recommend ways forward in enhancing quality. Plus, monitor preparation of strategic and operational plans of school along with measurable parameters and suggest improvements.

- a. Prof.(Dr.) Garima Prakash.....In Charge
- b. Assoc. Prof. (Dr.) Ajith Kaliyath
- c. Prof.(Dr.) Sanjeev Kumar Sharma
- d. Ms. Ruchika Agarwal (Student member)

- iii. **IQAEC (Internal Quality Assurance Event Committee of three members):**
Conduct seminars/workshops for all stakeholders to increase awareness about quality aspects and also collaborate with other institutes to learn about other best practices and innovations. Also responsible for conduct and create format of various surveys with all stakeholders like students/alumni/parents and to analyse the same and suggest /recommend way forward.
- Prof. Anil Kumar Yadav.....In Charge
 - Mr. Jitender Chawla (Industry member)
 - Ms. Devika Diwan...(Alumni)

- iv. **IQATC (Internal Quality Assurance Training Committee of three members):**
Responsible to ensure conduct of faculty training programs and design and conduct of various student training /orientation programs. Monitor all research related activities of institute Plus be responsible for Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- Prof (Dr) Latika Duhan..... In Charge
 - Asso. Prof (Dr) Nadeem Luqman
 - Mr Aryan Bahl.....(Student member)

4. To discuss and approve formulation of IQAT (Internal Quality Assurance Team) at School level and approval of milestones for preparation of Strategic and Operational Plan of each School:

To pursue quality standard against set benchmarks at school level, three-member Internal Quality Assurance Team (IQAT) under the leadership of dean were discussed and approved to ensure quality at school level. It was also discussed that all the Schools of the University will give their Operational Plan of current year by 25th October,2020 and Strategic Plan by 15th November, 2020 respectively. The Strategic Plan is to be for three years and the Operational Plans are to be annual. IQAAC to take this forward.

5. To discuss and approve student survey form:

Student survey form was discussed and deliberated it was held that it is lengthy, the number of questions to be reduced so that the students can fill the form with interest and give their feedback. It was also emphasised that the form to be filled by student anonymously so as to have genuine feedback from them. The Chairperson of IQAC in this context said that Students' feedback can be taken once in a year at University level. IQAEC to take this forward.

6. Any Other items with permission of Chair:

- A Strategic & Operational Plan Committee will be formed at University level with Registrar-SU as the Chairperson and Dr. Vibhuti Sachdev (SSAA), Dr. Garima Prakash (VHTBS), Dr. Komal Sandhu (SoL) as members. The said committee to give

University Level Strategic and Operational plan by 1st October, 2020. After that, different Schools of the University will submit to IQAAC their Operational Plan of current year by 25th October,2020 and Strategic Plans for three years by 15th November, 2020 respectively.

- ii. IQAEC to prepare and submit its SOP by 30th October, 2020. The committee, for its operation, may involve some other IQAT faculty members also from different Schools wherever needed.
- iii. To bring and assure quality teaching FDP/Refresher courses to be conducted at University level. IQATC to include this aspect in its goals and prepare and submit SOP by 30th October,2020.
- iv. Since faculty members are doers and assurers of quality at all levels, it is imperative to conduct Faculty Satisfaction Survey. IQAEC to include this aspect in its goal while preparing SOP.
- v. The non-academic offices like, Accounts and IT should also be involved for assuring quality at different levels. IQAAC to include this as one of the parameter in its audit and prepare SOP by 30th October, 2020.

7. To fix date of next meeting:

The next meeting of IQAC-SU is to be conducted in the 3rd week of January 2021.

There being no other items in agenda, the meeting concluded with the vote of thanks by Member-Secretary IQAC-SU, Dr. Jagat Narayan Giri to the chair.

Prof. (Col.) Virendra Kumar Malik
Coordinator, IQAC-SU