



Minutes of Meeting
IQAC

Session: 2020-21

Quantum University, Roorkee

QUANTUM UNIVERSITY
Campus:-Mandawar, 22Km Mile Stone, Roorkee:
Dehradun Highway (NH-73)
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Minutes of Meeting of IQAC

Date:28/08/2020

An online meeting of **Internal Quality Assurance Cell** was held by the **Director IQAC Office** for different Departments in School of Technology, School of Sciences and School of Business on 25/08/2020 to review the Agendas of the meeting.

The following members attended the online meeting:-

1. Chairperson: Head of the Institution

Prof. (Dr.) Vivek Kumar (Vice Chancellor, Quantum University)

2. A few senior administrative officers

Mr. R.K. Khare (Registrar, Quantum University)

Dr. Amit Dixit (Controller Of Examination, Quantum University)

3. Senior Members (Advisory Board Committee)

Prof. A.K Khare (Online)

4. Three to eight teachers

Dr. Gulshan Chauhan (Member)

Dr. Ram Singh (Member)

Dr. Praveen Kumar (Member)

Dr. Naveen Rawat (Member)

Dr. Murugalatha (Member)

Mr. Alok Prashad (Member)

5. One member from the Management

Er. Shobhit Goyal - Secretary of trust/BOM member

6. One/two nominees from local society, Students and Alumni

Mr. Himanshu Tyagi – Alumni

Mr. Ankur Jain – Alumni



Mr. Shobhit Prajapati- Student

7. One/two nominees from Employers /Industrialists/stakeholders

Mr. Naresh Garg- Industrialist
Mr. Ashish Vaidya - Industrialist

8. One of the senior person as the Director of the IQAC

Dr. K.K.Pande- Director IQAC, Quantum University

The meeting proceedings are as follows:

1) Director IQAC Dr. K.K.Pande online began meeting with a warm welcome to the Chairperson, Management Dignitaries and members of the team. Earlier Agendas were screened and displayed through presentation covering points that need to be discussed.

Agenda Item No. 01: Review and Approval of the Minutes of previous meeting of 2019.

The minutes of the previous meeting held on 11/10/2019 & 12/10/2019 of the Internal Quality Assurance Cell (IQAC) were reviewed and approved, reflecting the commitment to transparency and accountability.

- ✓ **Verification of Attendance and Quorum**
 - Confirm the attendance of members present at the previous IQAC meeting.
 - Verify if a quorum is met for the review and approval process.
- ✓ **Review of Previous Minutes**
 - Present the minutes of the previous IQAC meeting for review.
 - Highlight key points, decisions, and action items discussed.
 - Allow members to propose corrections or additions to the minutes.
- ✓ **Discussion of Corrections or Additions**
 - Open the floor for discussion on any proposed corrections or additions to the minutes.
 - Clarify any points of contention or ambiguity.
 - Ensure that the minutes accurately reflect the discussions and decisions made.
- ✓ **Approval of Minutes**
 - Conduct a vote for approval.
 - Record the outcome of the approval process.
- ✓ **Matters Arising from the Minutes**
 - Discuss any action items or follow-up tasks identified in the previous meeting.
 - Provide updates on the progress of tasks assigned during the last meeting.

Agenda Item No. 02: Review and Approval of IQAC Action Plan

The team members were thoroughly reviewed and approved IQAC Action Plan, outlining strategic initiatives for continuous improvement

Presentation of IQAC Action Plan

- Acknowledgment of the importance of quality assurance and enhancement in the institution.



- Overview of the current status of the institution's quality assurance initiatives.
- Detailed presentation of the proposed IQAC Action Plan.
- Highlight key areas of focus, objectives, and strategies.

Agenda Item No. 03: To discuss and approve the IQAC initiatives and their outcome implemented in academic year 2019-20.

IQAC Director Dr. K.K. Pande briefed the following IQAC initiatives implemented in 2019-20:

- Formation of a Subspecialty Group/Department
- Various Processes and Formulations for Starting Ph.D. Programmes
- Organized Orientation Programmes for Fresher Students and Senior Batches Covering Students' Business Functions
- Organized faculty development programmes for improving the quality of teachers and a faculty orientation programme for newly joined faculty
- Organized a national conference in the Department of Business Administration.
- Offered a series of MOOC courses school-wise
- ERP customization of all modules
- Incorporation of question-wise examination performance and feedback in the CO-PO attainment model
- Design and Implement System and SOPs for Mark-sheet and Degrees Publications and Distributions
- Design and Implement Convocation Process and Procedures
- Design and Implementation of Policy for Research Promotions and Incentives
- Design and Implementation of the IPR Cell and Promotion of Innovation Through Patents, Copyrights,
- Designing and Implementing an Internal Complaint Portal in the University
- Administrative Audit

The outcomes for the above discussed initiatives are as follows:

- The formation of a sub-specialty group bolstered expertise, promoted collaboration, and enriched learning opportunities and enhance autonomy to teachers.
- The formulated processes for Ph.D. programs improved research quality, faculty expertise, and student opportunities, enriching Ph.D. for both the university and students.
- The organized orientation programs fostered camaraderie, skill development, and a deeper understanding of business functions, benefiting both the university and students.
- The organized faculty development and orientation programs enhanced teaching skills, fostered a dynamic faculty community, and enriched student learning experiences.
- The organized national conference in Business Administration promoted knowledge exchange, industry engagement.
- The offered MOOC courses school-wise expanded access to diverse educational opportunities, fostering lifelong learning
- The implementation of ERP customization streamlined processes, improved efficiency, and enhanced data management across all modules, benefiting the organization
- Incorporating question-wise performance feedback enriched the CO-PO attainment model, fostering data-driven improvements and precision in curriculum and teaching methods.



- The designed system and SOPs streamlined marksheet and degree distribution, ensuring accuracy, security, and timely delivery, benefiting students and staff.
- The designed convocation process and procedures flawlessly executed graduation ceremonies, ensuring memorable experiences and smooth operations for the university.
- The designed policy for research promotions and incentives enhanced research productivity, recognition, and motivation for faculty, fostering academic excellence
- The IPR cell and innovation promotion led to patents, copyrights, and startups, fostering creativity, research, and entrepreneurship within the university.
- The internal complaint portal improved communication, transparency, and grievance resolution, enhancing the university's accountability and overall student satisfaction.
- The administrative audit enhanced efficiency, compliance, and resource management, optimizing operations and bolstering the institution's overall effectiveness.

Agenda Item No. 04: The following initiatives are discussed and planned for the academic session 2020-21:

- **Organized Orientation Programmes Fresher Students Covering Students' Business Functions**
Plans and strategies for organizing orientation programmes were discussed, emphasizing coverage of essential business functions for incoming students.
The suggested agenda for an Orientation Program, with a focus on the Internal Quality Assurance Cell (IQAC)
 - a. Separate sessions for each department
 - b. Faculty introductions
 - c. Overview of the curriculum and course structure
- **To discuss on Application for the Engineering NIRF Ranking**
Er. Shobhit Goyal deliberated on the university's application for the National Institutional Ranking Framework (NIRF) in the engineering category.
Detailed discussion on the key parameters considered by NIRF, including:
 - a. Teaching, Learning, and Resources
 - b. Research and Professional Practices
 - c. Graduation Outcomes
 - d. Outreach and Inclusivity
 - e. Perception
 - f. Presentation and analysis of relevant data for each NIRF parameter
 - g. Discussion on data accuracy and completeness
 - h. Identification of areas of strength and areas for improvement
- **To discuss on organizing a faculty development workshop during COVID for online lecturing and the art of questioning: Open Book Questions**
Dr. Vivek Kumar , Dr K.K.Pande and Dr. Khare discussed to organizing a faculty development workshop during COVID for online lecturing and the art of questioning, particularly using Open Book Questions.
Dean academics suggested following points
 - ✓ Discussion on the challenges faced by faculty during the pandemic
 - ✓ Identifying opportunities for innovation in teaching methodologies
 - ✓ Overview of the significance of open book questions in the online teaching environment
 - ✓ workshop on creating questions that promote higher-order thinking skills
 - ✓ Tips for crafting questions that assess understanding and application



- ✓ Group activity: Participants create sample open book questions
- **To discuss LMS and ERP updates and strong integration with pedagogy**
Dr. Vivek Kumar & Dr. K.K.Pande updated on Learning Management Systems (LMS) and Enterprise Resource Planning (ERP), emphasizing strong integration with pedagogy for an enhanced learning experience.
ERP Coordinator gave Presentation on the existing LMS and ERP platforms in use and demonstrated the updated user interfaces and tools.
- **To discuss the online payment gateways enable student welfare and ease of payment**
Er. Shobhit Goyal discussed on the implementation of online payment gateways to facilitate student welfare and ease of payment which included.
 - a. Identification of challenges faced by students and the institution in the existing payment processes
 - b. Analysis of feedback from students regarding payment experiences
 - c. Ensuring flexibility for different payment needs
- **To discuss the implementation of University GP Credit Award System**
Dr. Vivek Kumar and Dr. Khare Deliberated on the implementation of the University GP Credit Award System to recognize academic achievements and clearly defined the objectives of the GP Credit Award System.
 - a. Decided on the structure of the GP Credit System.
 - b. Determined how credits will be assigned based on the GPA (Grade Point Average) achieved by students.
 - c. Considered factors such as the difficulty of courses, the number of credit hours, and the overall academic rigor.
- **Creation of SOP of Online Teaching Learning Process during COVID**
Dr. Vivek Kumar, Dr.K.K.Pande and Dr. A.K. Khare highlighted the successful implementation of the online academic delivery mechanism during the challenges posed by COVID.
They explored upon the Strategy for conducting classes during pandemic (Online/ Offline/ Hybrid) & maintaining quality. In the view of the ongoing pandemic COVID-19 the online learning platform has become a necessity. Expressing the concern over the protocols and advisory issued by the central and the state governments, the Hon'ble Chancellor asked the gathering to:
 - a. Work as a team during these tough times. Department HODs/Coordinators were advised to monitor the online classes via (Google Classroom & Zoom Class).
 - b. Special emphasis was given on the quality content and the duration of the classes. Faculty members were asked to follow the existing time table and conduct the classes accordingly.
- **Design of SOP of Online Examination System During COVID**
Showcased the Online Examination/ Assessment process for Successful implementation of the online examination system during the COVID pandemic, ensuring academic continuity. The Controller of Examination (COE) DR. Amit Dixit presented an informative presentation on conducting online examination.
 - a. A live demo of creating Google Forms for conducting online quiz (MCQs)
 - b. Evaluating the hand written assignments uploaded on the ERP (University Portal)
 - c. Uploading online MCQ question banks on the portal (C-XMS).
 - d. Faculty members and coordinators were advised to keep a detailed academic record of every student to avoid any discrepancies later.



- **Academic and Administrative audit by external expert**
A thorough academic and administrative audit ensures compliance, resource optimization, and continuous improvement
- **Design and Implementation of a Code of Ethics in Publication**
The design and implementation of a Code of Ethics in Publication upheld research integrity and academic credibility, enabling trust and accountability.
- **Incorporation of advanced learners in research paper publications**
Incorporation of fast learners in research paper publications
- **The establishment of an E-Content development facility During COVID Time for Online Lecturing in Theory**
The establishment of an E-Content facility during COVID enabled effective online teaching in both theoretical and laboratory subjects, supporting uninterrupted learning.
- **Established Consultancy Culture in the University**
The establishment of a consultancy culture enriched industry collaboration, faculty expertise, and student opportunities, fostering a dynamic learning environment.
- **Design and implement an event management system (Press club) and certification for the university.**
The designed event management system streamlined processes and the certification enhanced the University's event organizing capabilities and recording.

The agenda concluded with a resolve to continue working on these initiatives and to reconvene for progress updates and further discussions.

Other agenda discussed in this meeting for academic session 2020-21 are as follows:

Agenda Item No. 05: Analysis Feedback and Action Taken

Dr. Gulshan Chauhan & Dr. A.K. Khare discussed on feedback, its analysis, and the corresponding Action Taken Report from the previous semester were deliberated upon.

1. **Presentation of Feedback Analysis**
 - Present a detailed analysis of the feedback, including quantitative and qualitative data.
 - Highlight notable positive feedback and areas of concern.
2. **Discussion on Feedback**
 - Open the floor for discussion on the feedback analysis.
 - Encourage members to share insights and observations.
 - Identify root causes for any identified issues.

Agenda Item No. 06: Result Analysis of Previous Semester

Er. Shobhit Goyal and Dr. Amit Dixit discussed on the analysis of results from the previous semester, identifying trends, and areas for academic enhancement. Explored upon the review and discussion on the Academic Results of the various courses. A brief presentation on the result analysis was presented by the department coordinators. The departments that showed a downfall in the academic result were asked to submit a report



on the measures to improve the future performance.

Agenda Item No. 07: CO-PO Outcomes Evaluation

Prof. (Dr. Vivek Kumar and Dr. A.K.Khare discussed for Evaluation of Course Outcomes (CO) and Program Outcomes (PO) for the even semester of 2020-21, showcasing the university's commitment to academic excellence.

- a. **Introduction to CO-PO Outcomes**
 - ✓ Provide a brief overview of the importance of assessing and evaluating Course and Program Outcomes.
 - ✓ Emphasize the connection between COs, POs, and the overall educational objectives.
- b. **Presentation of CO-PO Data**
 - ✓ Share the data related to the attainment of Course and Program Outcomes.
 - ✓ Use visual aids such as graphs or charts to illustrate the performance of students.
- c. **Analysis of CO-PO Data**
 - ✓ Facilitate a discussion on the data presented.
 - ✓ Identify trends, strengths, and areas for improvement.
 - ✓ Encourage participants to share their observations and insights.
- d. **Discussion on Factors Affecting Outcomes**
 - ✓ Discuss any external factors or internal challenges that may have influenced the outcomes.
 - ✓ Consider the impact of teaching methodologies, assessments, and resources on student performance.

Agenda Item No. 08: File Status of Course Completion

Dr. Gulshan Chauhan, Dr, Rawat and Dr. Ram Singh Discussed on the status of course file completion for the odd semester of 2021-22, ensuring compliance with academic standards.

- a. **Overview of Course File Requirements**
 - ✓ Provide a brief overview of the components required for a complete course file.
 - ✓ Clarify any updates or changes in documentation requirements.
- b. **Presentation of Current Status**
 - ✓ Present a summary of the current status of course file completion across departments or courses.
 - ✓ Use visual aids, such as charts or graphs, to illustrate completion rates.
- c. **Discussion on Challenges**
 - ✓ Facilitate a discussion on challenges faced in completing course files.
 - ✓ Encourage participants to share insights into common issues.
- d. **Identification of Solutions**
 - ✓ Collaboratively identify potential solutions to address challenges.
 - ✓ Discuss strategies to streamline the course file completion process.
 - ✓ Explore the use of technology or additional resources.

Agenda Item No 09: To discuss the Online Admission Process for the upcoming session.



Er. Shobhit Goyal and Dr. Naveen Rawat have discussed for the online admission process for the upcoming academic session, focusing on efficiency and accessibility.

Following points were discussed:

- ✓ Assessment of the strengths and weaknesses of the previous online admission process.
- ✓ Demonstration of the application process from the student's perspective
- ✓ Explanation of the backend processes for admission staff

Agenda Item No. 10: Submission of Research Papers, Projects, Patents, Copy rights by each department to research cell

Each department's will submit research papers, projects, patents, and copyrights to the research cell was discussed to promote a culture of research. Honorable Vice Chancellor Dr. Vivek Kumar addressed the meeting and expressed the importance of projects, flip classes etc. He also emphasized on research based assignment projects. Thereafter, the faculty members were asked to suggest some innovative techniques to enhance lab sessions.

Dean research motivated faculty and departments through positive reinforcement.

Agenda Item No. 11: Emphasized on promoting Research and Consultancy during pandemic.

Dr. Vivek Kumar, Dr. A.K. Khare emphasized on promoting Research and Consultancy during pandemic showcasing resilience and dedication to academic excellence.

Hon'ble Vice Chancellor addressed the following points.

- ✓ Faculty must motivate the students to generate information for their assignments through a rigorous research and study.
- ✓ Every school/department/ will submit the scheme and implementation of Resource generation through consultancies and research projects.

Every department must ensure its faculty members enroll themselves in online courses, MOOC programs, research projects/ papers etc

Agenda Item No. 12: The establishment of development facility during COVID Time for Online Lecturing in Theory and Lab Subjects E-Contents.



Dr. Vivek Kumar, Dr. A.K.Khare and Dr. K.K. Pande suggested to developed an E-Content facility during COVID for online lecturing in theory and lab subjects was discussed and following agendas were incorporated

- ✓ Form a team of subject matter experts, instructional designers, and multimedia specialists to develop e-content for theory and lab subjects.
- ✓ Utilize multimedia elements such as videos, simulations, and interactive quizzes to enhance the quality of e-content.
- ✓ Explore and integrate lab simulations and virtual labs that replicate the hands-on experience of traditional labs.
- ✓ Provide guidelines and resources for students to conduct virtual experiments and projects.
- ✓ Implement a quality assurance process to review and ensure the accuracy, relevance, and effectiveness of the e-content.
- ✓ Seek feedback from faculty and students during and after the implementation of e-content.

Agenda Item No. 13: Discussion on monitoring the attendance during online classes.

Focused on monitoring the attendance during online classes. It was instructed by Er. Shobhit Goyal (Member BOM) to all the faculty members to monitor and record the students' attendance rigorously in order to maintain the authenticity of the classes.

- ✓ For the students residing in the remote areas with limited internet access, it was decided to mail them the recordings of the lectures along with the assignment sheets.
- ✓ Faculty Mentor of individual groups should be more active to resolve the issues of the students as well as to provide them counselling & motivation.

Agenda Item No. 14: Some online material of every subjects should be given to the students.

Dr. Gulshan Chauhan, Dr, Rawat and Dr. Ram Singh suggested to provide the online material of every subjects by each faculty members.



Agenda Item No. 15: Students and faculty should involve to complete some online courses through NPTEL/Course era etc.

Dr. Vivek Kumar suggested every team members that every department should involve every Students and faculty to complete some online courses through NPTEL/Course era etc.

The meeting concluded with thanks to the chair. Director IQAC instructed all Department Coordinators to follow the instructions cautiously.


Coordinator IQAC

Date:-28/08/2020