



Minutes of Meeting

IQAC

Session: 2021-22

Quantum University, Roorkee

QUANTUM UNIVERSITY

Campus:-Mandawar, 22Km Mile Stone, Roorkee:
Dehradun Highway (NH-73)
ROORKEE-247667(UK)

Minutes of IQAC Meeting

Date: 14/11/2021

A 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 12/11/2021 at the VC board room to review the Agendas of the meeting.

The following members attended the meeting:-

1. Chairperson: Head of the Institution

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

2. A few senior administrative officers

Dr. Manish Jha (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. Naveen Rawat (Member)

Dr. Praveen Kumar (Member)

Dr. A.K.Seth (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

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

Mr. Naresh Garg- Industrialist


DIRECTOR
IQAC
Quantum University, Roorkee

Mr. Ashish Vaidya - Industrialist

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

Dr. Manish Sharma- Director IQAC, Quantum University

9. Department Coordinators

Mrs. Saloni Arora	School of Health Science
Mr. Pushpender Singh	Department of Business Administration
Mr. Ravi Upadhaya	Department of Media Studies
Ms. Shivani Kapoor	Department of Humanities & Social Sciences
Mr. Karan Babbar	Department of Civil Engineering
Mr. Satender Kumar	Department of Computer Science Engineering
Mr. M.Kanan	Department of Mechanical Engineering
Dr. Ajay Kr. Sharma	Department of Sciences
Dr. Chandani Sharma	1 st Year Bachelor of Technology

The meeting proceedings are as follows:

1) **Director IQAC 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 1: At the Analysis and approval of the minutes of the last meeting of IQAC Hon'ble Er. Shobhit Goyal urged all the members to extend their full cooperation towards NAAC activities. He proceeded that the objective of analyzing and approving the minutes of the last IQAC meeting is to ensure accurate documentation of decisions, action points and discussions. The other points that were addressed during the meeting were:

- Decisions made during the last meeting, whether related to policy changes, initiatives, or resource allocation, are revisited for approval.
- Members of IQAC are invited to express his/her agreement or suggest modifications (if required).

Agenda Item 2: Dr. Manish Sharma proceeded with the discussion on setting up the strategies for strengthening of IQAC. He asked to establish clear objectives and a long-term vision is crucial for IQAC to decide a roadmap for quality enhancement and ensures institution's overarching goals. The other points that were addressed during the meeting were:

- Data is required for decision making; hence it has to be used as strength. For instance, analyzing metrics related to student performance, faculty qualifications, and institutional processes provides a foundation for targeted

improvement.

- Regular monitoring and evaluation of initiatives have to be practiced for ensuring and fostering a culture of continuous improvement.

Agenda Item 3: Dr. Gulshan Chauhan addresses the concern for examining and approval of IQAC Action Plan. The following points were discussed:

- The IQAC's efforts should contribute directly to the institution's mission and vision, fostering a cohesive and coordinated approach to quality enhancement.
- A well-structured timeline with achievable milestones should be maintained as it would help in tracking progress, maintaining accountability and making timely adjustments as needed.

Agenda Item 4: To discuss and approve the IQAC initiatives and their outcome implemented in academic year 2020-21.

IQAC Director Dr. Manish Sharma briefed the following IQAC initiatives that is planned and implemented in 2020-21.

- Organized Orientation Programmes for Fresher Students Covering Students' Business Functions
- Apply for the Engineering NIRF Ranking
- Organized a faculty development workshop during COVID for online lecturing and the art of questioning: Open Book Questions.
- LMS and ERP updates and strong integration with pedagogy
- Online payment gateways enable student welfare and ease of payment.
- Initiated and Successfully Implemented University GP Credit Award System
- Creation of SOP of Online Teaching Learning Process during COVID
- Design of SOP of Online Examination System During COVID
- Academic and Administrative audit by external expert
- Design and Implementation of a Code of Ethics in Publication
- Incorporation of fast learners in research paper publications
- The establishment of an E-Content development facility During COVID Time for Online Lecturing in Theory and Lab Subjects
- Stabilized Consultancy Culture in the University
- Design and implement an event management system (Press club) and certification for the university.

The outcomes for the above discussed initiatives are as follows:

- The organized orientation programs for fresher's provided essential business insights, fostering a smooth transition and empowering students for academic success.
- The application for Engineering NIRF Ranking showcased the institution's excellence, attracting recognition and potential students seeking quality engineering education.
- The faculty development workshop during COVID equipped educators with online teaching skills and enhanced question design, promoting effective remote learning.
- LMS and ERP updates improved pedagogical integration, enhancing data management, communication, and overall efficiency in educational processes.
- Online payment gateways streamlined financial transactions, enhancing student welfare and providing a convenient, secure, and efficient payment method.
- The initiated and implemented GP Credit Award System recognized academic excellence, motivating students and enhancing their educational journey.
- The successful implementation of online academic delivery during COVID ensured continuous education, adapting to the challenging circumstances effectively.
- The successful implementation of the online examination system during COVID ensured secure and efficient assessment, maintaining academic integrity.
- A thorough academic and administrative audit ensures compliance, resource optimization, and continuous improvement in educational institutions.
- The design and implementation of a Code of Ethics in Publication upheld research integrity and academic credibility, enabling trust and accountability.
- Incorporation of fast learners in research paper publications
- The establishment of an E-Content facility during COVID enabled effective online teaching in both theoretical and laboratory subjects, supporting uninterrupted learning.
- The establishment of a consultancy culture enriched industry collaboration, faculty expertise, and student opportunities, fostering a dynamic learning environment.
- The designed event management system streamlined processes and the certification enhanced the university's event organizing capabilities and recording.

Agenda Item 5: The following initiatives are discussed and planned for the academic session 2021-22.

- Organized Orientation Programmes for Fresher Students and Senior Students Covering Students' Business Functions
- Apply for the Engineering NIRF Ranking.
- Organized Faculty Orientation Programme for Newly Appointed Faculty Members
- Organized orientation for administrative and Technical staff
- Organized the IEEE International Conference on IR4.0 Technologies
- Participated in leading surveys conducted by various media and magazines.
- Applied for ARIIA. 21-22
- Setting up of QLRC (Online Quantum Learning Resource Centre)
- Setup Alumni Association
- Internal Financial Audit
- Academic and Administrative audit by external expert

Agenda Item 6: Senior members of IQAC, Prof. A.K Khare & Dr. Manish Sharma made critical discussion on Feedback, Feedback Analysis, and Action Taken Report of Previous Report. The following points were discussed:

- Feedback should be gathered such as: students, faculty, staff, and other relevant parties for understanding the strengths and weaknesses of various processes and initiatives. It would cover various aspects such as teaching methodologies, infrastructure, administrative processes and overall institutional climate.
- Feedback analysis should systematically involve reviewing the collected information to identify patterns, trends and areas for improvement. Quantitative data (numerical ratings) have to be combined with qualitative data (comments and suggestions) for a comprehensive view.
- ATR should typically include a summary of the feedback, a breakdown of actions taken, responsible parties, timelines and expected outcomes. It would hold the institution accountable for addressing concerns and demonstrates a commitment to continuous improvement.

Agenda Item 7: Mr. Satender Kumar & Mr. Pushendar Singh address the future roadmap and departmental level planning. The following were points were discussed

- Conducting an environmental scan to identify emerging trends in education and related fields enables proactive planning.
- Planning with a focus on student needs and expectations ensures a student-centric learning environment.

Agenda Item 8: Dr. Amit Dixit discussed the result analysis of the previous semester. During the meeting he addressed the following points:

- Analyze individual subject or course outcomes to identify areas of strength and weakness in the curriculum. For instance, identify subjects or topic that demonstrates strong student performance and challenges.
- Compare the results with previous semesters to track improvements or identify recurring issues.

Agenda Item 9: During the meeting the faculty members highlighted that the tenet of quantum philosophy is passion. Discussion was extensively done with a view to promote and encourage Passion Program (PROPS) in almost all the departments of the university. The following points were discussed:

- Students should be encouraged to pursue their careers at Quantum University without sacrificing their passions. It provides special 'Passion Programs' (PROPS) for students to follow their passions in sports, theater, dance, music, photography, art and community service in addition to lots more.
- Passion programs also promote an interdisciplinary approach, encouraging students to explore connections between different fields of study. This can lead to a more holistic understanding of their chosen area of interest.

Agenda Item 10: Mr. Ravi Upadhaya & Mr. Pushpendar Singh in association with other experts navigated the placement scenario in the aftermath of a pandemic that requires a strategic and adaptive approach. The following points were discussed:

- Invest in or leverage existing platforms to facilitate virtual interviews, assessments and communication with both students and recruiters.
- Acknowledge the changing job market demands and the need for specific skills in the post-pandemic era. Collaborate with industry partners to identify in-demand skills and provide training programs or workshops to students to enhance their employability.
- Recognize the prevalence of remote work and the importance of remote collaboration skills. Facilitate partnerships with companies offering remote internship opportunities, allowing students to gain practical experience from any location.

Agenda Item 11: Prof. (Dr.) Vivek Kumar rigorously engaged discussion on encouraging employability Skills through Core Competence and Skill Development. He urged that employability skills encompass a range of attributes, including communication, problem-solving, teamwork, and adaptability, that go beyond technical expertise. The following points he discussed were:

- Involve skill development honing both technical and soft skills, with an emphasis on adaptability and continuous learning.
- The concept of lifelong learning is integral to employability skills. Ensure continuous development of core competencies and skills so that individuals remain relevant in their respective fields.

Agenda Item 12: Prof (Dr) Vivek Kumar during the meeting stressed on focusing on research projects and proposals submitted to government agencies for funding is a crucial aspect of academic and scientific endeavors. He discussed various points related to research

- Researchers must align their proposals with the strategic priorities outlined by government agencies to increase the likelihood of funding.
- Researchers should carefully choose collaborators who bring complementary skills and resources to the project, reinforcing its potential for success.
- Demonstrating how the research aligns with national priorities and contributes to societal well-being can enhance the proposal's competitiveness.

Agenda Item 13: Prof. (Dr.) Vivek Kumar, Prof. A.K Khare, Prof. K.K. Pande and other officials discussed to put more emphasis on research and publication to produce quality research work. They suggested to explore the significance of emphasizing research and publication to produce quality research work, delving into the benefits, challenges, and broader implications for individuals, academic institutions, and society. The following points were discussed during the meeting:

- Published research papers in reputable journals and conferences are often used as indicators of expertise and contribute to an individual's standing within their academic community.
- Quality research should not be confined to academic circles. Emphasizing publication helps bridge the gap between academia and the broader public. Open access publications and effective science communication strategies enhance the accessibility and impact of research, fostering a more informed and engaged society.

Agenda Item 14: Mr. Satender Kumar, Dr. Chandani Sharma and other members in the realm of research and innovation, emphasis on securing intellectual property rights through patents and copyrights is paramount. This discussion explores the strategic importance of prioritizing patents and copyrights submission, shedding light on the benefits, challenges, and broader implications for individuals, businesses, and the advancement of technology and creativity. The following points were discussed:

- Patents and copyrights enhance the marketability of innovations, attracting potential investors and stakeholders.
- Submission of patents and copyrights provides legal recognition of ownership and exclusive rights. Emphasize these submissions ensures that individuals and

organizations have a solid legal foundation to protect their innovations.

Agenda Item 15: Er. Shobhit Goyal - Secretary of trust/BOM member suggested to setup of an Alumni Association(IQAC initiative listed above) with a view to serve various objectives, aiming to establish a network that connects former students with each other and the institution. The primary goals typically include:

- Establishing an enduring connection between alumni and the institution is crucial. The association aims to create a sense of community and shared identity among former students, promoting a lifelong bond with the alma mater.
- Alumni, especially recent graduates, can benefit from the experience and insights of those who have preceded them. The association seeks to provide career support and guidance through mentorship programs, career counseling, and job placement services.

Agenda Item 16: Dr. Gulshan Chauhan and Dr. Amit Dixit discussed on the initiation of honors specializations in selected areas of the industry serves several key objectives, aiming to provide a more specialized and in-depth educational experience for students. The primary goals typically include:

- Honors specializations are designed to align with the specific needs and demands of industries. By tailoring programs to focus on selected areas, educational institutions aim to produce graduates who possess specialized skills and knowledge that directly meet the requirements of the job market.
- Collaborations with industry partners are often a key objective. Initiating honors specializations provides an avenue for educational institutions to establish and strengthen partnerships with companies and organizations in the targeted industry sectors, ensuring that the curriculum remains relevant and up-to-date.

Agenda Item 17: Mr. Pushpender Singh and other members stressed that online admission process has become a prevalent method for educational institutions to streamline and manage the enrollment of students. The following points were brought into notice:

- Online admission processes provide greater accessibility, allowing prospective students to apply from anywhere with an internet connection. This would be beneficial especially for international, distance or remote applicants.
- Automation of the admission process reduces paperwork, speeds up application reviews, and minimizes administrative errors. This can lead to quicker decision-making and enrollment.

Agenda Item 18: Mr. Satender Kumar along with other members emphasized certificate training courses within universities with a view to impart specific, practical skills that are immediately applicable in the workforce.

- Certificate programs are typically shorter and more focused than traditional degree programs, allowing for greater flexibility. Students can choose courses tailored to their career goals, creating a more personalized learning experience.
- Certificate programs provide an avenue for professionals to engage in lifelong learning and stay updated on industry trends. This can be particularly beneficial in fast-evolving fields where continuous education is crucial.
- This can enhance students' employability and provide them with a competitive edge in the job market.

Agenda Item 19: The members discussed the setting up of QLRC (Online Quantum Learning Resource Centre) Setting up an Online Quantum Learning Resource Centre (QLRC)(IQAC initiative listed above) involves careful planning, technological considerations, and collaboration with experts in the field of quantum computing. The following points were discussed:

- Develop a comprehensive curriculum that covers various aspects of quantum computing, including theory, algorithms, programming languages and practical applications. Collaborate with subject matter experts to create high-quality content.
- Ensure the QLRC has a robust technology infrastructure to handle the hosting of multimedia content, live streaming for virtual classes or events, and interactive simulations. Invest in secure servers and consider cloud-based solutions for scalability.

The meeting concluded with thanks to the chair. Director IQAC instructed all Department Coordinators to follow the instructions cautiously and work as a team for the NAAC Accreditation.


Prof (Dr.) Manish Sharma
Director IQAC
Date: 14/11/2021
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