

**Agenda for 4th Meeting of Internal Quality Assurance Cell**  
**held on August 8, 2017**


Ref. NU/IQAC/04/2017/01

Time: 10:00 AM

Venue: Sente Room, AC-1, 2nd Floor

Item No	Agenda
1.	Deliberation on Internal Audit Report
2.	Upgradation of Security features in Grade sheet and certificates
3.	Sustaining Walk Only Campus ethos
4.	Deliberation on Value added Course
5.	Development of Student feedback mechanism
6.	Organization of Orientation workshop for new faculty members
7.	Organization and execution of Staff Skill enhancement workshop
8.	Presentation of exam cell Report
9.	Any other matter, with the permission of the chair.

All the members of IQAC are requested to attend the meeting as per the above given details.

  
Chairperson, IQAC

To: Members of IQAC



**Minutes of the 4th Meeting for INTERNAL QUALITY ASSURANCE CELL (IQAC)  
August 8, 2017**

Ref. NU/IQAC/04/2017/01

8/8/2017

**Members Present:**

1. Prof. (Dr) Parimal V Mandke	Chairperson
2. Dr. Kapil Pandla	Convener
3. Dr. Neha Tiwari	Member
4. Dr. Ganapathirao Maradana	Member
5. Mr. Amit Kumar	Member
6. Mr. Ritwik Rituraj	Member
7. Dr. Shivendra Mathur	Member
8. Prof. (Dr.) Gurendra N Bharadwaj	Invitee

**Members granted leave of absence:**

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| 1. Dr. Supratim Mitra | Member |
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The Chairperson extended a warm welcome to all the members. After completing the quorum, the agenda items were taken up for discussion.

1. **Internal Audit Report:** An internal Audit Report was presented to IQAC members and suitable action was recommended, wherever applicable.
2. **Security Features in Grade Sheet & Certificates:** Based on the recommendations of IQAC, in its last meeting, Exam cell has incorporated security features in their grade sheets and degree certificates like:
  - a) Watermark logo
  - b) Embossed Logo on top
  - c) Serial NumberThis step has ensured that the grade sheets and degree certificate are now more secure. Prof. (Dr) Gurendra Nath Bharadwaj, Controller, Exam Cell, informed the committee that a hidden serial number is also included in the degree certificates to make it more secure.
3. **Walk only Campus:** NU has been dedicated since inception to protect the surrounding area and make it green. The IQAC appreciated the efforts and to solidify it further it advised to keep it a 'walk only campus'. Maj. Gen. A.K Singh, COO, has issued a statement to all students, faculty, staff and vendors to minimise the use of vehicles inside the campus. Bicycles have been kept near main reception, which students, faculty, and staff can use with in the campus.

**Agenda Item 4. 1: Value Added Courses**

IQAC deliberated on the need to introduce Value Added Courses in the University, which students, irrespective of their programme, can undertake and benefit from. The committee



members agreed that Value Added Courses help students create a niche for themselves in the competitive market and also be industry ready.

**Agenda Item 4. 2: Student Feedback Mechanism**

It is very important to have a feedback mechanism. NU has always had a student feedback mechanism, however the members of IQAC felt the need to make it more student friendly so that genuine feedback can be captured. IQAC suggested to Academic office to conduct the feedback both electronically as well as on pen and paper. This will strengthen the feedback system and more genuine feedback can be collected. Suggestion to make the feedback anonymous was also raised as students may not feel safe writing comments with their names.

**Agenda Item 4.3: Orientation Workshop for new Faculty members**

To cope with the practices prevalent at University of the Future, IQAC advised Academic office and Exam cell to conduct an orientation workshop or a Faculty Development Program for the newly inducted faculty members to introduce them to the various practices like grading and evaluation and train them in operating the different platforms like ERP, Exam portal etc. They must also be briefed about question paper setting and course handout creation.

**Agenda Item No. 4.4: Staff Skill Enhancement Workshops**

IQAC felt the need to work on enhancing the skills of staff members and therefore, sessions on Staff Skill Enhancement were planned. It was opined that enhancing skills in office work, communication in general and compliance with practices must have qualities which every employee of NU must project. Maj. Gen. AK Singh was identified to prepare the structure and timeline of such sessions and to identify the faculty members too.

**Agenda Item no. 4.5: Exam cell Report (2016-17):** The Exam cell presented their annual report to the IQAC members. The comprehensive report informed the members that a total of 1076 B. Tech students (including all semesters of biotechnology, Electronics and communication, and Computer science engineering) cleared their exams. In M. Tech (GIS) 24 students graduated and M. tech (ET) 5 students passed. In the management department, MBA (Business analytics) 47 students graduated. The Post-Graduate diploma in banking and Finance had 307 students cleared the exam. In Post-Graduate Diploma in Banking and Relationship Management, 45 students passed. In the certificate programme in Banking operations, 30 students passed. In MBA (Finance and banking) 62 students cleared their exams. In this academic session, 27 doctoral students graduated.

The meeting ended with a Vote of Thanks.

  
Chairperson, IQAC  
