

**Minutes of 8<sup>th</sup> Meeting of Internal Quality Assurance Cell- IQAC held on 02<sup>nd</sup> July, 2018 at  
12:00 PM in the chamber of Chairperson, IQAC**

The following members were present during the meeting:

1. Dr. R.K. Gupta, Chairperson, IQAC
2. Dr. V.K. Vats, Registrar
3. Dr. Aparna N. Mahajan, Coordinator, IQAC
4. Dr. Shefali, Director (School of Management)
5. Dr. Richa, Director Officiating (School of Law)
6. Dr. Deepak Bhagwat, Director (School of Pharmacy)
7. Dr. Vishal Kumar, Professor (School of Management)
8. Dr. A.K. Parti (Dean Academic Affairs)
9. Dr. B.R. Bansal (Controller of Examination)
10. Mr. Rishi Prakash (Finance Officer)
11. Mr. Deepak Bisht, President, IATC, SIEMENS, Panchkula

The following agenda points were discussed:

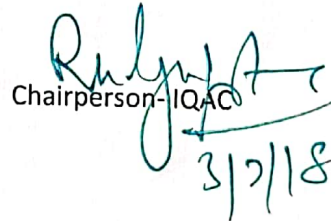
1. Chairperson, IQAC extended a warm welcome to all members of the committee.
2. The committee has confirmed the minutes of last IQAC held on 15-05-2018.
3. Dr. Vishal Kumar, Professor, Department of Management briefed about the National workshop on Research Methodology and Data Analysis to be held from 09-07-2018 to 15-07-2018.
4. Dr. Aparna N. Mahajan, Director, MAIT presented a proposal for conducting one week FDP on "IPR -Aspects for business start-up" in the month of September 2018. The proposal was approved by the house.
5. Chairperson IQAC, focussed on conducting a workshop on publication ethics and writing a research grant proposal for the purpose of inculcating non plagiarised quality research ethics amongst the research scholars of the university.

6. Dr. Aparna N. Mahajan, Director, MAIT informed the house that Mr. Kunal Singh Asstt. Prof. Mechanical Engineering Department applied for the registration of his patent on Portable Desktop Milling CNC Machine by the Government of India. It was unanimously accepted in the meeting that faculty members would be motivated for such innovation activities in future.
7. Dr. Deepak Bhagwat, Director, School of Pharmacy has shared that School of Pharmacy and School of Basic & Applied Sciences is going to organise joint conference on Pharmacology & Drug Discovery "Pharmacology for Future: Towards Translation Approach for Next Generation Pharmacologists" in the month of October, 2018.
8. Dr. V.K. Vats, Registrar informed the status of Data Compilations and committees constituted for filing required data on official portal at NAAC.

Meeting ended with vote of thanks to all the members.



Coordinator- IQAC




Chairperson- IQAC

## ACTION TAKEN REPORT

On the decision taken in the meeting of IQAC held on 02<sup>nd</sup> July, 2018

Agenda	Decision	Action Taken
Agenda 2	Confirmation of the minutes of last IQAC meeting.	No action required
Agenda 3	The National workshop on Research Methodology & Data Analysis.	One week National workshop on Research Methodology & Data Analysis was successfully organized. 48 participants have participated in the event.
Agenda 4	Proposal for conducting one week FDP on "IPR Aspects for business start up" in the month of September 2018.	The FDP was conducted from 10-14 September, 2018. The detail of the event has been kept in the record.
Agenda 5	Proposal for conducting a workshop on publication ethics and writing a research grant proposal for the purpose of inculcating non plagiarized quality research scholars of the university	Registrar of the university is drafting operating procedure for non plagiarized research publications.
Agenda 7	Proposal for joint conference by School of pharmacy and School of Basic & Applied Sciences on Pharmacology & Drug Discovery "Pharmacology for future: Towards Translation Approach on Next Generation Pharmacologists" in the month of October 2018.	School of pharmacy and School of Basic & Applied Sciences have finalized event and information was circulated among the academic fraternity.
Agenda 8	Data compilation for NAAC	Criterion wise Committees have been constituted.

  
Coordinator-IQAC

  
Chairperson-IQAC



## Maharaja Agrasen University

Ref. No.-MAU/IQAC/18/09

Dated: 22.11.18

### Minutes of the 9<sup>th</sup> Meeting of Coordinators (Internal Quality Assurance Cell- IQAC) held on 21<sup>st</sup> November, 2018 at 2:00 P.M. in the Chamber of Chairperson, IQAC

The following were present during the meeting:

1. Chairperson, IQAC
2. Prof.(Dr.) Aparna N. Mahajan, Co-ordinator, IQAC
3. Dr. Mona Piplani (Academic Affairs)
4. Mr. Vishal Kalyan (Administrative Affairs)
5. Dr. Dikshit Gupta (Technical Affairs)

Chairperson welcomed all the coordinators and the following agenda points were discussed:

1. Discussions were held among the members regarding organising of 2<sup>nd</sup> convocation of the university in the month of December 2018. Various sub committees were suggested for smooth functioning of the event by the IQAC members.
2. On the lines of the previous year, it was proposed that the university should conduct a green audit for academic year 2018-19 through a competent committee.
3. Coordinators of the various committees under IQAC were suggested to hold monthly meetings at school level and highlight any issue which needs to be addressed.
4. Proposal for holding one day seminar by school of law was discussed and it was decided to organise the event in the month of February 2019.
5. Discussion also took place regarding celebration of National science day in February 2019. It was proposed by the members that the university should invite school children of nearby villages to give them necessary exposure of latest techniques and practices.

Above discussed agendas are recommended for necessary incorporation by competent authority for the successful implementation.


The meeting ended with the vote of thanks.

*Aparna N. Mahajan*  
Co-ordinator, IQAC

## ACTION TAKEN REPORT

On the decision taken in the meeting of IQAC held on 22 November, 2018

Agenda	Decision	Action Taken
Agenda 1	Organization of 2 <sup>nd</sup> Convocation of the University in month of December 2018.	The convocation was organized on 5 <sup>th</sup> , December, 2018 in the gracious presence of Hon'ble Chief Minister, Himachal Pradesh, Shri Jairam Thakur.
Agenda 2	To conduct green audit for academic year 2018-19	The Auditors for conducting Green Audit have been appointed.
Agenda 3	Monthly Meetings at school level.	Monthly meetings were conducted in all schools and issues (if any) were resolved.
Agenda 4	Organization of one day Seminar by school of Law in month February, 2019.	Instead of the month of February, One day Seminar shall be organized in the month of March, 2019 by School of Law.
Agenda 5	Celebration of National Science Day in February 2019	Director School of Basic and Applied Sciences have been asked to prepare necessary arrangements for inviting the school children from nearby areas.

  
Coordinator-IQAC

  
Chairperson-IQAC

Maharaja Agrasen University

Ref. No.-MAU/IQAC/19/10

Dated: 29.03.19

**Minutes of the 10<sup>th</sup> Meeting of Coordinators (Internal Quality Assurance Cell- IQAC) held on 28<sup>th</sup> March, 2019 at 12:00 P.M. in the Chamber of Chairperson, IQAC**

The following were present during the meeting:

1. Chairperson, IQAC
2. Prof.(Dr.) Aparna N. Mahajan, Co-ordinator, IQAC
3. Dr. Mona Piplani (Academic Affairs)
4. Mr. Vishal Kalyan (Administrative Affairs)
5. Dr. Dikshit Gupta (Technical Affairs)

Chairperson welcomed all the coordinators and the following agenda points were discussed:

1. All the members were of the opinion that syllabus of various schools should be closely scrutinised and meeting of Board of Studies to be planned before the beginning of new semester.
2. During the summer holidays of the students, Faculty advancement/development programs to be organised for the teaching staff of the university.
3. On the lines of girl's battalion of N.C.C in the university, efforts for one boy's battalion too should be initiated for the male students.
4. Feedback forms from the various stakeholders of the university should be collected and analysis report of the same to be presented before the beginning of new semester.
5. Formation of various committees' for streamlining the work of IQAC was also discussed among the members and a proposed list of committee's (Annexure-1) formed for a term of 2 years i.e. from July 2019 to June 2021.
6. Discussion took place among the members regarding formation of Research Promotion Cell to further enhance the research activities in the University.

All approved proposal are recommended to the higher competent authorities for necessary action.

The meeting ended with the vote of thanks.

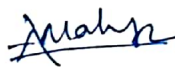
  
Chairperson, IQAC



## ACTION TAKEN REPORT

On the decision taken in the meeting of IQAC held on 28 March, 2019

Agenda	Decision	Action Taken
Agenda-1	Scrutiny and updation of syllabus of all the Schools of the University	The directors of all the Schools have been requested to update the syllabus accordingly in consultation with the members of BOS.
Agenda-2	Organization of faculty advancement/ development programmes for teaching staff of the University.	All the Directors were told to organize advancement/ development programmes for teaching staff of the University in order to introduce latest/ required tools and techniques of their concerned School.
Agenda-3	Introduction of boy's battalion of NCC	The coordinator of girl's battalion of NCC has been directed to make necessary arrangement for the introduction of boy's battalion of NCC
Agenda-4	Feedback forms from the various stakeholders of the University.	All concerned coordinators have been informed to make adequate procedure for collecting the feedback forms from all the stakeholders.
Agenda-5	Formation of various committees for streamlining the work of IQAC.	The committees have been constituted accordingly and the proposed list of committees formed for the term of two years i.e., from July 2019 to June 2021 has been approved.
Agenda -6	Formation of Research Promotion Cell.	The Research Promotion Cell has been constituted for enhance the Research activities

  
Coordinator-IQAC

  
Chairperson-IQAC

**Minutes of 11<sup>th</sup> Meeting of Internal Quality Assurance Cell- IQAC held on 10<sup>th</sup> June, 2019**  
**at 12:00 PM in the chamber of Chairperson, IQAC**

The following members were present during the meeting:

1. Dr. R.K. Gupta, Chairperson, IQAC
2. Dr. V.K. Vats, Registrar
3. Dr. Aparna N. Mahajan, Coordinator, IQAC
4. Dr. Vishal Kumar, Director (School of Management)
5. Dr. Promil Diwan, Coordinator (School of Law)
6. Dr. Deepak Bhagwat, Director (School of Pharmacy)
7. Dr. A.K. Parti (Dean Academics Affair)
8. Dr. B.R. Bansal (Controller of Examination)
9. Mr. Rishi Prakash (Finance Officer)
10. Dr. Mona Piplani (Academic Committee)
11. Dr. Dikshit Gupta (Technical Committee)
12. Mr. Vishal Kalyan (Administrative Committee)
13. Mr. Deepak Bisht, President, IATC, SIEMENS, Panchkula

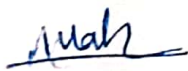
The following agenda points were discussed:

1. Chairperson, IQAC extended a warm welcome to all members of the committee.
2. The committee has confirmed the minutes of last IQAC held on 29-03-2019
3. Dr. V.K. Vats, Registrar briefed about the files, documents and data incorporated on the portal of NAAC.
4. Coordinator, IQAC presented the suggestions received from directors of all schools/ institute regarding organising of industrial visit, extra-curricular activities, sports, declamation, extempore, presentation etc., also arrange special classes for their concerned students to prepare for UG NET, Judicial exam, GPAT, GATE & other competitive exams.



5. Discussions were made on the updation of course curriculum in accordance with model curricula specified by regulatory bodies in consultation with Board of Studies.
6. Chairperson, IQAC informed that Rs. 50,000 was received from MHRD under Unnat Bharat Abhiyan which is to be utilised for five villages adopted by the university.
7. Dr. Vishal Kumar, Director (School of Management) shared the details of workshop on Research Methodology and Data Analysis to be held in the month of July. All members agreed to extend all possible support.
8. Dr. V.K. Vats informed the house about upcoming FDP on "Use of ICT in life sciences".
9. Dr. Aparna N. Mahajan, Director, MAIT informed the house that Maharaj Agrasen Institute of Technology is going to organize FDP on "Python Programming with Industry Perspective" in the month of December 2019. All the members welcomed the initiative.
10. Dr. Promil Diwan, Coordinator (School of Law) shared that school of law will organise a seminar on "Legal-cum-general awareness on the issues related to woman" very soon.
11. Chairperson IQAC, focused to introduced more value-added courses in all Schools.
12. Current practices of publication were also discussed and it was suggested to encourage faculty members for more quality publication preferably in Scopus/WOS/Pub Med.

Meeting ended with vote of thanks to all the members.



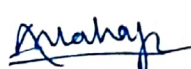
Coordinator- IQAC

  
Chairperson- IQAC  
11/6/19

## ACTION TAKEN REPORT

On the decision taken in the meeting of IQAC held on 10 June, 2019

Agenda	Decision	Action Taken
Agenda 3	Documents uploaded for NAAC-1 <sup>st</sup> Cycle	Criterion wise committees have been formed for keeping the documents ready for NAAC inspection
Agenda 4	Organization of industrial visits, extracurricular activities, sports, declamation, extempore, presentation and special classes for various competitive exams.	The Directors of all Schools of the University have been advised to organize more industrial, extracurricular activities, sports, declamation, extempore, presentation and special classes for various competitive exams.
Agenda 5	Updation of course curriculum in accordance with model curricula specified by regulatory bodies.	The Directors have been informed to update the syllabus as per the requirement of concerned regulatory bodies.
Agenda 6	Utilization of amount received from MHRD for adopted villages by the University.	The sanctioned amount was appropriately utilized for the development of adopted villages.
Agenda 7	Details of workshop on Research Methodology and Data Analysis to be held in the month of July.	Workshop on Research Methodology and Data Analysis was conducted successfully. 50 participants across the region have participated in the workshop.
Agenda 8	Discussion about upcoming FDP on "Use ICT in Life Sciences"	Convener and Organizing Secretary of the workshop have been informed to make the necessary arrangements for conducting the workshop.
Agenda 12	To encourage faculty members for more quality publication preferably in Scopus/WOS/PubMed.	All the Directors have been requested to encourage Faculty members to publish quality papers in Scopus/WOS/ PubMed indexed journals.

  
Coordinator-IQAC

  
Chairperson-IQAC