

17<sup>th</sup> IQAC Meeting

11<sup>th</sup> June 2020

**Minutes of the IQAC Meeting held on 11<sup>th</sup> June 2020**

A meeting of the IQAC was convened on 11<sup>th</sup> June 2020 at 11:00 A.M. through online-mode. Hon'ble Vice Chancellor, Chairperson IQAC chaired the meeting and the following members were present in the meeting:

1. Prof. (Dr). M. Luqman Khan, Vice Chancellor	Chairperson
2. Mr. Zaved Akhtar, Controller of Examinations	Member
3. Mr. Prem Salwan, Registrar	Member
4. Dr. Manoj Jain, Assoc. Dean, Academics	Member
5. Mr. Sanjay, Head - Training & Placement	Member
6. Dr. Shikha Gupta, HOD, School of Basic & Applied Science	Member
7. Dr. Prem Saini, HOD, School of Pharmaceutical Sciences	Member
8. Dr. Iqbal Ahmed Khan, HOD, Department of Mechanical Engineering	Member
9. Mr. Kiran Kumar, HOD-Department of Computer Science & Engineering	Member
10. Mr. Mohd. Umair, Associate Professor, School of Architecture	Member
11. Dr. Meenakshi Kaushik, HOD, School of Commerce & Management	Member
12. Dr. Ankur Tyagi, HOD, School of Education	Member
13. Dr. Md. Daniyal, HOD, Department of Civil Engineering	Member
14. Dr. Shweta Bajaj, HOD-School of Law	Member
15. Dr. Manoj Malik, Associate Professor, School of Basic & Applied Sciences	IQAC Coordinator
16. Mr. Deepak Kumar, IT Administrator, IT Department	Assistant Coordinator-IQAC

The agenda of the meeting was as under;

1. To apprise and approve IQAC minutes of meetings of 16<sup>th</sup> January 2020 and special meeting held on 20<sup>th</sup> March, 2020 and Action Taken Reports (ATR).

17.1 Feedback from students regarding online class conduction and Virtual Lab.

17.2 End-Term Examination preparedness.

17.3 Any other point with the permission of Chair.

1. Action Taken report (ATR) of previous IQAC meetings is as follows:

S.No	Agenda	Action Taken
15.1	Academic and Administrative Audit report	The Registrar apprised to the Chair that the academic and administrative audits for the session 2019-20 could not be conducted due to COVID-19 lockdown. The Chair advised to conduct the audits as and when the normal working in the University resumes.
15.2	Encourage faculty members for E-Content	The Assoc. Dean, Academics informed that during the lockdown period all the faculty members conducted online classes and shared e-content and relevant study material with the students. Some of the faculty members have also uploaded the e-content on the University website. Further, the faculty members were advised to develop E-content of their respective subjects for the next semester.

S.No	Agenda	Action Taken
16.1	Academic delivery and other services during COVID-19	The Assoc. Dean, Academics informed the chair that the University adopted online teaching mechanism for all the programmes and a revised academic calendar for the even semester online class conduction during the COVID-19 lockdown was circulated to all the Departments. Further, the faculty members have submitted class conduction report through the respective HODs on regular basis.
16.2	Conduction of pending Mid-Term examination	The COE informed the chair that the pending mid-term examinations due to the declaration of lockdown were conducted through online mode.
16.3	Adherence to COVID-19 protocols.	The Registrar apprised to the Chair that the University is strictly adhering to the COVID-19 safety measures and protocols on regular basis.
16.4	Safety of Hostel students.	The Registrar apprised to the Chair that all necessary support and services have been provided to the hostel students during the lockdown.

S.No	Agenda	Discussion on Agenda	Responsibilities/Status
17.1	Feedback from students regarding online class conduction.	The Chair raised a query regarding the students' feedback on online class conduction and advised The Assoc. Dean, Academics to conduct the same through online mode.	The Assoc. Dean, Academics.
17.2	End-Term Examination preparedness.	The Chair asked the COE regarding the preparedness for the conduction of End-Term examination through online mode. The COE apprised to the Chair that the University is following the UGC Guidelines on Examinations for the Universities in View of COVID-19 Pandemic and ensured that the University is prepared to conduct the end-term examination through online mode from 6 <sup>th</sup> July, 2020. In this regard, the detailed instructions to students, Invigilator(s)/ Class Coordinator(s)/ Faculty members for online examination will be circulated in due course of time. Additionally, a training/workshop session of online examination for faculty members and students is scheduled before the commencement of the examinations.	The COE and The HoDs to ensure smooth conduction of the online examinations.

The meeting ended at 1:00 PM with vote of thanks to all the members.

Dr. Manoj Malik  
(Coordinator, IQAC)

