

Noida International University  
Internal Quality Assurance Cell (IQAC)  
Minutes of Meeting

The minutes of meeting of IQAC of Noida International University held on 23/10/2019 from 02:30 pm to 03:45 pm in the conference hall of Newton Block.

**Agenda of meeting**

Internal audit of academic and non-academic departments and work assignment to Internal Audit Committee members in reference to compliances of UGC and AICTE.

**Members attended**

- |                             |                    |
|-----------------------------|--------------------|
| 1. Dr. Basant Kumar Das     | - Chairman         |
| 2. Dr. A. Shanmuganathan    | - Member Secretary |
| 3. Dr. Prabhat Kumar Pandey | - Member           |
| 4. Dr. A. Geeta Bhavani     | - Member           |
| 5. Dr. Tanveer Ahmed Wani   | - Member           |

The chairman briefed the agenda and open to the committee members for discussion. The points discussed and decisions made are:

The observations and suggestions given by expert committee of UGC and AICTE are detailed by chairman to all members in a hard copy. Thereafter, it is agreed to carry out the IQAC works by assigning responsibilities to committee members as in the annexure enclosed herewith.

Following the assignment of work responsibilities, it is agreed to meet again on 30-10-2019 (Wednesday) to detail and decide on individual member's action plan with time span.

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*Basant Kumar Das* 25/10/2019 *A. Shanmuganathan* 23/10/19 *Tanveer Ahmed Wani*

Note! Members of sub units will also be having work load, as we are having shortage of faculty members

*Shreyas* 23/10/19

As all members of Internal Audit Committee are having regular teaching & research work loads and other academic work loads, it is agreed to form a sub-unit that functions under each members to accomplish all the works assigned well in time with lesser difficulty.

A sub-unit shall comprise of 4 to 5 faculty members named as "cross-functional team members(CFTM)". There shall be only one cross-functional team member(CFTM) from a department. The choice of CFTM will be with that particular member of Internal Audit Committee.

Finally the chairman concluded the meeting by thanking all members of Internal Audit Committee for their constructive suggestions and active participation.

Member Secretary

Dr.A.Shanmuganathan

Chairman

Dr. Basant Kumar Das

Encl :

- Annexure – I to Annexure – V

Cc to:

- Office of Chairman, NIU
- Office of Vice-Chancellor, NIU
- Office of Registrar, NIU
- Office of IQAC unit, NIU
- Office of all Directors/HODs

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Dr. Basant Kumar Das  
25/10/2019  
Members of subunits will also be having work load, as we are having shortage of faculty members.

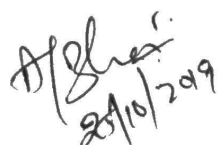
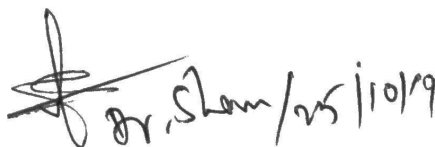
**Annexure – I : Responsibilities of Dr. Basanth Kumar Das****UGC Expert Committee**

S.No.	Observations/suggestions of the UGC Expert Committee
4.	Part-III L (ii) IQAC is not set up in the university which is very essential for maintenance of the quality standards.
5.	Part-III L (ii) In the Centre for research Studies, uniform set of Pre-PhD course is being taught to all students irrespective disciplines and areas of specialization

**AICTE Expert Committee**

S.No.	Quality Parameters	Subject
1.2	Budget allocation, utilization and financial practices	i. Adequacy of budget allocation
		ii. Utilization of allocated funds
		iii. Publicly available the detailed audited statements of all receipts and expenditures
5.3	Academic performance	(i) Academic auditing
		(ii) Academic governance through various governing bodies
		iii. Transparent mechanism observed through circulation of relevant information.
		iv. Overall monitoring of results/grades
		v. Academic collaboration with other institution
5.4	Training/Placement and higher studies	(i) Creation of training and placement office with suitable structure
		(ii) Finishing school training for outgoing batch
		(vii) No. of companies visited for campus placement
		(ix) Facilities for orientation of students for industrial absorption or job placement

(continues...)

  
29/10/2019  
Dr. Basanth Kumar Das / 25/10/19  
20/10/19

**Annexure – II : Responsibilities of Dr.Prabath Kumar Pandey****UGC Expert Committee**

S.No.	Observations/suggestions of the UGC Expert Committee
3.	Part-III I (ii). Fine arts department doesn't have adequate faculty and space.
6.	Part-III I (ii) Canteen is not sufficient for the strength of the students
7.	Part-IV A(i) As inferred from the feedback of the faculty during interaction sessions, the salary is not as per UGC norms and is not being paid in time in case of some faculty members. The university needs streamline this aspect of human resource management.
12.	Part-IV B(i) In instances where, faculty members do not possess qualification prescribed by UGC and professional councils, the lacunae should addressed
13	Part-IV B(i) The PhD Programmes should be overhauled, especially in terms (a)incorporating discipline-specific courses(b) associating at least one internal guide when external supervisor is involved
14	Part-IV B(ii) Department of Fine Arts should be provided with adequate faculty and infrastructure. In some other courses faculty of appropriate specialization is not available. Such gap should be filled.

**AICTE Expert Committee**

S.No.	Quality Parameters	Subject
1.1	Organization, Governance and Transparency	Defined rules, Procedure, Recruitment and promotional policies
5.9	Faculty retention	i. Rate of attrition
		ii. Percentage vacancy against required faculty

Bhas

Dr. Prabath

Dr. Sham 25/10/19

Dr. Prabath

Dr. Prabath  
25/10/19

**Annexure – III : Responsibilities of Dr. A. Geetha Bhavani**

**UGC Expert Committee**

S.No.	Observations/suggestions of the UGC Expert Committee
1.	Part-III C (viii) University is three-years old only. It has one BoS which is common to all schools except school of education and architecture where they have the respective BoSs
2.	Part-III L (ii) The University doesn't have separate departments in different schools under which various programmes are offered.
11.	Part-IV A(v) Women's cell of the university should be streamlined and defining mechanism in the line with UGC regulations and other statute provisions should be put in place to ensure that issues and difficulties encountered by women on campus are resolved in effective and fast track mode
15	Part-IV B(iii) Discipline –Specific Board of Studies should be constituted

**AICTE Expert Committee**

S.No.	Quality Parameters	Subject
3.1	Contents of basic Sciences, HSS, Professional Core electives, and breadth.	Sufficient opting for selecting electives subjects from which the students can choose their field of interest

*B. S. S.*

*S. S. S.*  
30/10/19

*Dr. A. Geetha Bhavani*

*Dr. S. S. S.*  
25/11/19

*Dr. S. S. S.*

**Annexure – IV : Responsibilities of Dr.A.Shanmuganathan**

**UGC Expert Committee**

**Observations/suggestions of the UGC Expert Committee**

S.No.	
6.	Part-III L (ii) Examination section needs to strengthen.
9.	Part-IV A(iii) Research and development activities need to be enhanced in the university by encouraging faculty and students to involve sponsored research and university - industry linkages.

**AICTE Expert Committee**

S.No.	Quality Parameters	Subject
3.2.	Content delivery	Hands of experience
3.3	Laboratory and Project Works	Laboratory/project work should form the core of curriculum in tune with the theory coverage. Quality of equipments
3.4	Additional contents and flexibility to bridge curriculum gaps	i. Program specific contents which are added to bridge curriculum gaps in order to achieve ii. Program/Course objectives
4.2	Tutorial classes/remedial classes/mentoring	i. Tutorial classes to address personal level doubts, size of tutorial classes. ii. Remedial classes and additional make-up tests to help academically weaker students
4.3	Teaching evaluation process: feedback system	i. Evaluation Criterion and process for feedback evaluation ii. Feedback analysis and reward/ corrective measures taken, if any iii. Feedback mechanism from alumni, parents and industry, if any
4.4	Self-Learning and Learning beyond syllabus	(i) Flexibility in academics with scope for self-learning- provisions for advanced level and reading courses (ii) Generation of self-learning facilities, and availability of materials for learning beyond prescribed curriculum (iii) Scope and mentoring mechanisms for learning beyond prescribed curriculum
4.5	Career guidance, Training, Placement and Entrepreneurship cell	ii. Career guidance services including counseling for higher studies iii. Training and Placement facility with training and placement officer(TPO), industry interaction for training/internship/placement iv. Entrepreneurship cell and incubation facility

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*Dr. Shanmuganathan*

*Shanmuganathan*  
25/10/19

*Dr. Shanmuganathan*

*Dr. Shanmuganathan*  
25/10/19

*Dr. Shanmuganathan*

**AICTE Expert Committee (continued )**

S.No.	Quality Parameters	Subject
5.1	Evaluation, Assessment of performance of student's and declaration of results	(ii) Showing of answer sheet
	Method of Evaluation	(iii) External involvement in examinations (v) Timely display of results
5.2	Success Rate	(i) Percentage of success rate
		(i) Availability of adequate and qualified technical supporting staff for programme specific labs
5.14	Technical Support Staff	(ii) Incentives, Skill-up graduation and professional advancement
		(iii) Online and web-based regular feedback mechanism
		(iv) Mid-course corrections

*Bwas*      *Dr. Shree*

*Shree*  
25/10/19

*Dr. Shree* 25/10/19

*Manu*



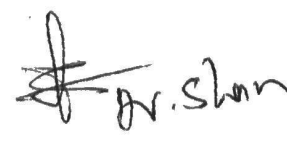

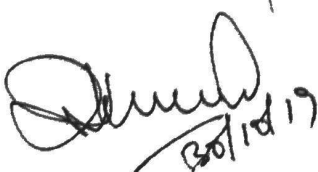
**Annexure – V : Responsibilities of Dr. Tanveer Ahmed Wani**

UGC Expert Committee Observations/suggestions of the UGC Expert Committee	
S.No.	
8.	Part-IV A(ii) The operations of the library are being constructed manually e.g. issue and returns of books. In addition to that, the indexing of the library resources is not according to standard procedures.
10.	Part-IV A(iv) Hostels for boys and girls need to be constructed on the university campus
16	Part-IV B(i) In some disciplines, the teaching labs have very modest set equipment. Lab infrastructure needs to be strengthened.
17	Part-IV B(i) The infrastructure of the university has no arrangements or facilities for differently-abled students. It should make PwD-friendly.

**AICTE Expert Committee**

S.No.	Quality Parameters	Subject
2.1	Student admission	The Number of seats filled
5.10	Faculty Research Publications	(i) Number of faculty members having publications in the relevant field
		(ii) Faculty research publications in numbers
		(ii) Quality of research papers
		(iv) impact factor of the journals
		(v) Citation of the papers and H-index
		The research papers considered are those (i) which can be located on Internet and /or are included in hard copy volumes/proceeding, published by well-known publishers, and (ii) the faculty members affiliation, the published paper, is of the current institution.


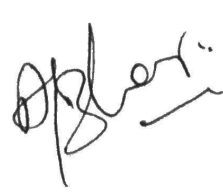
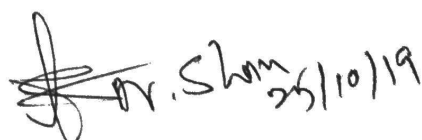
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**AICTE Expert Committee (continued...)**

S.No.	Quality Parameters	Subject
5.11	Faculty Intellectual Property Rights(IPR)	(i)Number of patents filed
		(i)IPR/Patents granted IPR includes awarded national /International patents, books and copyrights
5.12	Faculty R & D Consultancy Work & Testing	(i)Number of R & D Project Sanctioned
		(ii)The amount of funds and /or the contribution made
		(iii)Joint collaborative research projects with other initiatives.
		(iv) Participation in nationally co-ordinate projects
		(v) Amount of consultancy & Testing earned
		(vi) Rules for distribution of consultancy and testing income
5.13	Faculty Exposure to other institutions and industry	(i)interaction with a well known Institution abroad
		(ii)Interaction with institution of Iminence in India or National Research Labs,Industry
		(iii)interaction with state level Institutions and others
		(iv) MOUs with reputed institutions/Organizations





**AICTE Expert Committee (continued...)**

S.No	Quality Parameters	Subjects
5.4	Training Placement and higher studies	(x) Student placement with partner institution
5.5	Professional Activities	(i) Number and type of functional chapters of professional societies (ii) Student participation and nature of activities in these chapters (iii) Awards, Recognition and funding received by the present bodies (iv) Support infrastructure provided for the growth of professional activities (v) No. of experts invited for professional programmes
5.6	Innovation	(i) Members of various innovation Centre/other agency supported initiatives (ii) Institutional support for entrepreneurship/innovation/IPR in terms of funding and infrastructure (iii) Showcasing innovation through projects, seminar, symposium etc.
5.7	Performance appraisal	(i) Evaluation of teachers by authorities (ii) Online and web based regular feedback mechanism (iii) Mid- Course corrections (iv) Analysis of feedback and implementation of corrective measures.
5.8	Faculty Development Initiatives	(i) Research grant (ii) Career path (iii) Whether sabbatical provided (iv) Other services benefit (v) Whether faculty adequately provided financial and administrative and professional development allowances/support (vi) International conferences (vii) Reward/recognition for journal publications/patents (viii) Support for quality improvement programme and higher studies

*Bhawas*

*Deved 20/10/19*

*Apshin*

*Dr. Sharm 25/10/19*

*Unnathi*