

MAHARISHI MARKANDESHWAR (DEEMED TO BE UNIVERSITY)
MULLANA-AMBALA, HARYANA (INDIA) - 133207
(Established under Section 3 of the UGC Act, 1956)
(Accredited by NAAC with Grade 'A')

1st IQAC Meeting (Session 2018-19)

Minutes of the meeting of **Internal Quality Assurance Cell (IQAC)** held on **12.07.2018 at 11:30 am** in the Committee hall of the Administrative Block of the University. The following members were present:

- | | |
|---|-------------------------|
| 1. Prof. Victor Gambhir (Chairman) | 15. Dr. Amit Mittal |
| 2. Dr. L.C. Gupta | 16. Dr. Manu Goyal |
| 3. Dr. Ashok Kumar | 17. Mrs. Rekha Kaushik |
| 4. Dr. Sumit Mittal | 18. Dr. Sumeet Gupta |
| 5. Dr. N.K. Batra | 19. Dr. Nipun Aggarwal |
| 6. Dr. Vijay Katiyar | 20. Dr. Atul Garg |
| 7. Dr. Debdutta Das | 21. Prof. R.D. Gupta |
| 8. Dr. Bindu Jindal | 22. Dr. Tarun Gulati |
| 9. Dr. J.K. Sharma | 23. Dr. G.M. Sogi |
| 10. Dr. Sandip Goyal | 24. Dr. Anil Jain |
| 11. Dr. Jyoti Sarin | 25. Mr. Deepak Jha |
| 12. Dr. Tanu Gupta | 26. Sh. K.L. Huria |
| 13. Dr. Vinita Aggarwal | 27. Mr. Tushar Jasjodia |
| 14. Dr. Anil Sharma | 28. Mr. Karan Walia |

Dr. H.K. Sharma, Vice-Chancellor, MM University, Sadopur and Dr. Vipin Saini, Vice-Chancellor, MM University, Solan attended the meeting as special invitees.


1. Prof. Victor Gambhir, Vice-Chancellor and Chairman, IQAC extended a warm welcome to all the members of the cell.
2. Confirmed the Minutes of the last meeting of the IQAC.
3. The action taken report on the minutes of the previous meeting was considered and confirmed by the members of the cell.
4. Considered and confirmed the various IQAC activities, including the academic activities, University achievements, NIRF participation and others conducted in the preceding academic year 2017-18.
5. Dr. Sumit Mittal, Coordinator, IQAC presented the reports of Academic, Lab. and Library audit. The members considered and confirmed the observations of the auditors. It was decided to send the observations to all the Heads of the Departments/ Institutions for submitting their compliance reports.
6. Dr. J.K. Sharma, Dean Students Welfare briefed the house about the MM(DU) ONE POINT SOLUTION: Online portal to address the general day to day inquiry, suggestions, complaints, requests, etc. The portal can be accessed from both inside and outside the campus

from www.ops.mmumullana.org. It was decided that the same demonstration should be organized in each Department/ Institute of the University. The members appreciated the efforts made by the Office of Dean Students Welfare.

7. Mr. Deepak Jha, Students Welfare Officer made a brief presentation in the house regarding the various activities to be organized by various Departments/ Institutions during National Level Fest UniversuMM-18 from September 27-30, 2018. Every Head of the Institution agreed to enhance the participation of the students.
8. Heads of the Institutions and other members of the cell suggested that University should have some incentive schemes for Research publications in Scopus/WoS/PubMed and funded projects from Central Govt. and State Govt. etc. to improve R&D culture. It was requested by the Chair to submit suggestions/recommendations to Dr. Sumit Mittal, Registrar so that a robust Research Promotion Policy could be introduced.
9. Considered the recommendations of Pro Vice-Chancellor, MM(DU) and Director, M.M. Engineering College to introduce the Student Induction Program for Engineering Students as per the guidelines issued by All India Council for Technical Education (AICTE), New Delhi. It was decided that Dean Academic Affairs shall prepare the schedule in consultation with Director and availability of the resource persons.
10. Considered the recommendations of Dean Academic (Technical) to notify Standard Operating Procedure for Registration of Students in Technical Courses for all the courses offered in MMEC, MMIM, MMIT & BM, and MMIT & BM (HM) at the start of a new Semester. It was decided that Dean Academic shall prepare the SOP in consultation with Vice-Chancellor and will be notified by Registrar office.
11. Vice-Chancellor informed the house that the filing procedure for NAAC 2nd Cycle Accreditation has been changed from offline to online mode. He insisted all the heads, faculty of all the institutions to work rigorously to improve the score of the University. Dr. Sumit Mittal, Registrar was assigned the task to prepare and notify the Criteria wise Core Committee of the University.

Meeting ended with a vote of thanks to all the members.


Dr. Sumit Mittal
Coordinator, IQAC, MM (DU)


Prof. Victor Gambhir
Vice-Chancellor, MM (DU)
& Chairman, IQAC

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2nd IQAC Meeting (Session 2018-19)

Minutes of the meeting of **Internal Quality Assurance Cell (IQAC)** held on **19.09.2018 at 11:30 am** in the Committee Hall of the Administrative Block of the University. The following members were present:

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|---|--------------------------|
| 1. Prof. Victor Gambhir (Chairman) | 26. Dr. R.C. Sharma |
| 2. Dr. Sumit Mittal | 27. Mrs. Rekha Kaushik |
| 3. Dr. Ashok Kumar | 28. Dr. Rajshree Khare |
| 4. Dr. Poonam Sheoran | 29. Dr. Nipun Aggarwal |
| 5. Dr. N.K. Batra | 30. Dr. Atul Garg |
| 6. Prof. Martin Radley | 31. Dr. Shilpa Dang |
| 7. Dr. A. Pandurangan | 32. Dr. Tarun Gulati |
| 8. Dr. Bindu Jindal | 33. Mr. Rakesh Sharma |
| 9. Dr. Vanadana Sharma | 34. Mr. Mukesh Saini |
| 10. Dr. Sandip Goyal | 35. Dr. Arun Gupta |
| 11. Dr. Asir John Sameul | 36. Dr. Saroj Chhabra |
| 12. Dr. M.S. Rathore | 37. Dr. Reetika Bansal |
| 13. Dr. Vinita Aggarwal | 38. Mr. Puneet Aggarwal |
| 14. Dr. Anil Sharma | 39. Ms. Gunjan Sethi |
| 15. Dr. Sohan Singh | 40. Mr. Vikas Sofat |
| 16. Prof. Malik M. Altaf | 41. Er. Priyanka Chhabra |
| 17. Dr. J.K. Sharma | 42. Dr. Neeraj Raheja |
| 18. Dr. Satish Kumar | 43. Dr. Amandeep Kaur |
| 19. Dr. Rajneesh Gujral | 44. Dr. Vishal Gupta |
| 20. Dr. Navneet Kukreja | 45. Dr. Sakshi Vasisht |
| 21. Dr. Gunjan Aggarwal | 46. Dr. Sanjay Panwar |
| 22. Ms. Priyanka Kumari | 47. Dr. Manish Anand |
| 23. Ms. Shalini | 48. Dr. Shipra Gupta |
| 24. Er. Abhay Bindal | 49. Mr. Gaurav Sandhu |
| 25. Dr. M. Najim | |


1. Prof. Victor Gambhir, Vice-Chancellor and Chairman, IQAC extended a hearty welcome to all the members of the Cell. He then asked the coordinator to present the agenda items of the meeting.
2. Confirmed the Minutes of the last meeting of the IQAC held on 12.07.2018.
3. Action taken report on the minutes of the previous meeting was considered and confirmed by the members of the cell.
4. Dr. Sumit Mittal, Coordinator presented the Compliance reports of Academic, Lab. and Library audit received from all the Heads of the

Departments/Institutions. All the members considered and confirmed the compliance reports.

5. Dr. Sumit Mittal, Registrar presented the suggestions/recommendations received from the various Heads of the Institutions and other faculty members regarding the incentive scheme on research publication in the Scopus/WoS/PubMed indexed Journals and funded projects. After the constructive deliberations on the various suggestions, the members recommended some corrections. It was decided that Dr. Sumit Mittal will prepare a draft for Research Promotion Policy consisting of incentive schemes on paper publication, funded projects, patents, copyrights etc. and present in the next meeting of IQAC.
6. Dr. Sumit Mittal, Registrar read the names of the core committee members constituted for NAAC Accreditation 2nd Cycle. He made a brief presentation in the house on DVV Templates alongwith Standard Operating Procedure. Chairman, IQAC insisted all the Heads of the institutions to initiate the process with the involvement of all the faculty members of the Department/Institution. It was decided in the meeting that a check list will be prepared using Google sheets and access will be given to all the concerned so that they can check the status of accreditation process. This responsibility was given to Dr. Sumit Mittal, Registrar.
7. Chairman, IQAC informed the members that Data Capturing System (DCS) for NIRF – 2019 will be opening very soon. All the Heads of the Departments/ Institutions of the University were requested to carefully analyze the data before submitting to the Central Team for compilation. The Chair has given the responsibility to prepare and circulate the DCS templates for NIRF-2019 to Dr. Tarun Gulati.
8. Discussions were undertaken for organizing the National Level Fest UniversuMM-18 to be held on September 27-30, 2018. Dr. J.K. Sharma, Dean Students Welfare and Convener, UniversuMM-2018 informed the house that a total of 3400 registrations have been made so far for 90 events. Some of the members suggested that the detailed schedule of the events should be announced well in advance.

Meeting ended with a vote of thanks to all the members.


Dr. Sumit Mittal
Coordinator, IQAC, MM (DU)


Prof. Victor Gambhir
Vice-Chancellor, MM (DU)
& Chairman, IQAC

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3rd IQAC Meeting (Session 2018-19)

Minutes of the meeting of **Internal Quality Assurance Cell (IQAC)** held on **30.10.2018 at 11:30 am** in the Committee hall of the Administrative Block of the University. The following members were present:

- | | |
|---|-----------------------|
| 1. Prof. Victor Gambhir (Chairman) | 12. Dr. B.K. Aggarwal |
| 2. Dr. Sumit Mittal | 13. Dr. G.M. Sogi |
| 3. Dr. Ashok Kumar | 14. Dr. Yogesh Kumar |
| 4. Dr. Poonam Sheoran | 15. Dr. Rohit Vaid |
| 5. Dr. N.K. Batra | 16. Dr. J.K. Sharma |
| 6. Dr. S. Ramachandran | 17. Dr. Debdutta Dass |
| 7. Dr. Sumeet Gupta | 18. Mr. Sunil Mailk |
| 8. Dr. Bindu Jindal | 19. Dr. Atul Garg |
| 9. Dr. Sharad Sharma | 20. Dr. Tarun Gulati |
| 10. Prof. Malik M. Altaf | 21. Dr. Anil Sharma |
| 11. Dr. Ashok Garg | 22. Dr. Anil Jain |

Dr. H.K. Sharma, Vice-Chancellor, MM University, Sadopur attended the meeting as special invitee.


1. Prof. Victor Gambhir, Vice-Chancellor and Chairman, IQAC extended a hearty welcome to all the members of the cell and requested the members to contribute in the meeting with constructive discussions.
2. Dr. Sumit Mittal, Coordinator read out the minutes of the last IQAC meeting and requested members to confirm the minutes. After discussions, the minutes of the last meeting held on 19.09.2018 were confirmed.
3. The action taken report on the minutes of the previous meeting was considered and confirmed by the members of the cell.
4. The draft Research Promotion Policy based on the suggestions/recommendations and further discussion held in the last meeting was presented by Dr. Sumit Mittal, Coordinator. The policy covers incentive scheme on research publication in the Scopus/Web of Science/PubMed indexed Journals, funded projects, Patents/Copyrights and various researcher awards on annual basis. After discussions, it was decided to place the Proposed Research Promotion Policy before the finance committee in its next meeting for final approval.
5. Chairman, IQAC informed the members present in the house that UGC has notified "University Grants Commission (Promotion of Academic

Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 dated 23.07.2018. The Chair briefed the house about the draft Standard Operating Procedure for ensuring Academic Integrity in Research and Curbing Plagiarism. It was decided in the meeting that the suggestions may be submitted to Dr. Sumit Mittal, Registrar.

6. Dr. Sumit Mittal, Coordinator shared the status of the Annual Quality Assurance Report (AQAR) for the session 2017-18, which needs to be submitted to NAAC upto 31.12.2018. Chairman, IQAC requested all the Heads of the Institutions to be careful while submitting the data to the audit cell of the University.
7. Dr. Sumit Mittal, Coordinator presented the complied sheets prepared for National Institutional Ranking Framework-2019 of all the disciplines. Dr. Sumit Mittal informed the house that the last date for data submission is 30.11.2018. The final DCS of all the disciplines will be reviewed in the next meeting of IQAC cell.
8. Dr. J.K. Sharma, Dean Students Welfare presented the detailed report of National Level Fest UniversuMM-2018 organized from 27th – 30th September, 2018 in the house. He informed that a total of 3616 students participated in 90 events from 9 states of the country. All the members of the cell congratulated the organizing committee for the successful organization of the fest.

Meeting ended with a vote of thanks to all the members.


Dr. Sumit Mittal
Coordinator, IQAC, MM (DU)


Prof. Victor Gambhir
Vice-Chancellor, MM (DU)
& Chairman, IQAC

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4th IQAC Meeting (Session 2018-19)

Minutes of the meeting of **Internal Quality Assurance Cell (IQAC)** held on **16.11.2018 at 11:30 am** in the Committee hall of the Administrative Block of the University. The following members were present:

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|---|-------------------------|
| 1. Prof. Victor Gambhir (Chairman) | 15. Dr. Amit Mittal |
| 2. Dr. Sumit Mittal | 16. Dr. G.M. Sogi |
| 3. Dr. Sumeet Gupta | 17. Dr. R.C. Sharma |
| 4. Dr. S. Ramachandran | 18. Dr. Pooja Kaushik |
| 5. Dr. N.K. Batra | 19. Dr. Ayush Malhotra |
| 6. Mrs. Rekha Kaushik | 20. Dr. Nipun Aggarwal |
| 7. Mr. Deepak Vats | 21. Dr. Vinita Aggarwal |
| 8. Dr. Reetika Bansal | 22. Dr. Akash Jain |
| 9. Dr. Jasmeet Sudan | 23. Dr. Tarun Gulati |
| 10. Dr. Arun Gupta | 24. Ms. Poonam Lamba |
| 11. Ms. Manpreet Kaur | 25. Sh. Partap Singh |
| 12. Prof. R.D. Gupta | 26. Sh. R.K. Kaushik |
| 13. Sh. Balwinder Singh | 27. Mr. Tushar Jasjodia |
| 14. Mr. Sudhir Gupta | |

Dr. H.K. Sharma, Vice-Chancellor, MM University, Sadopur and Dr. Vipin Saini, Vice-Chancellor, MM University, Solan attended the meeting as special invitees.

1. Prof. Victor Gambhir, Vice-Chancellor and Chairman, IQAC extended a hearty welcome to all the members of the cell.
2. Confirmed the Minutes of the last meeting of IQAC held on 30.10.2018.
3. Action taken report on the minutes of the previous meeting was considered and confirmed by the members of the cell.
4. Dr. Sumit Mittal, Coordinator read the suggestions received on the draft Standard Operating Procedure presented in the last meeting of IQAC for ensuring Academic Integrity in Research and Curbing Plagiarism. After detailed deliberations on the SOPs, the draft was unanimously approved by the house and it was decided that the SOPs will be notified by the Registrar Office.
5. Dr. Sumit Mittal, Coordinator presented the final Data Capturing formats of Engineering, Management, Pharmacy, Medical and Overall University for National Institutional Ranking Framework - 2019. The final reports of all the disciplines was considered and confirmed by all

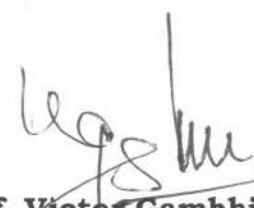
the members of the cell. It was decided that Dr. Sumit Mittal will fill the data on NIRF portal for 2019 ranking.

6. Coordinator, IQAC presented the reports of Academic, Lab. and Library audit. The members considered and confirmed the observations of the auditors. It was decided to send the observations to all the Heads of the Departments/ Institutions for submitting their compliance reports.
7. Vice-Chancellor, MM(DU) requested the Principals/Directors of all the Technical Institutions to submit the data on AICTE portal as per norms laid down by All India Council for Technical Education (AICTE), New Delhi.
8. Coordinator, IQAC shared in the house that University is organizing the following activities as per the schedule mentioned below:

Sr. No.	Event	Dates
1.	International Science Congress (ISC-2018) on Global Green Growth and Green Economy in collaboration with International Science Community Association	08.12.2018
2.	2nd Nationwide Competition on legal rights of women sponsored by National Commission for Women, New Delhi	19.12.2018
3.	National Women Conclave in collaboration with Society for Human Resource Development (SHRD), Hyderabad	25.01.2019
4.	DBT sponsored 3-days Indian Pharmacological Society North Zone Conference on Advancement in Experimental and Clinical Pharmacology: AECP-19	February 15-16, 2019

Meeting ended with a vote of thanks to all the members.


Dr. Sumit Mittal
Coordinator, IQAC, MM (DU)


Prof. Victor Gambhir
Vice-Chancellor, MM (DU)
& Chairman, IQAC

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5th IQAC Meeting (Session 2018-19)

Minutes of the meeting of **Internal Quality Assurance Cell (IQAC)** held on **12.03.2019** at **11:30 am** in the Committee Room of the Administrative Block of the University. The following members were present:


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|---|--------------------------|
| 1. Prof. Victor Gambhir (Chairman) | 19. Dr. Sandip Goyal |
| 2. Dr. Sumit Mittal | 20. Dr. G.M. Sogi |
| 3. Dr. Sumeet Gupta | 21. Dr. Anil Sharma |
| 4. Dr. Shambulingappa P | 22. Dr. Asir John Sameul |
| 5. Dr. Ashok Kumar | 23. Dr. Manu Goyal |
| 6. Dr. Debdutta Dass | 24. Dr. Deepak Gupta |
| 7. Dr. J.K. Sharma | 25. Dr. Vinita Aggarwal |
| 8. Dr. Surindra Sachdeva | 26. Dr. Rajshree Khare |
| 9. Dr. Suma Sogi | 27. Dr. Vandana Sharma |
| 10. Dr. Arun Gupta | 28. Ms. Randeep Kaur |
| 11. Ms. Gunjan Sethi | 29. Dr. Bindu Jindal |
| 12. Dr. Sandeep Garg | 30. Sh. R.K. Kaushik |
| 13. Dr. Rajan Dhawan | 31. Dr. S. Ramachandran |
| 14. Dr. Rajat Mangla | 32. Dr. Priya Jindal |
| 15. Dr. Vichitra Kaushik | 33. Dr. Suvarna Prasad |
| 16. Dr. Tarun Gulati | 34. Dr. Lily Walia |
| 17. Dr. Shailja Chatterjee | 35. Dr. Rohit Vaid |
| 18. Dr. Anil Jain | |


1. Before taking up the agenda of the meeting, Vice-Chancellor and Chairman, IQAC extended a hearty welcome to all the members of the cell.
2. Confirmed the Minutes of the last meeting of IQAC held on 16.11.2018.
3. The action taken report on the minutes of the previous meeting was considered and confirmed by the members of the cell.
4. Dr. Sumit Mittal, Coordinator presented the Compliance reports of Academic, Lab. and Library audit received from all the Heads of the Departments/Institutions. All the members considered and confirmed the compliance reports.
5. Dr. Sumit Mittal, Coordinator made a detailed presentation in the house on the procedure for award of release of incentive for Research Publications in Scopus/ WoS/ PubMed and research projects funded by various agencies. Chairman, IQAC requested all the Heads of the Institutions to properly scrutinize the claims before forwarding to the Registrar Office for final approval. Some members suggested that all claim forms should be available on portal. It was decided that the

procedure and all the forms will be uploaded on attendance management portal i.e. <https://ems.mmumullana.org/>. Then all the faculty members can easily download the forms by using their staff ID and password.

6. Chairman, IQAC conducted an awareness session on Standard Operating Procedure for ensuring Academic Integrity in Research and Curbing Plagiarism notified on 20.02.2019. The session was quite beneficial for all as it created awareness about responsible conduct of research, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student/faculty/researcher/staff. Members suggested that the policy should be properly circulated among all and should also be available on portal. It was decided that the policy will be uploaded on attendance management portal i.e. <https://ems.mmumullana.org/>.
7. Dr. Sumit Mittal, Coordinator, IQAC informed the house that M.M. Institute of Computer Technology & Business Management (MCA) is organizing an International Conference on Recent Trends in Computer Applications and Information Technology (RTCAIT-2019) from April 19-20, 2019 in collaboration with OBC, iNurture, upGrad and CSR. He also informed that a total of 106 research papers have been accepted for oral presentation. All the accepted and presented papers will be published in Scopus Indexed Journals. The members appreciated the efforts made by the Institute.
8. Dr. J.K. Sharma informed the house that Dean Students Welfare office is organizing an International Fiesta 2019 "Vasudeva Kutumbakam on 01.04.2019 in which 598 students of Nepal, Bhutan, Bangladesh, Zambia, Zimbabwe, Punjab, Haryana, Himachal Pradesh, West Bengal, Uttar Pradesh, Bihar, Jharkhand South India, Northeast India, West India have registered online. He requested all the members of the cell to give any suggestions for the improvement and motivate the students by gracing the occasion.

Meeting ended with a vote of thanks to all the members.


Dr. Sumit Mittal
Coordinator, IQAC, MM (DU)


Prof. Victor Gambhir
Vice-Chancellor, MM (DU)
& Chairman, IQAC

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6th IQAC Meeting (Session 2018-19)

Minutes of the meeting of **Internal Quality Assurance Cell (IQAC)** held on **30.04.2019** at **11:30 am** in the Committee Room of the Administrative Block of the University. The following members were present:

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|------------------------------------|------------------------|
| 1. Prof. Victor Gambhir (Chairman) | 12. Dr. B.K. Aggarwal |
| 2. Dr. Sumit Mittal | 13. Dr. Bindu Jindal |
| 3. Dr. Sumeet Gupta | 14. Dr. Vijay Katiyar |
| 4. Dr. Ashok Kumar | 15. Mrs. Rekha Kaushik |
| 5. Dr. Jyoti Sarin | 16. Dr. Nipun Aggarwal |
| 6. Dr. Debdutta Dass | 17. Dr. Ravindra Rawal |
| 7. Dr. Sasanka Chakarbraty | 18. Dr. Tanu Gupta |
| 8. Dr. Anil Sharma | 19. Sh. R.K. Sharma |
| 9. Dr. N.K. Batra | 20. Dr. Karan Walia |
| 10. Sh. R.K. Kaushik | 21. Sh. Partap Singh |
| 11. Dr. Anil Jain | |

Dr. Harish Sharma, Vice-Chancellor, MM University, Sadopur, Ambala attended the meeting as a special invitee.

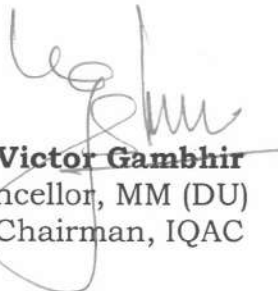
1. Vice-Chancellor, MM(DU) and Chairman, IQAC extended a warm welcome to all the members of the cell for the meeting.
2. Confirmed the Minutes of the last meeting of IQAC held on 12.03.2019.
3. The action taken report on the minutes of the previous meeting was considered and confirmed by the members of the cell.
4. Dr. Sumit Mittal, IQAC presented the Department/Institution wise status of incentive paid to various faculty members/research scholars/students for publication of research papers and funded project under the Research promotion policy. Chairman, IQAC informed the house that the Calendar year is followed to count the number of publications. He requested all the Heads of the Institutions to motivate their faculty members to publish atleast 2 research papers in Scopus/WoS/PubMed indexed Journals upto 31.12.2019.
5. Deputy Registrar (Secrecy) informed the status of pending answer sheets of various courses, which needs to be evaluated as soon as possible. It was decided that Dean Academic (Technical) will monitor the evaluation process.
6. Chairman, IQAC informed the house that IIT-Delhi, IIT-Kanpur and NIT-Raipur has introduced Value Education Cell in their Campus. He shared that the promotion of Universal Human Values and

Professional Ethics is the purpose of this cell. It was decided that University should also establish a Value Education Cell in our Campus. The responsibility was assigned to Dr. Tanu Gupta to submit a proposal in the next meeting.

7. Chairman, IQAC informed the house that Research & Development is considered as one of the most vital activity in any Institution leading to creation and dissemination of knowledge. Some of the members suggested that a Central Research Development Cell consisting of some dedicated faculty members should be established which will be responsible for the quality research output. It was decided that Dr. Sansanka Chakarbraty, Professor, Department of Biochemistry, MM Institute of Medical Sciences and Research will prepare and present the proposal in the next IQAC meeting.

Meeting ended with a vote of thanks to all the members.


Dr. Sumit Mittal
Coordinator, IQAC, MM (DU)


Prof. Victor Gambhir
Vice-Chancellor, MM (DU)
& Chairman, IQAC

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7thIQAC Meeting (Session 2018-19)

Minutes of the meeting of **Internal Quality Assurance Cell (IQAC)** held on **07.05.2019** at **11:30 am** in the Committee Room of the Administrative Block of the University. The following members were present:

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|---|--------------------------------|
| 1. Prof. Victor Gambhir
(Chairman, IQAC) | 12. Dr Vanita Agrawal |
| 2. Dr LC Gupta | 13. Dr Bhawna Pareek |
| 3. Dr Sumit Mittal, | 14. Dr Amit Aggrawal |
| 4. Dr BK Aggarwal | 15. Ms. Rekha Kaushik |
| 5. Dr Amit Mittal | 16. Dr Jagatheesh K |
| 6. Dr NK Batra | 17. Dr Karan Walia |
| 7. Dr Sanjeev Gupta | 18. Dr Anil Kumar Sharma |
| 8. Prof. Manish Bathla | 19. Ms Chahat |
| 9. Dr. Manu Goyal | 20. Dr Anil Jain |
| 10. Mr Yogesh Kumar | 21. Dr. Mahendra Singh Rathore |
| 11. Dr Atul Garg | |

Dr. Harish Sharma, Vice-Chancellor, MM University, Sadopur, Ambala attended the meeting as a special invitee.

1. Vice-Chancellor and Chairman, IQAC extended a hearty welcome to all the members of the cell.
2. Confirmed the Minutes of the last meeting of IQAC held on 30.04.2019.
3. The action taken report on the minutes of the previous meeting was considered and confirmed by the members of the cell.
4. Dr. Tanu Gupta, Professor in Humanities presented the proposal for the establishment of Value Education Cell in the University. After discussions held in the meeting, the proposal was approved by the house and it was decided to place it before the Academic Council in its next meeting for final approval.
5. Dr. Sansanka Chakarbraty, Professor, Department of Biochemistry, MM Institute of Medical Sciences and Research presented the proposal for the establishment of Central Research Development Cell consisting of some dedicated faculty members for the quality research output. After deliberations, the proposal was approved by the house and it was decided that Deputy Registrar (Establishment) will notify.

6. Dr. M.S Rathore, Director of Re constituted IQAC, put-forth the agenda of Student Satisfaction Survey (SSS) according to NAAC RAF for discussion in the house. He made a presentation on important roles of IQAC in augmenting the quality aspects in higher education institutes. He also emphasized on roles and responsibilities of IQAC members to inculcate quality culture in organization.

Dr. M.S Rathore explained the need of conduct of Student Satisfaction Survey (SSS) which is an integral part of Assessment and Accreditation process of NAAC under RAF. He presented the format and invited suggestion from members. Members confirmed the format presented and it was decided to conduct the student satisfaction survey in month of May, 2019. It was resolved that the results of SSS and action taken report shall be presented by Dr. M.S Rathore in next meeting of IQAC.

7. Dr. Manu Goyal, Principal, MMIPR and member IQAC proposed that MMIPR which is a constituent organization of MM (DU) is going to organize ANNUAL Day at their institute and identified best achievers in academic would be felicitated during function. He proposed that such practice may be adopted by all institutes to motivate students and faculty that would help in sustenance of quality in higher education at all levels of University.

Current practices of universities were also discussed and it was resolved that some best practices may be identified. Dr. N.K. Batra, Dean Academics (Technical) was assigned the task of identifying innovative practices and presents the report to house in next meeting. It was decided that if considered appropriate by IQAC, the identified practices would be implemented in university from next academic session.

8. Dr. Sumit Mittal briefed the house about existing Feedback system/Forms. It was decided that common feedback forms to gather feedback from stakeholders (Student, Faculty, Alumni, Professionals, Employers and Parents) are to be prepared by IQAC and circulated the same to the Head of Institutions to take appropriate action. Feedbacks on above are to get filled, analyzed and action taken report for quality enhancement is to be prepared by institution heads. The analysis and feedback reports of individual institutes are required to be submitted to IQAC.
9. Dr. Sumit Mittal, ex-coordinator of IQAC briefed the house about existing audit formats. It was felt that Audit Formats (Academic and Administrative) need to be modified according to NAAC requirement. It was decided that Dr. Sumit Mittal shall present the revised Audit formats to house in next meeting.
10. One of the important functions of IQAC is to organize seminars/conference/workshops to address quality issues in higher

education. Dr. M.S. Rathore proposed that a seminar/conference on revised accreditation framework of NAAC is to be organized for all academic/functional heads to sensitize about the new process and filling of online AQAR for academic year 2018-19. It was resolved that seminar/workshops may be organized in May 2019 and Dr. M.S. Rathore was assigned the task to coordinate and conduct the same. It was resolved that Dr. M.S. Rathore shall submit the details of activities conducted by IQAC viz. Seminars/Programs organized, proposal filing to NAAC for Financial Grant to organize seminar etc. in next meeting.

11. Prof. M.S. Rathore, Coordinator, IQAC informed the house that M. M. College of Pharmacy is organizing Five days International Faculty Development Programme on "Innovation in a Classroom" from June 24-28, 2019 in Collaboration with Danish Consortium (Accredited by the Danish Ministry of Education).

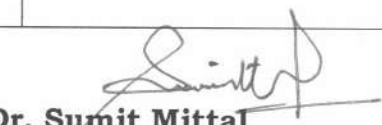
Meeting ended with a vote of thanks to all the members.

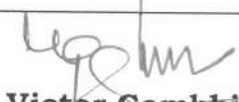
Prof. M.S. Rathore
Director, IQAC, MM (DU)

Prof. Victor Gambhir
Vice-Chancellor, MM (DU)
& Chairman, IQAC

Action Taken Report
on the decisions of the 1st IQAC meeting held on 12.07.2018

Sr. No.	Decision	Action Taken
1.	Welcome of all the members	No action was required
2.	Confirmation of the Minutes of the last meeting	No action was required
3.	Confirmation of action taken report on the minutes of the previous meeting	No action was required
4.	Confirmation of previous activities of IQAC	No action was required
5.	Observations of auditors for the session 2017-18	Observations of Academic, Lab. and Library audit has been sent to all the Heads of the Departments/Institutions for submitting their compliance report. The Compliance reports will be placed in the next IQAC meeting.
6.	Demonstration of One Point Solution in each Department/ Institution of the University	Online grievance and redressal system to address the general day to day inquiry, suggestions, complaints, requests, etc. has been implemented and demonstration of the portal was successfully conducted.
7.	Promotion of National Level Fest UniversuMM-18	Every institution has given a target to enhance the participation of internal students.
8.	Submission of Suggestions/ recommendations on Incentive scheme for research publications and funded projects	Suggestions/recommendations were received from various Heads of the Institutions for the implementation of incentive scheme for research publication in Scopus/WoS/PubMed and funded projects. The suggestions are ready for discussion in the next meeting of IQAC.
9.	Implementation of Student Induction Program	The mandatory student induction programme for engineering students was successfully conducted from 23.07.2018 to 27.07.2018.
10.	Notification of Standard Operating Procedure for Registration of Students in Technical Courses	Standard Operating Procedure for Registration of Students in Technical Courses at the start of a new Semester was prepared and notified.
11.	Notification of Criteria wise Core Committee for NAAC 2 nd cycle accreditation process	The Criteria wise core committee for NAAC 2 nd cycle accreditation process of the University has been constituted and notified alongwith Standard Operating Procedure and DVV Templates. The detailed discussion will be made in the next IQAC meeting.



Dr. Sumit Mittal
 Coordinator, IQAC, MM (DU)


Prof. Victor Gambhir
 Vice-Chancellor, MM (DU)
 & Chairman, IQAC

Action Taken Report
on the decisions of the 2nd IQAC meeting held on 19.09.2018

Sr. No.	Decision	Action Taken
1.	Welcome of all the members	No action was required
2.	Confirmation of the minutes of the last meeting	No action was required
3.	Confirmation of action taken report on the minutes of the previous meeting	No action was required
4.	Confirmation of Compliance Reports	The compliance reports submitted by Heads of the Institutions be noted and kept in record.
5.	Preparation of a draft for Research Promotion Policy	Dr. Sumit Mittal, Registrar prepared a draft for Research Promotion Policy consisting of incentive schemes on paper publication in the Scopus/WoS/PubMed Indexed Journals, funded projects, Patents/Copyrights etc. The draft will be presented in the next IQAC meeting.
6.	Preparation of check list using Google Sheets and give access to all the concerned	The Criteria wise Check Lists were prepared using Google sheets and access was granted to all the concerned.
7.	Preparation of NIRF-2019 DCS templates	Templates of Data Capturing System (DCS) for NIRF-2019 were prepared and circulated among all the Heads of the Departments/Institutions and other sectional heads.
8.	National Level Fest UniversuMM-18	Everyone appreciated the efforts of DSW Office. The detailed schedule of the events has been displayed on all the notice boards and event website also.


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Coordinator, IQAC, MM (DU)


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Action Taken Report
on the decisions of the 3rd IQAC meeting held on 30.10.2018

Sr. No.	Decision	Action Taken
1.	Welcome of all the members	No action was required
2.	Confirmation of Minutes of the last meeting	No action was required
3.	Confirmation of action taken report on the minutes of the previous meeting	No action was required
4.	Approval of a draft for Research Promotion Policy	The Proposed Research Promotion Policy be placed in the meeting of Finance Committee which will be held on 21.11.2018.
5.	Standard Operating Procedure for ensuring Academic Integrity in Research and Curbing Plagiarism	The suggestions were received by Dr. Sumit Mittal and will be presented in the next IQAC meeting.
6.	Annual Quality Assurance Report (AQAR) for the session 2017-18	All the Heads of the Departments/ Institutions and other sectional heads ensured the Chair that they will supply the authentic data to audit cell of the University.
7.	Submission of data to National Institutional Ranking Framework - 2019	The final DCS of all the disciplines has been prepared and will be presented in the next meeting of IQAC.
8.	National Level Fest UniversuMM-2018	The detailed report of UniversuMM-18 presented by Dr. J.K. Sharma has been kept in record.


Dr. Sumit Mittal
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& Chairman, IQAC

Action Taken Report

on the decisions of the 4th IQAC meeting held on 16.11.2018

Sr. No.	Decision	Action Taken
1.	Welcome of all the members	No action was required
2.	Confirmation of Minutes of the last meeting	No action was required
3.	Confirmation of action taken report on the minutes of the previous meeting	No action was required
4.	Standard Operating Procedure for ensuring Academic Integrity in Research and Curbing Plagiarism	Standard Operating Procedure for ensuring Academic Integrity in Research and Curbing Plagiarism was notified 20.02.2019.
5.	Data submission for India Rankings (NIRF-2019)	The Data Capturing formats of Engineering, Management, Pharmacy, Medical and Overall University for National Institutional Ranking Framework – 2019 were filled on NIRF portal.
6.	Observations of auditors for the session 2018-19 (Odd Semester)	Observations of Academic, Lab. and Library audit were sent to all the Heads of the Departments/Institutions for submitting their compliance report. The Compliance reports will be placed in the next IQAC meeting.
7.	Data submission on AICTE Portal	The information to be filled has been prepared by concerned Principal/Director as per the requirement of AICTE and also verified by the Vice-Chancellor.
8.	Conduction of various events in collaboration with other organizations	All the four events were successfully organized. The detailed report of each event has been kept in record.



Dr. Sumit Mittal
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 Vice-Chancellor, MM (DU)
 & Chairman, IQAC

Action Taken Report
on the decisions of the 5th IQAC meeting held on 12.03.2019

Sr. No.	Decision	Action Taken
1.	Welcome of all the members	No action was required
2.	Confirmation of Minutes of the Last Meeting	No action was required
3.	Confirmation of action taken report on the minutes of the previous meeting	No action was required
4.	Confirmation of Compliance Reports	The compliance reports submitted by Heads of the Institutions be noted and kept in record.
5.	Procedure for award of release of incentive for Research Publications in Scopus/WoS/PubMed and research projects funded	The procedure and all the forms were uploaded on attendance management portal. These forms can be accessed from both inside and outside the campus.
6.	Standard Operating Procedure for ensuring Academic Integrity in Research and Curbing Plagiarism	The plagiarism policy has been uploaded on attendance management portal.
7.	International Conference on Recent Trends in Computer Applications and Information Technology (RTCAIT-2019)	M.M. Institute of Computer Technology & Business Management (MCA) successfully organized an International Conference from April 19-20, 19. All the accepted and presented papers have been forwarded to Scopus Indexed Journals for publishing. The detailed report has been received and kept in record.
8.	International Fiesta 2019 "Vasudeva Kutumbakam"	Dean Students Welfare office successfully organized an International Fiesta: Vasudeva Kutumbakam on 01.04.2019. The detailed report has been received and kept in record.

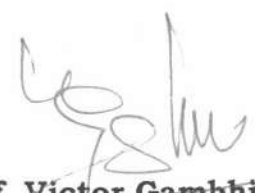

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Action Taken Report
on the decisions of the 6th IQAC meeting held on 30.04.2019

Sr. No.	Decision	Action Taken
1.	Welcome of all the members	No action was required
2.	Confirmation of Minutes of the Last Meeting	No action was required
3.	Confirmation of action taken report on the minutes of the previous meeting	No action was required
4.	Publication of research papers in Scopus/ WoS/ PubMed indexed Journals	The incentive of Rs. 130000.00 has been paid to 21 Faculty/research scholars/students. The status for publication of research papers and funded project has been kept in record.
5.	Status of Evaluation Work	The pending answer sheets of various courses have been evaluated.
6.	Establishment of Value Education Cell	The draft proposal has been prepared by Dr. Tanu Gupta and will be presented in the next IQAC meeting.
7.	Establishment of Central Research Development Cell	The proposal has been prepared by Dr. Sansanka Chakarbraty and will be presented in the next IQAC meeting.



Dr. Sumit Mittal
Coordinator, IQAC, MM (DU)

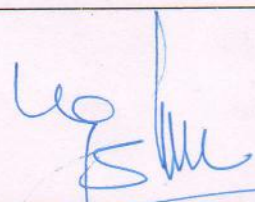

Prof. Victor Gambhir
Vice-Chancellor, MM (DU)
& Chairman, IQAC

Action Taken Report
on the decisions of the 7th IQAC meeting held on 07.05.2019

Sr. No.	Decision	Action Taken
1.	Welcome of all the members	No action was required
2.	Confirmation of Minutes of the last Meeting	No action was required
3.	Confirmation of action taken report on the minutes of the previous meeting	No action was required
4.	Approval of draft for establishment of Value Education Cell	The proposal be placed in the meeting of Academic Council which will be held on 19.06.2019.
5.	Notification of Central Research Development Cell	The Central Research Development Cell was notified on 21.05.2019.
6.	Conduct of student satisfaction survey (SSS) according to NAAC Revised Accreditation Framework (RAF)	Student Satisfaction Survey was conducted in which 968 students of MM (DU) across various constituent institutes participated in survey where 23 questions asked in SSS form which was circulated to students through e-mail. The report is prepared and to be presented in the next IQAC Meeting.
7.	Identification and Implementation of new practices	Dr. N.K. Batra, member IQAC prepared a document in which the practices identified. The practices to be discussed in the next IQAC meeting.
8.	Review of existing Feedback system/Forms	The feedback forms to be circulated and is to be presented in next IQAC meeting that would be used from academic session 2019-20. The feedback forms to collect feedback from stakeholders (Student, Faculty, Alumni, Professionals, Employers and Parents) prepared by IQAC. These are to be circulated to HOIs on basis of which the feedback analysis report would be prepared and action taken report for quality improvement in institution on various aspects to be submitted by institutes to IQAC. The institution's other feedback reports would also considered.

9.	Review of existing Audit Format	Revised Audit forms prepared by Dr. Sumit Mittal and implemented in currently going Administrative Audit. Once the audit would over the format and results to be presented by Dr. Sumit Mittal/Dr. Karan Walia in the next meeting.
10.	Conduction of internal seminar on AQAR filling/NAAC RAF for session 2018-19.	<p>The following activities were conducted by IQAC :</p> <ol style="list-style-type: none"> 1. An internal Seminar on NAAC Accreditation Process under Revised Assessment & Accreditation Framework (RAF) and New AQAR format was delivered. 2. Two clinical quality development programs conducted by IQAC on 18th May 2019 and 3rd June 2019 at MM (DU) in which Eminent Scientists from Post Graduate Institute of Medical Education and Research delivered the presentations on themes of the two seminars; "Antimicrobial Stewardship to prevent Antimicrobial Resistance" and 'Good Clinical Practices'. 3. To inculcate quality culture for research promotion in university, IQAC conducted two interactive seminars for researchers. In one seminar (1st June 2019) Dr SK Mehta, Director of SAIF, Punjab University, Chandigarh was resource person while in other Dr Rita Banerjee Scientist 'G' and Coordinator of Life Science division of SERB, DST was the resource person. 4. One Proposal filed to NAAC for financial assistance (INR one lakh) on 11th June 2019 to conduct a seminar on Quality Enhancement and Sustenance in Higher Education: Role and Impact of IQAC 5. A meeting of IQAC members (Dr. Amit Agrawal and Dr. Karan Walia) with Alumni of MM(DU) was held on 18.05.2019. In meeting feedback from Alumni were taken and analyzed.
11.	International Faculty Development Program me on Innovation in a Classroom	The faculty development programme was successfully organized. The detailed report has been received and kept in record.


Prof. M.S. Rathore
Coordinator, IQAC, MM (DU)


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& Chairman, IQAC