

INTERNAL QUALITY ASSURANCE CELL

(Established as per 12th Plan Guidelines of UGC)

AGENDA

for

12th Meeting of IQAC

on

29-12-2020 at 11:00 AM

At



**J. C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY, YMCA,
FARIDABAD**

(NAAC 'A' Grade State Government University)

Sector-06, NH 2, Faridabad-121006 (Haryana)



INTERNAL QUALITY ASSURANCE CELL

Ref: IQAC/2020/263

Date: 22/12/2020

AGENDA

Following are the agenda items for the 12th meeting of IQAC scheduled on 29/12/2020 at 11:00 A.M. in Online/offline mode.

Venue: Boardroom of University

12.1	To approve the minutes of 11th IQAC meeting held on 08.07.2020
	Meeting of IQAC was held on 08.07.2020. The minutes of the meeting were circulated among all the members through email. No comments/suggestions were received. Attached as Annexure A.
12.2	To apprise the members about the status of action taken on minutes of 11th IQAC meeting held on 08.07.2020
	After the meeting held on 08.07.2020, the action to be taken report was circulated among the concerned officials. The status of Action taken is attached as Annexure B.
12.3	To consider and approve the curriculum feedback and its action taken
	<p>Feedback on curriculum design and review was conducted for academic year 2019-20 wherein the feedback was collected from the following stakeholders of the university;</p> <ol style="list-style-type: none">1. Students2. Teachers3. Alumni4. Employers <p>The feedback from the stakeholders was collected through online mode at the end of session 2019-20 by Mrs. Shruti Sharma, AP-Computer Engineering under the guidance of Dean (I&C) and in coordination with IQAC. The analyzed feedback was then sent to academic departments so that action may be taken by them on the basis of inputs provided by the respective stakeholders.</p> <p>Action taken reports were collected from these departments and a consolidated report containing analysis and the action taken by the respective departments has been prepared by IQAC. This report is put before the house for consideration and approval. (Annexure-C)</p>

12.4	To consider and approve the academic audit and its action taken																																															
	<p>Academic audit has been conducted by the academic departments as per past practice for the semester Jan –June 2020. Compiled report of the academic audit is placed before the house for consideration and approval. (Annexure- D)</p>																																															
	<table border="1"> <thead> <tr> <th data-bbox="376 394 472 474">S. No.</th> <th data-bbox="472 394 1024 474">Name of Department</th> <th data-bbox="1024 394 1423 474">Date of conduct of Academic audit</th> </tr> </thead> <tbody> <tr> <td data-bbox="376 474 472 528">1</td> <td data-bbox="472 474 1024 528">Dept. of Computer Engg.</td> <td data-bbox="1024 474 1423 528">18-9-2020</td> </tr> <tr> <td data-bbox="376 528 472 582">2</td> <td data-bbox="472 528 1024 582">Dept. of Computer Application</td> <td data-bbox="1024 528 1423 582">18-9-2020</td> </tr> <tr> <td data-bbox="376 582 472 636">3</td> <td data-bbox="472 582 1024 636">Dept. of Civil Engg.</td> <td data-bbox="1024 582 1423 636">21-9-2020</td> </tr> <tr> <td data-bbox="376 636 472 689">4</td> <td data-bbox="472 636 1024 689">Dept. of Electrical Engg.</td> <td data-bbox="1024 636 1423 689">22-9-2020</td> </tr> <tr> <td data-bbox="376 689 472 743">5</td> <td data-bbox="472 689 1024 743">Dept. of Electronics Engg.</td> <td data-bbox="1024 689 1423 743">30-9-2020</td> </tr> <tr> <td data-bbox="376 743 472 797">6</td> <td data-bbox="472 743 1024 797">Dept. of Mechanical Engg.</td> <td data-bbox="1024 743 1423 797">05-11-2020</td> </tr> <tr> <td data-bbox="376 797 472 851">7</td> <td data-bbox="472 797 1024 851">Dept. of Management Studies</td> <td data-bbox="1024 797 1423 851">17-9-2020</td> </tr> <tr> <td data-bbox="376 851 472 904">8</td> <td data-bbox="472 851 1024 904">Dept. of Journalism & Mass Comm.</td> <td data-bbox="1024 851 1423 904">22-9-2020</td> </tr> <tr> <td data-bbox="376 904 472 958">9</td> <td data-bbox="472 904 1024 958">Dept. of Languages</td> <td data-bbox="1024 904 1423 958">22-9-2020</td> </tr> <tr> <td data-bbox="376 958 472 1012">10</td> <td data-bbox="472 958 1024 1012">Dept. of Animation and multimedia</td> <td data-bbox="1024 958 1423 1012">22-9-2020</td> </tr> <tr> <td data-bbox="376 1012 472 1066">11</td> <td data-bbox="472 1012 1024 1066">Dept. of Mathematics</td> <td data-bbox="1024 1012 1423 1066">24-9-2020</td> </tr> <tr> <td data-bbox="376 1066 472 1120">12</td> <td data-bbox="472 1066 1024 1120">Dept. of Physics</td> <td data-bbox="1024 1066 1423 1120">28-9-2020</td> </tr> <tr> <td data-bbox="376 1120 472 1173">13</td> <td data-bbox="472 1120 1024 1173">Dept. of Chemistry</td> <td data-bbox="1024 1120 1423 1173">28-9-2020</td> </tr> <tr> <td data-bbox="376 1173 472 1227">14</td> <td data-bbox="472 1173 1024 1227">Dept. of Environmental Sciences</td> <td data-bbox="1024 1173 1423 1227">1-10-2020</td> </tr> </tbody> </table>			S. No.	Name of Department	Date of conduct of Academic audit	1	Dept. of Computer Engg.	18-9-2020	2	Dept. of Computer Application	18-9-2020	3	Dept. of Civil Engg.	21-9-2020	4	Dept. of Electrical Engg.	22-9-2020	5	Dept. of Electronics Engg.	30-9-2020	6	Dept. of Mechanical Engg.	05-11-2020	7	Dept. of Management Studies	17-9-2020	8	Dept. of Journalism & Mass Comm.	22-9-2020	9	Dept. of Languages	22-9-2020	10	Dept. of Animation and multimedia	22-9-2020	11	Dept. of Mathematics	24-9-2020	12	Dept. of Physics	28-9-2020	13	Dept. of Chemistry	28-9-2020	14	Dept. of Environmental Sciences	1-10-2020
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12.5	To consider and approve the administrative audit and its action taken																																															
	<p>Administrative Audit of the following six offices was conducted for the academic year 2019-20. The process was initiated in the month of September 2020 and was completed in October 2020 after the visit committees submitted their report.</p>																																															
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	<p>Compiled report of the administrative audit along with the action taken report for the previous year is placed before the house for consideration and approval. (Annexure-E)</p>																																															

12.6	To consider and approve the students' feedback on class room teaching																																													
	<p>As per the continued practice, the academic departments take students' feedback on classroom teaching during the mid of each semester. Following departments have submitted the report to IQAC office.</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Name of Department</th> <th>Students' Participation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dept. of Civil Engg.</td> <td>50%</td> </tr> <tr> <td>2</td> <td>Dept. of Computer Engg.</td> <td>62.20%</td> </tr> <tr> <td>3</td> <td>Dept. of Computer Application</td> <td>88.32%</td> </tr> <tr> <td>4</td> <td>Dept. of Electronics Engg.</td> <td>61.82%</td> </tr> <tr> <td>5</td> <td>Dept. of Electrical Engg.</td> <td>65%</td> </tr> <tr> <td>6</td> <td>Dept. of Mechanical Engg.</td> <td>32.7%</td> </tr> <tr> <td>7</td> <td>Dept. of Management Studies</td> <td>50%</td> </tr> <tr> <td>8</td> <td>Dept. of Mathematics</td> <td>83.40%</td> </tr> <tr> <td>9</td> <td>Dept. of Physics</td> <td>57%</td> </tr> <tr> <td>10</td> <td>Dept. of Chemistry</td> <td>68.20%</td> </tr> <tr> <td>11</td> <td>Dept. of Environmental Sciences</td> <td>81%</td> </tr> <tr> <td>12</td> <td>Dept. of Journalism & Mass Comm.</td> <td>65.23%</td> </tr> <tr> <td>13</td> <td>Dept. of Languages</td> <td>100%</td> </tr> <tr> <td>14</td> <td>Dept. of Animation and multimedia</td> <td>78%</td> </tr> </tbody> </table> <p>The feedback has been taken and a consolidated report along with the action taken is place before the house for consideration and approval. (Annexure-F)</p>	S. No.	Name of Department	Students' Participation	1	Dept. of Civil Engg.	50%	2	Dept. of Computer Engg.	62.20%	3	Dept. of Computer Application	88.32%	4	Dept. of Electronics Engg.	61.82%	5	Dept. of Electrical Engg.	65%	6	Dept. of Mechanical Engg.	32.7%	7	Dept. of Management Studies	50%	8	Dept. of Mathematics	83.40%	9	Dept. of Physics	57%	10	Dept. of Chemistry	68.20%	11	Dept. of Environmental Sciences	81%	12	Dept. of Journalism & Mass Comm.	65.23%	13	Dept. of Languages	100%	14	Dept. of Animation and multimedia	78%
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12.7	To consider and approve the refund policy of the university																																													
	<p>A refund policy has been prepared to compile the rules for refund in case of admission fee, entrance test fee, semester fee, tender fee supplier's security etc. The policy draft was prepared by a committee approved by the Vice Chancellor consisting of DR (Purchase), AR (exams) and AR (Academics). The policy was then reviewed by the approved committee. (Annexure -G)</p>																																													
12.8	To report about the preparation of various documents																																													
	<p>As a result of IQAC initiative, following documents have been prepared by the approved committees based on NAAC requirements.</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Document</th> <th>Team Members</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Energy Audit Report</td> <td>• Chairperson Electrical Engg.</td> </tr> <tr> <td>2</td> <td>Policy & provisions for Supporting</td> <td>• DSW</td> </tr> </tbody> </table>	S. No.	Document	Team Members	1	Energy Audit Report	• Chairperson Electrical Engg.	2	Policy & provisions for Supporting	• DSW																																				
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		Economically Weak/ Needy Students	<ul style="list-style-type: none"> • DR (Acad.) • Dr Neha Goyal • Sh Nitin Panwar
	3	360° Feedback	<ul style="list-style-type: none"> • Ms Shruti Sharma
	4	Administrative and Academic Audit	<ul style="list-style-type: none"> • Director IQAC
	5	Alumni Relations	<ul style="list-style-type: none"> • Director Alumni affairs
	6	Industry Interaction	<ul style="list-style-type: none"> • TPO
	7	Document on "Provisions for Differently Abled"	<ul style="list-style-type: none"> • Dr Sonali Gupta • Dr Rashmi Aggarwal • Dr Sita Ram
12.9	To report activities/events of IQAC conducted during July to Dec-2020		
	Following activities of have been carried out by the IQAC during July-Dec 2020.		
	S. No.	Name of Activity	Date of conduct
	1.	One day Workshop/Webinar on "Improving Quality Through Research Support Services: Role of Digital Library"	31-7-2020
	2.	Feedback on Curriculum Design/Review from Alumni and Employers for the year 2019-20	June-July, 2020
	3.	Administrative Audit for 2019-20	Sept.-Oct. 2020
	4.	Two days Training of Non-Teaching Staff on "Soft Skills Management"	23-24-July, 2020
12.10	Any other item with the permission of the Chair		

Sd/-
Director IQAC