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BMU/DEQ/IQAC/2019/11   **November 18, 2019**

Minutes of the 4th Meeting, Internal Quality Assurance Cell (IQAC), BMU

1. 4th Meeting of the IQAC was held on Monday, November 18, 2019 at 02:00 PM, in the Board Room, First Floor, Gateway Building (Block- A), BMU Campus, 67th Milestone, NH-8, Sidhrawali, Gurugram, Haryana - 122413.

2. The meeting was chaired by Prof. Manoj K Arora, VC, BMU.

   a) The following were present during meeting:

Prof. Vandana Suhag	Director - IQAC
Mr. Abhay Sharma	Member
Col. Mohit Bawa	Member
Dr. Ashish Bharadwaj	Member
Ms. Suneet Soni	Member
Prof. Ratna Sanyal	Member
Prof. Jaskiran Arora	Member
Dr. Kalluri Vinayak	Member
Dr. S. N. Suri	Member
Mr. Shailaditya Rakshit	Member
Capt. Sameer H. Pande	Member
Mr. Hitkul	Member

   b) **Members Granted Leave of Absence:** Mr. Davinder Singh, Ms. Tanushree Srivastava and Mr. Vishesh Kapoor.

   c) Dr Sudip Sanyal, Director CSE also attended the meeting.

3. At the outset, Chairperson welcomed all the members to the meeting. He emphasized on the importance of the IQAC and its role towards maintaining high standards of quality in education being imparted in the University.

MoM 04th IQAC| 1

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4. After confirming the quorum, the agenda was taken up for discussion.

4th IQAC (A): Confirmation of Minutes of 3rd Meeting of IQAC.

Minutes of the 3rd IQAC meeting were confirmed.

4th IQAC (B): Review of Action Taken on Minutes of 3rd Meeting of the IQAC.

Action taken on minutes of 3rd meeting of IQAC was noted as per details given below:

- Constitution of Committee to prepare for NAAC application.
- Assignment of various tasks to Criteria Heads and Task Forces. Heads of the Task Forces have been requested to ensure that the data is collected as per the guidelines and as per the format prescribed by NAAC. They have also been requested to Identify voids and deficiencies and take necessary actions to fill these gaps and make up the deficiencies. Executive Circle headed by Heads of Departments with two more members from the department have been nominated. In addition, each HoD has identified one faculty to work as Outcome Based Education (OBE) coordinator from his / her department.
- Plan for preparation of self-assessment report and its execution.
- Forwarding of following documents to Criteria Heads and respective Task Forces for their information and data compilation:
  - Template (w.r.t information / documents) required for NAAC application preparation.
  - Guidelines for Assessment and Accreditation (University Manual - 11th January 2019).
  - Summary of the audit reports of SoM and SoET, prepared during 2018-19 by the consultant.
- The Implementation and Monitoring Committee has been duly constituted to monitor the progress regularly and carry out fortnightly checks in detail. Meetings of the Committee have been scheduled to monitor the progress of preparation for NAAC.

Digital Transformation:

Dr. Ashish Bhardwaj, Director IT, Digital and Innovation, presented the adoption of IT related strategies, enabling the University to equip with technology development and data maintenance. He highlighted that the objective of this transformation is to digitize and promote e-Governance of the University, boosting administrative / academic efficiency with reliable, secure and easy-to-use enterprise platforms that seamlessly integrate with complementary solutions.

The following were noted by the members:

- **ERP Implementation:** These facilities have enabled the University to deliver academic and administrative requirements effectively. Mainly modules like Students life Cycle Management (SLCM), Financial aspects, Mess Management (Student's dinning), Human Resource Management (HRM), Learning resources (Library), Payroll, etc., were integrated on this platform.

- **Digital Teaching and Learning:** To make the Teaching and Learning processes more effective, BMU has incorporated the blended/hybrid model in its pedagogy focusing on outcome-based education.

- **Communication & Collaboration:**
  - Eliminating unnecessary paperwork, reviews, approvals, and duplication of efforts
  - Implementing electronic routing and approval of documents
  - Providing more effective management information
  - Reduction in administrative overhead through the simplification of processes evolving the organization to become more 'process-driven'
  - Allowing staff to focus on analysis rather than transactional issues
  - Empowering end users
  - Better decisions due to better access of information

- **Enterprise Social Network**: CollPoll, a local social network of the University, is formed to provide the information and keep updating the students and faculty members on upcoming events, conferences, seminars, etc., as also to boost students' engagement. Provisions for Electronic approvals like shuttle booking, library student rooms, gate passes, no dues, complaints, migration certificates etc., are sought through this platform. Through the CollPoll platform, the students can request to change/swap the mess, if they are not satisfied with their menu. Students can be kept updated on their attendance record. All above help in meeting the daily/day to day administrative requirements of a student easily and efficiently.

- **Analytics & Reporting:** BMU has adopted the best practice (Maitri) in implementing the electronic routing in respect to approval of documents, effective record management, Students' Academic Information System (SAIS) with an objective to simplify various processes as the information will be accessible on multiple sources allowing the offices to focus more on analysis rather than transactional issues. This feature assists the University authorities to be better informed, enabling the decision-making process fast and analytic. It also helps the authorities in End-to-End Feedback System, Overall & divisional statistics of the campus and better resource utilization.

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4th IQAC (C): Items for Reporting and Ratification

C.1.Appointment of New Members of IQAC noted: The Chairperson IQAC welcomed the new members and approved the reconstitution of the IQAC.

C.2. Student Success Rate: Ms. Suneet Soni, the Controller of Examination, presented the student success rate of last 3 years to IQAC. The IQAC members appreciated the good success rate of all the programmes of the University. The members had some observations on the computation of the success rates and its presentation. Regarding student success rate, the data may therefore be compiled in accordance with the provisions of NAAC/NBA

C.3. Feedback Mechanism: Classroom Observation Peer to Peer Teaching Observation Review under Centre for Teaching and Learning:

The University has created Centre for Teaching and Learning to conduct various training programmes for the faculty members. The primary objective of the centre is to equip the faculty members to acquire skill sets for discharging their duties effectively as also to improve quality of teaching, research and administration. The centre is also expected to support the carrier growth of the faculty members and promote the overall academic development of the University. The CTL conduct workshops, conferences, seminars, lectures etc., to facilitate learning, knowledge creation and making future leaders.

C.3.1. The agenda was discussed in detail.

C.3.2. The template for capturing the data about Peer to Peer observation was discussed. The members suggested the following:

a) Considering whether the format of the Peer to Peer form should be more reflective or objective, it was decided that the form in its current reflective format be used.

b) A workshop on Peer to Peer system be organized to enable the faculty members to make optimum use of this system.

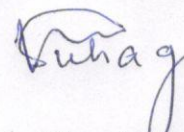Further, the CTL will also conduct workshops on Outcome Based Education (OBE) and Examination reforms.

C.4. Creating a research culture in the University: The members were informed about the research environment created within the University in the form of establishment of various centres of excellence, infrastructure upgradation, incentivization of students and faculty members to undertake research projects through seed grants and financial support, guidance on research project proposals, participation in conferences, seminars, workshops, publication of papers, patents etc. Details on ongoing research and consultancy projects, papers published, patents filed during the current academic year were presented to the IQAC. The members applauded the efforts of the faculty and students in research and development. It was emphasized that the faculty and students must make full use of the research facilities and set annual targets on projects, papers and patents. It was also suggested that a proper record of paper published in Index Journals and conferences attended etc. be maintained.

4th IQAC (D) Items for Discussion:

D.1. Review of the Existing Feedback/Survey Forms by various stake holders: The format of some of the existing/proposed feedback form for Students, Teachers, Parents, Alumni, Recruiter, Employee surveys was shown. After deliberations, following was resolved: School of Management in association with the hired external agency, will assist in designing the feedback forms and their implementation for various surveys and feedbacks.

D.2. Improving Quality in Education: BMU has zero tolerance policy in imparting quality education; be it through sound infrastructure, quality teaching and research and strong collaborations with industry and international universities. A document of academic audit of teaching and research has been prepared largely based on NBA guidelines. A detail presentation on that document shall be made in the next IQAC meeting to set quality standards for the University and follow-up implementation.

There being no other agenda, the meeting ended with a vote of thanks to the Chair.

Director
IQAC

To:
All Members
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PS to VC – For Information of the VC