

Minutes of the IQAC Meeting

Date	06/01/2018 (Saturday)
Time	03:00 PM to 05:00 PM
Venue	Meeting Room

Prof. Kavita Pathak, Chairperson, IQAC welcomed all the members to the IQAC Meeting and briefed the members about the agenda of the meeting which are as below:

- **Agenda 1: Record of Absence**
- **Agenda 2: Adoption of Outcome Based Education.**
- **Agenda 3: Improvement in Academic Processes.**

1. Agenda 1: Record of Absence

Members Present:

Prof. Kavita Pathak, Prof. Dheeraj Misra, Prof. Prabhat Pankaj, Mr. Paritosh Joshi, Mr. Ashfaq Ahmad, Mr. Kushal Bhargava, Prof. Vir Ved Ratna, Prof. Masood Siddiqui, Prof. Himanshu Mishra, Prof. R K Ojha, Prof. Reena Agrawal, Prof. Athar Mahmood, Prof. Shyamji Mehrotr, Prof. Rashmi Chaudhary, Prof. Shalini Singh, Prof. Manisha Seth, Prof. Ankit Mehrotra, Prof. Abha Dixit, Dr. Suneel Gupta, Mr. Pradeep Kumar, Mr. Amitabh Ghosh, Mr. D K Tripathi, Mr. Anil Kumar Awasthi, Mohd. Naseem Ansari

Members Absent:

Mr. Shaurya Shrestha

2. Agenda 2: Adoption of Outcome Based Education

It was decided that the institute will adopt output based education from the academic year 2018-19. For the effective implementation of OBE from the academic year 2018-19, it was decided that the following actions will be taken:

- a. Mission and Vision statement of the institute will be reframed with the involvement of promoters and board.
- b. Program Educational Outcomes (PEOs) of the institute will be framed to assess what our students will be able to do after five years of completion of the program. The PEOs will be designed at the institute level and not at the individual program levels. That is, PEOs will be framed for the institute as a whole and will be applicable for all the three programs. The responsibility of designing PEOs will be given to the Academic Program Committee (APC) under the chairpersonship of Dean (Academics). The PEOs must be aligned with the mission and vision of the institute. The APC may take the advice of the experts from academia and industry while designing PEOs.
- c. In alignment with mission, vision and PEOs, the Program Learning Outcomes (PLOs) and Graduate Attributes (Gas) will be designed for each of the three programs to assess what our students will be able to do after completion of the program. The responsibility of designing of PLOs and GAs will be given to individual program committees under the overall supervision of Dean (Academics). While designing the PLOs, the program committee will seek advice from alumni and experts from industry and academia. After designing the PLOs, these PLOs will be placed before the respective Program Advisory Committees (PAC) for their advice.

- d. In alignment with PLOs, the Course Structure of each program will be redesigned. The overall responsibility of redesigning the course structure will be given to the individual program committees and APC. The APC and program committees will take the advice from alumni and experts from industry and academia while designing the course structure.
- e. In alignment with PLOs and course structure, the course outlines of different courses to be offered during the tenure of the program will be prepared at the area level to assess what our students will be able to do after completion of the course. The course outlines must clearly indicate overview of the course, Course Learning Outcomes (CLOs), mapping of CLOs with PLOs, assessment components and their measurement in alignment with CLOs, pedagogy, reading material, session wise details along with learning outcome of each session in alignment with CLOs. The course should clearly attempt to answer the following two questions: (a) What will our students learn from the course? What are our expectations from the students?; (b) How will our students learn from the course? The responsibility of preparing course outlines will be given to respective Area Committees. While preparing the course outlines, the respective areas will seek advice from alumni and experts from industry and academia. After preparing the course outlines, these course outlines will be placed before the respective Area Advisory Committees (PAC) for their advice.
- f. To assess the outcome of learning, the Assurance of Learning (AOL) framework will be prepared to assess whether CLOs and PLOs have actually been achieved or not. The AOL framework will clearly define the instruments and measures that were used to

- assess learnings. The AOL framework should clearly attempt to answer the following two questions: (a) How the institute will know that our students have learnt or not?; (b) If the students have not learnt, what the institute will do? The responsibility of designing of AOL framework will be given to individual program committees under the overall supervision of Dean (Academics). While preparing the AOL framework, the program committees will seek advice of experts from academia who already have experience of implementing OBE.
- g. To bring more awareness and clarity about OBE framework amongst faculty members, IQAC committee will invite atleast two experts from academia who have rich experience of implementing OBE framework.

Agenda 3: Improvement in Academic Processes

- a. As future growth of the Indian businesses will mostly come from rural areas, it was decided to give exposure to our students about rural culture and markets. To get rural exposure, it was decided that the institute will organize Rural Outreach Program (ROP) for all the first year students of each program. It was further decided that in future the institute may sign MOU with one of the Microfinance Company for the better organization and outcome of ROP. The responsibility of organizing ROP will be given to program chairpersons under the overall supervision of Dean (Academics).
- b. Some of the members pointed out the many of the projects and assignments submitted by the students as a part of the course requirement have plagiarism issues. To give exposure to our students about ethical practices, it was decided before submission, all the projects

and assignments will have pass through plagiarism test via turnitin software. The responsibility of implementing the plagiarism test will be given to program chairpersons under the overall supervision of Dean (Academics)

- c. To give more industry exposure to students for each course, it was decided that from the academic year 2018-19, the two sessions of course will be taken by industry experts. The concerned faculty will take due care regarding the selection of the industry experts for the delivery of these two sessions of the course.
- d. To further improve the quality of placements, it was decided that the students will be encouraged to enroll themselves for different certification programs (such as IBM Analytics, Six Sigma) offered by renowned external agencies. The responsibility of interacting with these agencies and for the smooth conduct of these certification program will be given to the Certification Committee.
- e. To further strengthen the academic process of each program, it was decided to increase the use of technology in the academic processes of each program. It was decided that from the academic year 2018-19, all the projects and assignments of the courses will be submitted online through the Moodle Platform.