Minutes of 14th Meeting of the Internal Quality Assurance Cell

Friday; 2:00 – 04:00 PM
June 12, 2024
Mode: Hybrid

BML Munjal University, Gurugram

The 14th Meeting of the Internal Quality Assurance Cell was held on June 12, 2024, at 2:00 PM. The following committee members were present:

No.	Name of the Member	Constitution	Designation/Membership	Mode
1	Prof. Shyam Menon	Head of the Institution	Vice Chancellor	Online
2	Prof. Jaskiran Arora	A few senior administrative officers	Dean Education Quality	Offline
3	Dr. Suneet Soni		Registrar	Online
4	Sr. Ziya Uddin		Dean DSW	Online
5	Ms. Suchika Vinayak		Director, Admission	Online
6	Ms. Shadan Raza Ahmed		Head, HR	Offline
7	Santanil Dasgupta		Sr. Director CGDC	Offline
8	Dr. Maneek Kumar		Dean School of Engineering & Technology	Offline
9	Dr. Ranbir Singh	Teachers	Associate Professor, School of Engineering & Technology	Online
10	Dr. Jolly Masih		Assistant Professor, School of Management	Online
11	Dr. Meenakshi Malik		Associate Professor, School of Engineering & Technology	Online
12	Dr. Chhayabrita Maji		Associate Professor, School of Engineering & Technology	Online
13	Dr. Ashok Suhag		Associate Professor, School of Engineering & Technology	Online
14	Dr. Atul Mishra		Assistant Professor, School of Engineering & Technology	Online
15	Dr. Nandita Chaudhary		Professor of Practice, School of Engineering & Technology	Online
16	Dr. Richa Mishra		Associate Professor, School of Management	Online
17	Dr. Sangita Dutta Gupta		Associate Professor, School of Management	Online
18	Dr. Sucheta Sardar		Assistant Professor, School of Management	Online
19	Mr. Satya Prasoon		Assistant Professor, School of Law	Online
20	Ms. Anita Gupta	One/two nominee each from local society, Students and Alumni	Principal, Raman Munjal Vidya Mandir, Gurugram	Online
21	Mr. Akhil G Menon		MBA 2nd Year Student	Online
22	Mr. Pratyut		B.Tech 3 Year Student	Offline
23	Ms. Rubal Rathi		Alumni, MBA 2019 Batch and Ph.D 2023	Online
24	Mr. Rajat Mathur	One/ two nominee each from Employers/Industrialists/stake holders	Managing Director, Morgan Stanley	Online
25	Dr. Rik Paul	Director IQAC	Associate Professor, School of Management and, Director, IQAC	Offline

Leave of Absence

Prof. Shyam Menon, Vice Chancellor, BML Munjal University, took the chair of the meeting. Leave of absence was granted to **Ms. Swati Munjal, Col. Mohit Bawa, Dr. Kavita Chawla, Dr. Kalpita Paul and Dr. Amrisha Pandey.** The quorum was complete. Therefore, he permitted the proceedings of the meeting to commence.

A. Agenda for the 14th Meeting of the Internal Quality Assurance Committee

Item No.	Agenda
01.01	NAAC Score Card Analysis
01.02	Mapping of Academic Administrative Audit Action taken to NAAC assessment
01.03	Ranking and Accreditation Strategic Plan
01.04	Any other item with the permission of the chair

Prof. Shyam Menon, Vice Chancellor, BML Munjal University acknowledged the team's success in the NAAC accreditation process and shared details of the celebration we had at the University. He highlighted the achievement of BML Munjal University, Haryana, in receiving the QS I-GAUGE Platinum rating for the School of Engineering and Technology. He then shared the note from QS I-GAUGE, emphasizing the significance of the rating in aligning the University with current market trends and future readiness.

Both Dr. Rik Paul, Director IQAC and Dr. Jaskiran Arora, Dean Education Quality added that all these quality assessment initiatives put the University in the right direction and help us understand benchmarks for constant quality improvement.

The minutes of the 13th IQAC meeting held on 20th February was presented along with the action being taken on the discussion for approval. No concerns being raised, the minutes was approved by the IQAC chairperson (See Annexure 1).

B. Points discussed during the meeting.

Item No. 01.01: NAAC Score Card Analysis

Dr. Rik presented the NAAC score card (See Annexure 2) and pointed out the low and high scoring criteria. He explained in brief the NAAC process involving QnMs and QIMs. Following which he elaborated the parameter wise performance. The presentation pointed out the best performing criteria as follows in terms of scores and deep dived into the parameters that stood out for the University:

Criteria I: Curricular Aspects : 3.73
- Curriculum Design and Development
- Academic Flexibility
- Curriculum Enrichment
- Feedback System

Criteria IV: Infrastructure and Learning Resources : 3.66
- Physical Facilities
- Library as a Learning Resource
- IT Infrastructure

Criteria VII: Institutional Values and Best Practices : 3.26
- Strategy Development and Deployment
- Faculty Empowerment Strategies
- Financial Management and Resource Mobilization
- Institutional Values and Social Responsibilities

Criteria II: Teaching Learning and Evaluation : 3.15
- Teaching-Learning Process
- Evaluation Process and Reforms
- Student Performance and Learning Outcomes
- Student Satisfaction Survey

Next the analysis deep dived into metric wise performance on the QnMs where the University scored average or below average and along with it the NAAC defined benchmarks were also pointed out against each of these metrics. Then the underperforming QIMs were identified and correlated with the peer team comments to understand areas of improvement. Finally, a suggestive list of action areas was identified as follows:

- **Against the QnMs:**

    o *Process, Data and Policies Driven Areas:*
    - Value Added Courses and Students Enrolled
    - Demand Ratio and SC/ST/OBC Reservation policy
    - Professional Development Allowance
    - JRF/SRF Admissions
    - Placement and Higher Studies Records
    - Alumni Engagement and Donations
    - FDP and Professional Training attended Records

    o *Quality Driven Areas:*
    - Faculty Quality and Experience
    - Research and Book Chapters Output
    - Research Funding
    - E Content Development
    - Library Expenditure
    - Extension Activities and Awards

- **Against the QIMs:**
    o OBE clarity among stakeholders
    o Courses and Programs alignment to local and regional needs
    o Question paper moderation
    o Updating of Labs
    o Strengthen maintenance processes
    o Adherence to strategic plan
    o Library updating with more volumes and spaces for different schools
    o Strengthen IQAC activities
    o Alumni contribution to the University

Suggestions Received:
Prof. Menon suggested that an action plan should be made criteria wise where scores have been low. Like in Criteria III, V and VII. However, Dr. Rik mentioned that NAAC is coming up with a revised criteria structure which is not available on the website yet. And our internal academic administrative audit essentially focuses on elements criteria wise. Prof. Menon also advised that we elaborate on some of the areas where we really performed well to understand the strengths of the University

Prof. Maneek suggested that the qualitative metrics are based on peer perceptions, and it might not really reflect the true efforts of the University towards quality. For instance, our institutional distinctiveness of holistic development of the students is rated low, however, the peer team report doesn't mention any improvement areas in this context. Similarly, the peer team visit happened during a period where student numbers were low hence lab utilization was not as it should be as the peer team was looking for research related to labs. He also pointed out that the positive outcomes due to the initiatives undertaken by IQAC should always be emphasized.

Item No. 01.02: Mapping of Academic Administrative Audit Action taken to NAAC assessment

Director IQAC then presented the action taken against the Academic Administrative Audit that was conducted on 15th and 16th of February 2024. He pointed out that some actions are work in progress across departments and few actions are already completed. For instance:

- Creation of SOP for documenting details of Professional Development Allowance. (IQAC, Team People and Culture and Team Finance met several times and finalized the process and documented it. See Annexure 3)
- Team IQAC and Team People and Culture along with the Registrar's office created and formalized the committee for Monitoring University Code of Conduct and Ethics (See Annexure 4)
- The Revised Seed Grant Policy was rolled out by Registrar's Office (See Annexure 5)
- The E-Governance policy as suggested by IQAC is being reviewed.
- In coordination with IQAC, Team CGDC and Alumni Cell came to a consensus on preserving data on Higher Studies records.
- The library expenses have been increased significantly as suggested by IQAC and the library is under expansion now with different sections for different schools.

Suggestions Received:
Mr. Rajat Mathur enquired about the existence of quality benchmarks against the audit requirements for ease of action by the respective departments. In response Dr. Rik and Dr. Jaskiran mentioned benchmarking is only available for the Quantitative data driven metrics and not for the Qualitative metrics in the audit.

Prof. Menon added to the conversation that IQAC is a statutory body and must spearhead quality assurance within the entire university in addition to taking part in ranking and accreditation activities. The outcomes of ranking and accreditation are essentially a manifestation of quality processes and initiatives.

Item No. 01.03 Ranking and Accreditation Strategic Plan

Dr. Rik presented the tentative 5-year Ranking and Accreditation Strategic plan along with the key focus areas for the University and the different schools (Annexure 4). The plan was open for discussions.

Suggestions Received:

Prof. Maneek put forward that AICTE approval and NBA accreditation would be necessary to apply for ABET. Dr. Suneet, Registrar, BML Munjal University also supported the need for AICTE approval for the B. Tech Programs.

Mrs. Suchika Vinayak requested that the IQAC should do more Internal Audits on data management and every department should be aware of the ranking and accreditation related data requirements year on year.

Prof Menon requested to explore the possibilities of year wise focus areas, such as research in one year and placement in another.

Dr. Chayabrita Maji pointed out that our research criteria in NAAC received the least score and had the highest weightage, hence as a university we should focus more on areas that has higher weightage in the ranking and accreditation processes.

Mrs. Shadan requested IQAC to share the details of all the institutional awards and accolades received by the University and the different schools for communication during the induction programs conducted.

Mrs. Anita Gupta emphasized the need for proper and timely documentation to capture all events and actions being taken towards quality initiatives within the University.

C. ADDITIONAL AGENDA ITEMS WITH THE PERMISSION OF CHAIR

Dr. Rik then presented a tentative set of agenda items for the next Quarterly IQAC meeting. The Chairperson confirmed that the quorum was present throughout the meeting. As there was no other business, the meeting ended with a vote of thanks to all the committee members by the Chair.

D. ACTION TO BE TAKEN

Based on the suggestions received the following actions would be taken:

1. Area specific quality initiatives would be identified, and impact assessment would be conducted
2. Follow up academic administrative audit to be conducted to ensure adherence to data related modalities across departments.
3. Details of all ranking and accreditations related achievements to be shared with team People and Culture.
4. IQAC driven quality initiatives to be put forward and presented.

Director IQAC
Member Secretary