

**Minutes of the 5th Meeting of GBU-Internal Quality Assurance Cell (IQAC) held
on July 02, 2020 at 11.00 am, Gautam Buddha University**

The 5th meeting of all members of IQAC was held on July 02, 2020 at 11.00 am in the VC Office Board Room with the following agenda:

Agenda:

- V.01 Approval of the minutes of 4th IQAC meeting held on 23-12-2019
- V.02 Action Taken Report on the decisions of the previous meeting
- V.03 Preparation and Submission of AQAR for the year 2019-20
- V.04 New academic programs in the academic session 2020-21
- V.05 To apprise about Campus Reform Team
- V.06 Preparation of an Academic Calendar of events i.e. Conference/Symposia/Expert lectures etc
- V.07 Review of Academic and Administrative Audit.
- V.08 Any other matter with the permission of the chair.

Members: Present

- 1. Prof. Bhagwati Prakash Sharma, Vice Chancellor : Chairperson
- 2. Shri S.N. Tiwari, Registrar : Admn. Officer
- 3. Shri S.S. Bhardwaj, Director Works : Admn. Officer
- 4. Prof. Shweta Anand, Dean Academics : Member
- 5. Prof. N. P. Melkania, Dean VSAS : Member
- 6. Prof. P. K. Yadav, Dean SoE : Member
- 7. Prof. Bandna Pandey, SoHSS : Member
- 8. Dr. Akshay Kumar Singh, Assistant Professor, SoLJ&G : Member
- 9. Dr. Bhupendra Chaudhary, Assistant Professor, SoBT : Member
- 10. Prof. Sanjay Kumar Sharma : Coordinator/Director

Members: Absent

- 1. Shri Naveen Gabrani, Industrialist, CEO, Astrea, IT Services : Member
- 2. Mr. Siddharth Sharma, Alumni, MBA (2010-11) : Member
- 3. Mr. Sunny Chaudhary, Alumni : Member

Following points were discussed and recommended:

V.01 Approval of the minutes of 4th IQAC meeting

The minutes of the previous meeting was read, confirmed and recorded.

V.02 Action taken report of the observations made in 4th IQAC meeting

An action taken report of the observation made in 4th IQAC meeting was presented before the IQAC members and summarized below:

S.No.	Items/Agenda	Committee's Recommendation	Action taken
1.	Submission of AQAR for the academic year 2018-19	Recommended for submission	AQAR submitted on NAAC Portal within stipulated time.

2.	Review of IPR policy guidelines as proposed by the IPR-Cell, GBU.	After certain deliberations, the draft guidelines were approved.	Approval of IPR draft guidelines as approved by the IQAC has been taken from the Chairperson, Academic Council
3.	Review of policy guidelines for promotion of Research and Consultancy.	The policy guidelines were reviewed.	The policy guidelines have been circulated amongst all school of studies for implementation.
4.	Review of incubation centre, activities, and start-ups of other initiatives for creation & transfer of knowledge.	Initiatives for the creation & transfer of knowledge were reviewed.	Decision implementation in progress.
5.	Review of initiatives taken for the placement of students of various disciplines.	To conduct 12 hrs long English communication training module for the passing out batches of students with the help of Department of English, GBU. Also, employability skill training programs and job fairs will be organized in the coming semester for pre-final and final year students.	Decision implementation in progress.
6.	Discipline-wise review of teachers attending Professional Development Programs.	To inform all departments for engaging the faculty members and non-teaching staff in attending and also organizing FDPs, MDPs and Executive training programs	Informed as suggested.
7.	Academic Calendar of events i.e. Conference/Symposia/Expert lectures etc in Departments.	All departments were suggested to prepare a calendar of events to be organized at their respective departments for next calendar year.	Implemented as suggested.
8.	Review of Academic and Administrative Audit.	To accomplish the academic and administrative audit in the month of Jan. 2020.	In progress

V.03 Preparation and Submission of AQAR for the year 2019-20

The AQAR for the academic year 2019-20 is being prepared and will be submitted on NAAC portal.

V.04 New academic programs in the academic session 2020-21

Various new academic programs have been advertised in the academic session 2020-21 and the IQAC was apprised about the same.

V.05 To apprise about Campus Reform Team

The Campus Reform Team (CRT) has been constituted to review the status of the available and required manpower, University budget heads, distribution and its utilization; optimization of security staff, drivers, vehicles in Offices / Deptt / Campus; and to review the MOUs with different agencies.

V.06 Preparation of an Academic Calendar of events i.e. Conference/Symposia/Expert lectures etc.

It was recommended to prepare an Academic Calendar of events i.e. Conference/Symposia/Expert lectures etc. at departmental level.

V.07 Review of Academic and Administrative Audit

It was recommended that the duly constituted committee for Academic & Administrative Audit of the University will accomplish academic and administrative audit in the current semester.

V.08 Any other matter with the permission of the chair.

The meeting ended with thanks to the Chairperson, and all distinguished members.

[Coordinator/Director, IQAC]

[Chairperson, IQAC]