INTERNALQUALITY ASSURANCE CELL
KURUKSHETRA UNIVERSITY KURUKSHETRA
[Established by the State Legislature Act XII of 1956]

('A$^+$' Grade, NAAC accredited)

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No. IQAC/22/ _103(1-27)_

Dated: _97/05/2022_

Proceedings

A meeting of the Internal Quality Assurance Cell (IQAC) was held under the Chairmanship of the Vice-Chancellor in the Committee Room (adjacent to the O/o Registrar) at 3:00 P.M on May 04, 2022.

The following members were present:

1. Vice- Chancellor, Kurukshetra University, Kurukshetra .... (in the Chair)
2. Dean Academic Affairs, K.U. Kurukshetra
3. Dean Students' Welfare, K.U.K
4. Director, Kurukshetra University Kurukshetra Alumni Association, K.U.K
5. Director, Public Relations, K.U.K
6. Director, Distance Education, K.U.K.
7. Director, Women's Studies Research Centre, K.U.K
8. Chairperson, Dept. of Computer Science & Application, K.U.K.
9. Prof. Anurekha Sharma, Department of Electronic Science, K.U.K
10. Prof. Pardeep kumar, Department of Instrumentation, K.U.K
11. Dr. Anita Rani Dua, Institute of Integrated & Honors Studies, K.U.K
12. Dr. R.B.S. Yadav, Department of Geophysics, K.U. Kurukshetra
13. Dr. Sandeep Gupta, Institute of Environmental Studies, K.U. Kurukshetra
14. Dr. Surjeet Kumar, Dept. of Tourism & Hotel Management, K.U.K
15. Prof. N.K. Matta, Professor Emeritus, Dept. of Botany, Kurukshetra
16. Mr. Sourabh Chowdhury, Journalist, Kurukshetra
17. Mr. UpenderSinghal, Local Businessman, Kurukshetra
18. Director, IQAC

At the outset, the Vice-Chancellor welcomed all the members of IQAC committee. After detailed deliberations on agenda the following decisions were taken in the meeting:

1. The minutes of the meeting of IQAC committee held on March 15, 2021were approved.

2. The follow-up actions on the minutes of the meeting of IQAC held on March 15, 2021 were presented and discussed. After deliberations on follow-up actions, the following decisions were taken:

    (a)   The Dean, Students' welfare will take necessary action for the constitution of 'nominated Students Council' and its activities for the development and student welfare.

(b) The Director, KUKAA will take necessary actions for the following:

    (a) Receiving grants for development and maintenance of infrastructure from non-Govt. bodies, individuals, philanthropists.

    (b) Procuring wheel chairs and electrical vehicles for 'Divyangjan' in the campus.

(c) The Director, WSRC will take measures for the promotion of gender equity including specific facilities for women in terms of safety and security, counseling, common rooms, day care centre for young children etc.

(d) The Director, Institute of Mass Communication and Media Technology will speed up the process of updating the facilities of e-content development including Media Centre, Audio Visual Centre, Lecture Capturing System, Mixing equipments and software for editing. The supporting documents such as Geotagged photographs, bills, stock register, e-content developed in the facilities will be maintained.

(e) The Librarian, JLN library will take necessary steps for making library resources disabled friendly by installing screen/text reading softwares, braille displays etc in the library. The soft copies of select reading materials may be produced in the library.

(f) The following committees already constituted by the Vice-Chancellor will submit their suggestions/recommendations on the assigned issues:

Sr.No.	Committee	Issue(s)
(i)	• Dean, Academic Affairs (Convener) • Dean, Research and Development • Dean, Faculty of Arts and Languages • Prof. Sanjeev Aggarwal, Deptt. Of Physics	To frame/modify the policy for promotion of research in the University and providing incentives to researchers/teachers who receive state, national and international recognitions/awards.
(ii)	• Dean, R & D (Convener) • Prof. Anil Vohra • Director, IQAC • Prof. Sanjeev Aggarwal • Prof. C.C. Tripathy • Dr. R.B.S. Yadav	To do Modifications in Rules and Regulations/Guidelines for Consultancy Projects in the University.
(iii)	University Ethics Committee • Dean, Academic Affairs (Convener) • Dean, Research and Development • Prof. R.K. Moudgil, Department of Physics.	To prepare/modify the code of ethics for research and also look after the activities of other ethics committees (Animal, Chemical, Bioethics etc.).

3. The coordinator, Centre for IT and automation, e-Governance (RUSA 2.0) will speed up the process for the implementation of ERP in the University including the launch of new website of the University.

4. The Annual Quality Assurance Report (AQAR) for the session 2020-21 was presented and approved for submission to NAAC after incorporating the suggestions made by the members.

5. A policy for Administrative and Academic Audit (AAA) of the University was discussed in detail and approved as per Annexure-I.

6. The members were apprised about the preparations for assessment and accreditation of the University by NAAC due in October, 2022. The following revised timeline for the same was approved.

Activity	April'22	May'22	June'22	July'22	Aug'22	Sept.'22
Scrutiny of data & documents for IIQA and SSR	⟶					
First compilation of data for IIQA and SSR			⟶			
Academic and Administrative Audit			⟶			
Data Collection from Deptts/Branches for 5th year (2021-22)				⟶		
Final compilation of IIQA and SSR					⟶	
Submission of IIQA and SSR						⟶

The meeting ended with a vote of thanks.

Director, IQAC
Internal Quality Assurance Cell
Kurukshetra University, Kurukshetra

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Copy to:

1. All the members.
2. Dean, Academic Affairs[for necessary action against points no. 2(f)-i, 2(f)-iii]
3. Dean Students' Welfare [for necessary action against point no. 2(a)]
4. Dean, R & D [for necessary action against points no. 2(f)-ii.
5. Director, WSRC [for necessary action against point no.2(c)]
6. Director, IMC&MT [for necessary action against point no.2(d)]
7. Director, KUKAA [for necessary action against point no.2(b)]
8. Co-ordinator, Centre for IT & automation, e-governance (RUSA-2) [for necessary action against points no. 3]

9. Librarian, JLN Library [for necessary action against point no.2(e)]
10. P.A. to Vice-Chancellor, K.U.K. (for kind information of the Vice-Chancellor)
11. PS to the Registrar, K.U.K.(for kind information of the Registrar)

Director, IQAC
Internal Quality Assurance Cell
Kurukshetra University, Kurukshetra

Policy for Administrative and Academic Audit of the University

Introduction

It is essential for a NAAC accredited University to assess its strengths and weaknesses periodically in order to keep pace with fast changing scenario in the field of higher education. Academic and Administrative Audit (AAA) is one of the standard strategies for quality enhancement in academic and administrative components including curricular aspects, teaching and learning, research, students progression support activities, governance, administrative setup of the University. AAA is focused on the processes by which University monitors its own academic standards and acts to enhance the quality of its teaching and support for student learning. AAA is important for achieving excellence in higher education.

Academic audit can be described as a scientific and systematic method of reviewing the quality of academic process in the University. It helps to enhance the quality of academic activities in the University. Administrative audit is a process of evaluating the efficiency and effectiveness of the administrative procedures of the University. It includes assessment of policies, strategies and functioning of the various administrative units, control of the overall administrative setup etc.

AAA of the University is required to confirm the quality assurance, availability of appropriate learning opportunities for the students and that students are fully supported in developing their academic personality. AAA is also required to promote and enhance high quality teaching and learning.

Objectives of AAA

- To understand the existing systems and assess the strengths and weaknesses of University Teaching Departments (UTDs)/Institutes and administrative units.
- To recommend the procedures for improvement by overcoming the weaknesses.
- To identify the opportunities for academic reforms, administrative reforms and examination reforms.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the steps for continuous improvement of quality as recommended by accrediting agencies.

Process of AAA in the University

- ➢ AAA will be done once in three years by involving external peers.
- ➢ The formats for Academic audit and Administrative audit are enclosed at Annexure-A and Annexure-B respectively. These formats will be supplied to UTDs/institutes and administrative branches of the University.
- ➢ A committee of Dean of the faculty and 2 external experts (nominated by the Vice-Chancellor) will do academic audit of the departments of the respective faculty.
- ➢ A committee of 3-4 external experts will be constituted by the Vice-Chancellor for administrative audit of all branches of the University. The member-secretary of committee will be nominated by the Vice-Chancellor.
- ➢ The reports of AAA will be submitted to the office of IQAC.
- ➢ The outcome of AAA may be placed in the meeting of IQAC and plan of action can be prepared to implement the suggestions accepted in the meeting of IQAC.

Proforma for Academic Audit of University Teaching Departments/Institutes

	Name of the Department:_____
1.	Year of Establishment:
2.	Is the Department part of a School/Faculty of the University:
3.	Names of programmes offered (including Ph.Ds):
4.	Number of teaching Faculty(2021-22): (Budgeted/SFS/Contractual)
5.	Number of Research Projects: Total grants received:
6.	Inter –institutional collaborations:
	National collaborations:
	International collaborations:
7.	Departmental projects funded by DST-FIST, UGC-SAP/CAS,DPE, DBT, ICSSR, AICTE etc., Total grants received:
8.	Special research laboratories sponsored by / created by industry or corporate bodies
9.	Publications:
	Number of Papers published:
	Number of Books with ISBN:
	Number of Citation Index – range / average
	Number of Impact Factor – range / average
	Number of h-index:
10.	Details of patents and income generated:
11.	Areas of consultancy and income generated:
12.	Awards/Recognitions received at the National and International level by :
	Faculty:
	Doctoral/Post doctoral fellows:
	Students:
13.	How many students have cleared Civil Services and Defence Services examinations, NET, SET (SLET), GATE and other competitive examinations
14.	List of doctoral, post-doctoral students and research associates
	From the host institution/university
	From other institutions/universities
15.	Number of Research Scholars/ Post Graduate students getting financial assistance from the University/State/Central
16.	Strengths of the Department (maximum 5 bullet points): Weaknesses of the Department (maximum 5 bullet points):

Sr. No.	Checkpoints	Yes/No
1.	Has attainment of POs/PSOs/COs of the progrmmes being evaluated in the department/institute?	
2.	Has Department/Institute obtained structured feedback for design and review of syllabus?	
3.	Has Department/Institute analyzed the structured feedback for design and review of syllabus and prepared action taken report?	
4.	Has Department/Institute prepared/adopted a policy to assess learning level of the students and organized special programmesidentifying slow and fast learners?	
5.	Has department prepared Mentor-Mentee list?	
6.	Have mentors conducted meeting(s) with their respective mentees and prepared the proceedings of the same?	

Proforma for Administrative Audit of the University

Name of the Branch/Office: _____

1. Designation wise names of the staff:

Sr.No.	Name of the staff	Designation	Budgeted/SFS/ Outsource/other
1.			
2.			
3.			

2. Responsibilities/Duties/working of the Branch/Office (In bullet points):

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   -
   -
   -

3. Incremental improvements made by the branch in its functioning for the preceding five years