

## MANAV RACHNA UNIVERSITY

### INTERNAL QUALITY ASSURANCE CELL

#### Minutes of Meeting

#### External Academic Audit for the session of July-Dec 2023

**Date:** 3<sup>rd</sup> Feb 2024

**Time:** 9AM to 2PM

**Venue:** G-Block CADR Room

**External Auditor-** Prof.(Dr.) Sandeep Grover, the Dean of Institutions and Dean Quality Assurance at J.C. Bose University of Science & Technology, YMCA, Faridabad

**Internal Auditor-**

1. Prof. (Dr.) Shruti Vashist, Dean Academics, Manav Rachna University
2. Prof. (Dr.) Deepa Arora, Director IQAC, Manav Rachna University
3. Dr. Prashant Bhardwaj, Deputy Director IQAC, DoME, Manav Rachna University
4. Mr. Piyush Mahendru, Assistant Professor, DoME, Manav Rachna University

**Attendees:**

1. Heads of Department, MRU
2. IQAC Coordinators from all Departments
3. IQAC working committee

**Agenda:**

External Academic Audit for the session of July-Dec 2023

**Proceedings:**

Dr. Deepa Arora extended a warm welcome to Prof. (Dr.) Sandeep Grover, the Dean of Institutions and Dean Quality Assurance at J.C. Bose University of Science & Technology, YMCA, Faridabad, providing a succinct introduction. She then commenced the meeting by outlining the purpose of the external academic audit and underscored its vital role in elevating the standard of education.

**Audit Findings:**

The committee thoroughly reviewed the files related to assignments, video lectures or e-content, lab stock registers, course files, CO-PO attainment data, different pedagogies, industrial visits, industrial training, MOOC, internal evaluation and assessments, Value added course ,program booklets, departmental meeting records and provided suggestions & recommendations for the same.

**a) Audit Form:**

- i. Complete departmental Program scheme to be included instead of break up information as per the format in audit form for more clarity

- ii. The load of major project, industry internships, Ph.D. guidance, along with the regular teaching load for the faculty to be incorporated.
- iii. Projects, research publications, conference presentations, patents, recognitions to be included
- iv. Quantification of data such as placements, higher studies, projects, etc., for better representation must be done.

**b) Academic Delivery**

- i. Value-added courses may be taken up in blended mode to enhance flexibility and accessibility.
- ii. Advised adding teaching-learning methodologies (pedagogies, ICT usage) in the lesson plan using the ERP lesson plan format.
- iii. Percentage of ICT used per course to be reflected in course files.

**c) Course Files**

- i. Advised presenting data of content delivery distribution under different pedagogies for each course in the course file.
- ii. Recordings of activities conducted under role-play pedagogies should be retained.


**d) Syllabus booklets**

- i. Proposed having soft bounded syllabus booklet for each program instead of spirals
- ii. Date of approval of the syllabus booklet in the Board of Studies (BOS) or Academic Council (AC) to be mentioned in the same. The title page of the booklet should be signed and stamped by the concerned Head.

**e) Department Files**

- i. Maintaining departmental research profile data through regular updates on the Vidwan portal.
- ii. Recommended adding a summary and contents page in all academic files along with signatures of the concerned authority.
- iii. Proposed maintaining a comprehensive booklet in each department including faculty data, departmental facilities, labs, research, projects, and glimpses of best practices to showcase the strength of the department.

Prof. (Dr.) Sandeep Grover appreciated the efforts of the IQAC, faculty members and urged the departments to implement the suggestions for continuous improvement.

  
Prof. (Dr.) Deepa Arora  
Director-IQAC