

The finance committee prepares the annual estimates of income and expenditure based on inputs from Institution IQAC, Domain IQAC, and Financial Planning Sub-Committee and its recommendations along with annual budget is put up to executive council for consideration and approval.

The financial planning and budgeting (operational expenses and capital investments) is an integral part of annual academic planning at Institutional and University level. The annual plans for the University are finalised by Finance Committee Chaired by Adml. President RBF.

#### **Procedure to prepare annual estimates of income and expenditure**

1. All institutions and departments propose their annual financial plans based on academic planning to the finance committee of the University to achieve educational purposes and objectives.
2. The proposed budget is examined and approved by the finance committee of the University for the academic year.
3. The administrative and financial approvals are taken from competent authority as per University policy and guidelines.
4. The various heads for which budget is prepared and funds allocated, are provided in the financial guidelines given by the University.

The Finance committee is responsible for observance of regulations relating to maintenance of accounts of income and expenditure and considers any other matter referred by the court and executive council of the University.

## **6.5 Internal Quality Assurance System**

### **6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes**

#### **Response:**

1. The IQAC in the University is constituted at three levels:
  - a) University Level ✓
  - b) Domain Faculty Level ✓
  - c) Institution Level ✓
2. The IQAC has contributed in institutionalizing quality assurance strategies and processes at all levels. The IQAC at Institutional level is conducted every month and the format of the meetings has been given by the University to have uniformity across all the Institutions. All Academic and academic administrative activities events are mapped in the Academic Calendar of the Institution University which is online.
3. The Domain and University IQAC meets twice in a year whereas the institutional IQAC meets every month.
4. The following decisions of University IQAC is placed before the statutory authorities of the University -
  - a) Annual Quality Assurance Report (AQAR) ✓
  - b) Annual Academic Planning ✓
  - c) Self Study report of various accreditation bodies (WASC, IACBE, Ua-WFO, NMAC)

- d) Development of Institutional Self-Assessment Tool.
  - e) Results of audits and observations of external agencies.
  - f) Stakeholder's feedback
  - g) Process Performance & Conformity
  - h) Status of Corrective and preventive actions (taken/not taken)
5. The two examples of practices institutionalized as a result of IQAC initiatives are given as under-
- a) The Annual Academic Planning is central towards the smooth functioning of the University. The University conducts the "Annual Academic Planning" of Faculty of Studies and its Institutions Departments through its IQAC every year at the beginning of the academic session in line with the Five Years Plan of the University. The Annual Academic Plan is designed to be participatory and consultative for the growth of Students, Faculty, Institution and University. The entire academic planning is as per the Domain Objectives, where PLO's and Operational Objectives are defined on one side and the individual targets for each faculty and staff are defined on the other side.
  - b) The University has also developed a tool wherein 205 Assessment Indicators have been broken down into 615 check points along with marking scheme for each Assessment Indicator of Key Aspects of each criteria and its related Check Point. The above tool has been developed with an aim to enable the Institutional Heads and IQAC Members to assess the performance of their own institutions and arrive at a CGPA, which will help them in carrying out the SWOC analysis of their own institution and set objectives accordingly. This procedure is ensuring that the quality strategies and processes are institutionalized and implemented at all levels.
6. The decision of the University IQAC is placed before the Academic Council (AC) for deliberation, approval and ratification. After the approval of the Academic Council, the matter is sent to the concerned IQAC and Institutions Department/Support Offices for further implementation on ground.

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**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms**

#### Response:

1. The IQAC at all three levels continuously reviews the teaching-learning processes. The IQACs are supported by a robust system of continuous review of teaching-learning processes through dedicated Departments and Committees:

#### (a) Departments

- i) Student Academic Affairs & Support Services (SAA&SS)
- ii) Quality Assurance & Enhancement (QAE)
- iii) Research Planning & Statistical Services (RPSS)
- iv) Amity Intelligence & Vigilance Establishment (AIVE)

#### (b) Committees

L-CONV

- i) Institutional Research & Planning Committee
- ii) Outcome Assessment Committee

2. The Programme Structure, Course Syllabus, Course Session Plan, Time-table, Master Academic Planning Worksheet are made available to the students before the commencement of the semester. Daily monitoring of conduct of the classes is done by the Academic office established in each department and centrally by Student Academic Affairs & Support Services. QAE and AIVE regularly visits the institutions and checks the proper conduct of the classes. This is also supported by online report of class conducted generated daily by AMIZONE. Regular meetings of course faculty are held with HoI to review the course delivery and student learning progress. Feedback from students is also taken through CR meetings. Feedback on Amizone and corrective measures are taken accordingly to improve the teaching-learning processes. RPSS department regularly conducts various satisfaction surveys, and annual comprehensive examination results for assessing various student learning outcomes. The analysis reports generated from this data are shared with Hols, Dean (SAA&SS) and University IQAC to review the teaching-learning processes.

3. Based on the recommendations of IQAC, the teaching-learning processes are reviewed. Two examples of outcome of review of processes are as under
- a) Automation of examination processes ✓
  - b) Assessment of SIOs
  - c) Uniform Course Coding ✓
  - d) Guidelines for NTCC

Syllabus Revise

The frequency of the IQAC meetings are planned by each Chairperson according to the calendar Time Table uploaded and approved by the competent authority. Also, all the processes right from admissions to convocation are monitored for compliance (pre, conduct and post) by IQAC, QAE and external agency during internal audits, checks and visits.

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**6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year**

**Response: 13**

**6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
18	17	23	3	4

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

**6.5.4 Quality assurance initiatives of the institution include**

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

**Response:** Any 4 of the above

**File Description**

Details of Quality assurance initiatives of the institution  
 e-copies of the accreditations and certifications  
 Any additional information  
 Annual reports of University

**Document**

[View Document](#)

[View Document](#)

[View Document](#)

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**6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**

**Response:**

1. AUUP has adopted an effective internal and external quality enhancement mechanism. The Internal academic and administrative processes are monitored continuously and are audited periodically through a robust three tier audit system. The University also undergoes external quality audits of its processes by way of external audits, accreditations and inspections by legally constituted controlling bodies. The reports of these bodies form an input to the Internal Quality Assurance processes thus resulting in improvement.

2. **Incremental continuous improvement** is an ongoing effort in the University to improve our systems and processes. The observation given by the external agencies are followed up rigorously till they are closed and further benchmarked for next higher level PDCA.

3. Major incremental improvement during the preceding five years are as under:-

(a) **Development of an online self-assessment tool based on NAAC criteria.** This self-assessment is conducted every semester.

(b) Automation of examination paper setting and moderation process.

(c) A Department of Research Planning and Statistical Services (RPSS) has been established.

(d) **Accreditations:** The University has a number of prestigious national and international accreditations to its credit like WASC, IACBE, IET, etc.

(e) **ISO Certifications** in Quality Management System, Environment Management System, Food Safety Management System and Information Security Management System and after 2012 obtained certifications in Energy Management System and Occupational Health and Safety Management System.

(f) **Management Review Meeting (MRM)** are conducted at two levels as given below.

(i) Domain MRM

(ii) University MRM

(g) The University has implemented **three tier audit system** to ensure the effective efficient functioning of processes and continuous improvement. This is done at following three stages:

(i) Institutional Self Audit by IQAC.

(ii) Internal audit by QAE, through team of IQAC members from other institutions.

(iii) External Audit by an Independent Agency.

(h) **Complaint Management and Redressal:** A well-defined online grievance redressal mechanism has been developed.

4. **Action on the observations given by NAAC** during the Assessment in 2012 were taken by IQAC during the post accreditation period

(a) The IQAC ensures that there is availability of faculty and other resources throughout the academic years through annual planning process.

(b) The central library was completed with all facilities and resources in December 2012.

(c) Alumni Participation:

- Increased interaction with alumni by giving them representations on various committees and boards and in the convocation procession.

- Organizing alumni meets.
- Inviting them as guest speakers during Orientation, Classroom Lectures, Youth Festivals, Mentor-Mentee Meeting etc

(d) There are 383 - teaching and research labs in the University with latest technology and sophisticated equipment's. Apart from internal resources, some of the labs have been established with industry collaborations.

(e) The University has increased its research profile and has created Directories of Research in every Domain to promote the research culture among faculties.

(f) To centralize the academic administration all faculty of studies domains are headed by Deans and Domain Coordinator who are responsible for the administration of their domain institutions.

(g) Establishing of Amity Centre for Entrepreneurship Development and start up in upcoming areas.

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# CAREER POINT UNIVERSITY

RAMIRPUR

Academic audit conducted for the Academic Year (July to June): \_\_\_\_\_

Department Name			
Year of establishment			
Programmes			
Head of Department			
Programs			
Seats Filled/ Sanctioned intake			
Faculty Positions		Asstt. Professor	Associate Professor
Sanctioned positions			Professor
Recruited			
Adjunct Professor			
Supporting staff			
Lab expenses a. up to 25000    b. 25001 to 50000 c. 50001 to 1 Lakh    d. 1 Lakh to 1.5 Lakh e. 1.5 Lakh to 2 Lakh    f. More than 2 Lakh g. Other ( please specify)			
Research projects		Number of projects	Grant received
Academic output of the department (Mention Number)		Publications	
		Books	
		Conferences /Seminar/ Workshop Attended	
M. Phil /Ph.D awarded			
Number of Publications		National	International
			Total
Awards/ Fellowship Membership of academic bodies (in Numbers)			
Consultancy Services (Yes/No; if yes mention number)			
Conference/Seminar/ Workshops/ Organised (Mention Number)			
Students cleared: UGC/CSIR/ NET/ SET/GATE/ Govt. Services Exams (Yes/No; if yes, mention number)			
Mentor Mentee Meetings held (in Numbers)			
Choice Based Credit System (Yes/no)			
Syllabus Revised / Updated (Yes/No)			
Pass Percentage of Students Appeared in Examination (for Odd and even semester both)			Odd Sem:- Even Sem:-
Placement ( Satisfied/Somewhat satisfied/Not Satisfied)			
Co-curricular/Co-scholastic/Extra- curricular activities/ Fest/ Meets etc.(in Numbers)			
Number of associations with other organizations for research, training & placement and other activities.			
Number of patents			

Revised for NAAC Purpose  
 Lalca Raj  
 New 12/10/20

**Action Taken Report of decisions taken in the 6<sup>th</sup> meeting of IQAC:**

<b>Item No.</b>	<b>Agenda</b>	<b>Decision</b>	<b>Follow-up Action</b>
1.	To confirm the minutes of 5 <sup>th</sup> Meeting of IQAC held on 16.09.2017	The minutes has been confirmed	-----
2.	To make preparation for NAAC	The committee was apprised by member secretary that university is going to undertake NAAC inspection by 2020. It was decided that all the departments and cells should prepare for NAAC inspection and maintain the record as per guidelines of NAAC	The preparation has been started



6.1.2 The institution practices decentralization and participative management

Report -

- i) Decentralization and participative management in University
- ii) Decentralization : Schools, Departments, Divisions  
Deans, Associate Deans, HODs, Class In charges, mentors

6.2 Strategy Development and Deployment 10

- 6.2.1 Report: strategic plan and deployment documents
- 6.2.2 Organisation structure: governing body, administrative setup, service rules, procedures, recruitment and promotion policies, grievance redressal mechanism.
- 6.2.3 Implementation of e - governance in the area of operation.
- 6.2.4 Minutes of meetings of various bodies, cells and Committees.

6.3 Faculty Empowerment Strategies 30

- 6.3.1 Effective welfare measures for employees (6)
- 6.3.2. Average percentage of teacher provided with financial support for conference, workshops etc. (6)
- 6.3.3. Number of professional development programs organized by University (8)
- 6.3.4. Average percentage of teachers attending professional development programs- five years (8)
- 6.3.5. University has performance appraisal system (2)

6.4 Financial Management and Resource Mobilization 20

- Conduct internal and external financial audit regularly (2)
- Funds received from NGOss, individuals and philanthropies in last five years (10)
- Report : Policy and procedure for resource mobilization (8)

6.5 Internal Quality Assurance System

15-16 } committee  
16-17 }  
17-18 } 30  
18-19 }  
19-20 }

- 1. Report: IQAC initiatives (8)
- 2. Review and implementation of teaching learning reforms facilitated by IQAC (8)
- 3. Average no of quality initiatives by IQAC - (3)
- 4. IQAC minutes of meeting, annual report, participation in NIRF etc. (6)
- 5. Report: quality enhancement initiatives in academic and administrative domains - five years (5)

Camera Fencing      Sarayam (UGC)

6.5. Internal Quality Assurance Cell

6.5.1. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

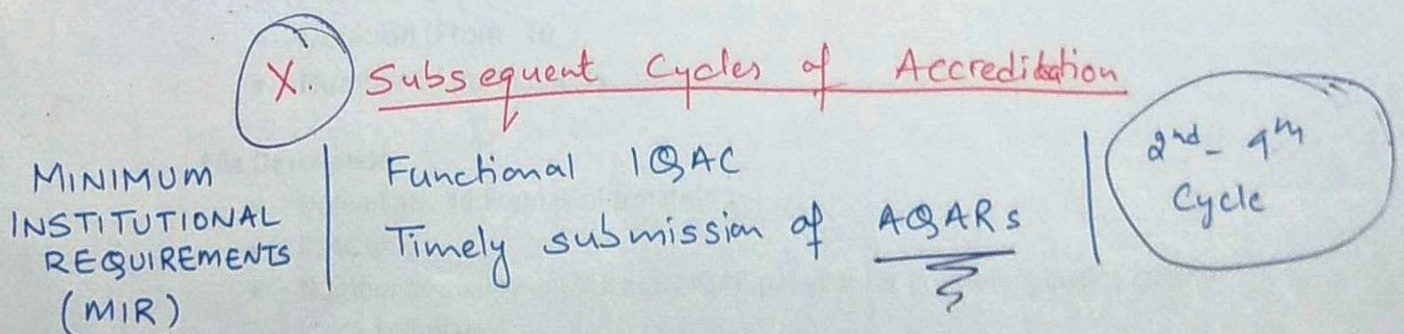
6.5.2. The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

6.5.3. Average number of quality initiatives by IQAC for promoting quality culture per year

6.5.3.1. Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

6.5.4. Quality Assurance initiatives of the institution include

6.5.5. Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)



Metric No.		Weightage												
6.5.1	<p><b>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes</b></p> <p>Describe two practices institutionalized as a result of IQAC initiatives within a maximum of <u>500</u> words</p> <p><i>1. Policy Matter - Report</i></p> <p>File Description</p> <ul style="list-style-type: none"> <li>Paste link for additional information</li> <li>Upload any additional information</li> </ul> <p><i>Outcome</i></p>	8												
Q <sub>n</sub> M	<p><i>CPCC ← 2015</i></p>													
6.5.2	<p><b>The institution reviews its teaching learning process, structures &amp; methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms</b></p> <p>Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each</p> <p>File Description</p> <ul style="list-style-type: none"> <li>Paste link for additional information</li> <li>Upload any additional information</li> </ul> <p><i>ICT</i> <i>Swayam x</i></p>	8												
Q <sub>n</sub> M														
6.5.3	<p><b>Average number of quality initiatives by IQAC for promoting quality culture per year</b></p> <p>6.5.3.1: Number of quality initiatives by IQAC for promoting quality year-wise for the last five years</p> <table border="1" data-bbox="438 1249 1082 1393"> <tr> <td>Year</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Number</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Data Requirement for last five years:(As per Data Template in Section B)</p> <ul style="list-style-type: none"> <li>Name of quality initiative by IQAC</li> <li>Duration (From _to_)</li> <li>Number of participants</li> </ul> <p>File Description</p> <ul style="list-style-type: none"> <li>Upload any additional information</li> <li>IQAC link</li> <li>Number of quality initiatives by IQAC per year for promoting quality culture (Data Template)</li> </ul>	Year						Number						3
Year														
Number														
Q <sub>n</sub> M														
6.5.4	<p><b>Quality assurance initiatives of the institution include:</b></p> <p>1. Regular <u>meeting of Internal Quality Assurance Cell (IQAC)</u>; timely submission of <u>Annual Quality Assurance Report (AQAR) to NAAC</u>; Feedback collected, analysed and used for improvements</p>	6												
Q <sub>n</sub> M														

*Special classes SC/S*  
*Examination Online*  
*CPMS*  
*R.No. etc*

2. Academic Administrative Audit (AAA) and initiation of follow up action
  3. Participation in NIRF *Shankharam / Vigay Bhatia*
  4. ISO Certification
  5. NBA or any other quality audit
- Options:

- A. Any 4 of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Opt one

Data Requirement for last five years: (As per Data Template in Section B)

Quality initiatives

- AQARs prepared/ submitted
- Academic Administrative Audit (AAA) and initiation of follow up action
- Participation in NIRF
- ISO Certification
- NBA or any other certification received

**File Description**

- Paste web link of Annual reports of University
- Upload e-copies of the accreditations and certifications
- Upload any additional information
- Upload details of Quality assurance initiatives of the institution (Data Template)

6.5.5 *Incremental improvements made during the preceding five years (in case of first cycle)*

QM *Post accreditation quality initiatives (second and subsequent cycles)*

Describe quality enhancement initiatives in the academic and administrative domains successfully implemented during the last five years within a Maximum of 500 words each

**File Description**

- Paste link for additional information
- Upload any additional information