



Minutes of the 17th Meeting of the Internal Quality Assurance Cell

Monday, 03:00 PM - 04:00 PM March 17, 2025

Mode: Hybrid

BML Munjal University, Gurugram

Minutes of 17th Meeting of Internal Quality Assurance Cell

The 17th meeting of the **Internal Quality Assurance Cell** was held on March 17, 2025, at 03:00 PM with the following items in the agenda:

Item No.	Agenda
17/01	Approval of the last Minutes of the Meeting (29 January 2025)
17/02	Action taken since the last Meeting and IQAC Initiatives
17/03	Presentation by DSW, Alumni Cell and People & Culture
17/04	Further initiatives required for quality enhancement

B. Points discussed during the meeting.

Prof. Jaskiran Arora, Dean Education Quality, BML Munjal University, took the chair of the meeting. A leave of absence was granted to **Prof. Shyam Menon, Ms. Swati Munjal, Ms. Pankhuri Agrawal, and Mr. Pratyut**. The quorum was complete. Therefore, the proceedings of the meeting commenced.

Item No. 17/01: Approval of the 16th IQAC Meeting Minutes

The minutes of the 16th IQAC meeting held on 29th January 2025 were presented, along with the actions taken based on the discussions, for approval. No concerns were raised, and the IQAC Chairperson approved the minutes of the 16th IQAC meeting, as placed in **Annexure A**.

Item No. 17/02: Action taken since the last Meeting and IQAC Initiatives

- Organized a Quality Enhancement Meeting with Alumni, People & Culture, and Dean - Student Welfare.
- Conducted a Workshop on Documentation & Event Reporting to strengthen institutional memory on 17th Feb. 2025.
- 12B Application – Draft is ready for submission. (**Annexure B**)

Item No. 17/03: Presentation by DSW, Alumni Cell and People & Culture

17/03/A. Presentation by Dean Student Welfare

The presentation covered the events conducted during the odd semester of the current academic year, the events planned for the ongoing semester, and the proposed plans for the next academic year.



Suggestion Given

- Creating an app for digital board to track and display the carbon credits earned by saving electricity and water.
- Collaborating with the **nearby village Sarpanch** and approaching **Gurujal Society officials** to provide **training on water conservation activities** for both students and villagers. This initiative aims to enhance awareness and promote sustainable water management practices in the community.
- To organize a **Water Hackathon**, **BMU provides seed funding** to support innovative solutions for water conservation and management.
- It was also recommended to **involve alumni in tree plantation drives** to promote environmental sustainability and strengthen alumni engagement.

17/03/B Presentation by Alumni Cell

1. NOC for Degree Allotment

- Requested the Registrar's Office to include the Alumni Office ID in the NOC approval process before issuing degrees during convocation.
- Alumni Office will encourage students to register on Vaave and follow the Alumni Association LinkedIn page to strengthen alumni engagement.

2. Alumni Gate Entry/Exit with Virtual ID Card

- Introduced a module into UniSphere for Alumni Entry Portal at the gate.
- First-time visitors will receive a virtual ID card, and security will store their details for seamless future access.

3. Power BI-Based Alumni Portal

- Developing a Power BI-based portal as a potential alternative to the Vaave Portal.
- The platform aims to provide a user-friendly interface for generating alumni reports and accessing key data.

These initiatives aim to enhance alumni engagement, streamline security processes, and improve alumni data management.

17/03/C Presentation by People & Culture

1. Research and Innovation Forum

- The purpose of the "Research and Innovation Forum" is to enhance the recognition of BMU faculty members for their contributions to teaching, research, and institutional development, while also strengthening their national and international visibility through various awards.



2. Faculty & Research Awards

- The faculty award taskforce has been formed to oversee the faculty awards & recognition, to strengthen faculty recognition and promote excellence at BMU.

C. ACTION TO BE TAKEN

Item No. 17/04: Future initiatives required for quality enhancement in the following processes:

1. Course Code Process Revision

- Reviewed and discussed **revisions in the Course Code process** for better alignment and efficiency.
- Responsible: Team EQ/IQAC

2. Academic & Administrative Audit

- To conduct half yearly audit for schools and DSW
- Responsible: Team EQ/IQAC

3. CGDC to be included in no dues form.

- Responsible: Registrar office & Team CGDC

These initiatives aim to **enhance academic structure and administrative efficiency.**

D. ADDITIONAL AGENDA ITEMS WITH THE PERMISSION OF CHAIR

The Dean Education Quality 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.



Deepa
17.03.2025

Coordinator IQAC
Member Secretary