

IQAC Meeting

Minutes of the 30th Meeting of the IQAC held on 31st July, 2024

The 30th meeting of the IQAC was held on 31 July 2024 at 5:00 PM in the boardroom under the Chairmanship of the Hon'ble President. The primary objective of the meeting was to discuss and assess the University's preparation to apply for binary accreditation as per the recently released draft version of binary accreditation.

Chairman:-

Prof (Dr) H P Singh, VSM

Members Present:-

Dr. R. Nesamoorthy, Registrar

Dr. Harish Kumar Verma, Director of IQAC

Dr. A K Saini, Director, IcfaiTech School

Dr. Shweta Jain, Director, IBS

Dr. Archana Rathore, Dean IBS

Dr. S.K. Singh, Principal, School of Pharmacy

Dr. Pramod K. Arya

Dr. Shiv Kumar

Dr. Rana Mukherjee

Dr. Vidhu K. Mathur

Ms. Ameesha Singh

Ms. Monika Yadav

Ms. Sugandha Verma

Members who could not attend the meeting:

Dr. Manindra Trihotri

Opening Address:-

The meeting commenced with a warm welcome of the IQAC team by the Chairman of the IQAC, Hon`ble President Prof (Dr) HP Singh, VSM. After the welcome address, the Chairman updated the members about the recently released draft version of binary NAAC accreditation that was released on 19 June 2024. The members of the IQAC were briefed about the newly added metrics and attributes in the binary NAAC framework.

Following the Chairman`s Address, the Director IQAC took the following agenda items of the meeting for discussion.

Agenda:-

1. Review of previous Minutes of the 29th Meeting of the IQAC
2. Action taken report on 29th IQAC meeting.
3. Discussion on the new binary draft version
4. Review of progress made (Attribute wise)
5. Any other item with the permission of the Chair

Proceedings:-

1. Review of previous meeting minutes

The minutes of the 29th meeting of the IQAC held on 28 June 2024 were reviewed and confirmed.

2. Action taken report on decisions taken in 29th meeting

Director IQAC informed that the decisions taken in the 29th IQAC meeting have been implemented. It was informed that all schools have framed Course objectives and Program outcomes. The details of activities organized by various clubs and centers of all schools have been prepared. In addition, offer letters of students placed through the University have been collected for record.

3. Discussion on the New Binary Draft Version

Director IQAC updated all IQAC members about the recently released draft version of the binary NAAC accreditation. In the draft version issued dated June 19, 2024, there are 10 attributes and 59 metrics. It was also informed that the word Criterion/Criteria is no longer in use and it has been replaced with Attribute/Attributes. Attribute 11 titled “Uniqueness, Impact and Situatedness (A Distinctive feature of the University)” has been added through new draft version. All members were informed that the final version would be unveiled in September 2024 with just a few minor adjustments here and there. Director IQAC requested all team members to collect the data as per the new draft version.

4. Review of progress made by Attribute Owner:-

Attribute-wise discussion

➤ Attribute 1-Curriculum

- Dr. Vidhu Kumar Mathur, Attribute-1, In-charge/owner brought to the notice of all members that Course outcomes (COs) and Program outcomes (POs) of all four Schools are complete. The ICFAI Tech, IBS and ISLA have also completed the work of mapping COs with POs. The ILS faculty members facing some problems in mapping COs and POs hence Chairman requested Dr. Mukesh Kalla from Tech School to give training to law faculty members on how to map COs with POs.
- Dr. Vidhu K. Mathur has also raised the point of mapping COs with questions that faculty members would ask in end-term exams proposed to be scheduled in December 2024. It was decided that for the Academic Year 2024-2025, the COs and questions that might be asked in end-term exams need to be mapped.
- Director IQAC emphasized that COs and POs framed would require to be placed before concerned statutory bodies of the University for Approval.

➤ Attribute 2-Faculty Resources

- It was updated by Ms. Ameesha Singh, Attribute In-charge that the work of compilation of separate data of faculty members who have attended AICTE, UGC and ARPIT-sponsored FDPs will be completed soon. Chairman Sir expressed concern about the delayed compilation of the data on the above aspect and directed the attribute owner to speed up the work.

➤ **Attribute 3-Infrastructure**

- Dr. Harish Kumar Verma, Attribute-3 In charge, informed that audited income and expenditure statement (expenditure for purchase of books, e-books/subscription to digital resources) of the institution duly signed by CA is required to be taken from HQ. Chairman directed the Attribute In-charge to frame a format in which above information can be requested from HQ. It was assured to formulate a format.

➤ **Attribute 4- Financial Resources and Management**

- Audited income and expenditure statement of the institute relating to Ratio of capital income vs. Capital expenditure on the amount received towards endowments and contributions also needs to be taken from HQ. Dr. Harish Kumar Verma was directed to frame a format in which the above information is required.

➤ **Attribute 5- Teaching and Learning**

- Ms. Ameesha Singh, Owner of this Attribute emphasized on the need of an effective LMS/SIMS system. The Chairman informed that the SIS (Student Information System) is in process and will be implemented in all schools to make learning and teaching more effective, transparent, and pro-student and pro-faculty.

➤ **Attribute 6- Extended Curricular Engagements**

- Ms. Sugandha Verma, Attribute in charge informed that the record of activities organized by clubs and centers in all four schools has been maintained.

➤ **Attribute 7-Governance and Administration**

- The Institutional Development Plan of each four schools has been prepared. Chairman sir informed members of IQAC that the same would be placed before BOM for information and approval.
- Chairman Sir expressed concern about the ongoing effort to create of ABC, IDs of the students. He directed concerned faculty members and the Convener of NEP committee to prepare a complete list of students who have created and not created ABC ID. He further directed that the Mentor of the student could play a decisive role in ensuring compliance in matter of timely creation of ABC IDs of students. It was directed by the Chairman Sir that the Dean/Associate Dean/ HODs of all schools would ensure that all the students of respective schools should have valid ABC IDs by 30th November 2024. In addition,

students who have been discontinued from programs should be removed from rolls of the respective schools.

➤ **Attribute 8- Student Outcomes**

- Dr. Promod Arya, Attribute In-charge raised concern from where the record of the sanctioned seats in each program can be procured. It was resolved that the record of the same can be taken from minutes of AC/BOM meeting.
- It was decided that for record purposes the first page of the entire offer letters of students placed through the University would be xeroxed. The copies of the offer letters are required as supporting documents at time of applying for binary accreditation. Chairman Sir directed the attribute In-Charge to ensure compliance at the earliest.

➤ **Attribute 9- Research and Innovation Outcomes**

- Information on journals listed in SCOPUS/WoS/UGC care and book chapters has been compiled and forwarded to Director IQAC.
- Chairman sir directed all Dean/Associate Dean/HODs of the schools to encourage faculty members to write research papers for reputed journals. He specifically directed law faculty to write research papers.
- Emphasis was given to procure research/consultancy projects from funding agencies other than government funding agencies.

➤ **Attribute 10-Sustainability Outcomes Including Green Initiatives**

- Dr. Manindra Trihotri, attribute In-charge was on medical leave. Director IQAC was instructed by Chairman Sir to fix a separate meeting of Dr. Manindra Trihotri with him.

➤ **Attribute 11-Uniqueness, Impact and Situatedness(A Distinctive Feature of University)**

- This is a new attribute related to Uniqueness, Impact, and Situatedness. Under this attribute, the University has to mention its distinctive features. Dr. S.K. Singh, Principal of ICFAI School of Pharmacy has been nominated as the Attribute owner to deal with metrics of the attribute and collect the data required.

➤ **Concluding Remarks**

Chairman, IQAC requested all attribute In-charges to hasten the work of data collection. All criteria in-charges assured Chairman Sir to complete the work of data collection within the stipulated time period as finalized in the meeting.

The meeting ended with a vote of thanks to the Chair.

These Minutes have the approval of the Hon'ble President.


Director, IQAC