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Internal Quality Assurance Cell (IQAC), The ICFAI University, Jaipur

Meeting Minutes

Minutes of the 32nd Meeting of the IQAC held on 10 October 2024

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The 32nd meeting of the IQAC was held on 10 October 2024 at IU Jaipur in the Boardroom under the Chairmanship of the Hon'ble President, Prof (Dr) H P Singh, VSM. Dr. Latha Pillai, Senior Advisor, IFHE attended the meeting in person and offered several valuable inputs about quality assurance aspects and Binary Accreditation. Members of IQAC attended the meeting via physical mode as well as online mode. The meeting was held in two sessions i.e. Morning and Evening to discuss in detail the preparation of the university to apply for binary accreditation.

Chairman:-

Prof. (Dr) H P Singh, VSM

Members Present:-

Dr. R. Nesamoorthy, Registrar

Dr. Harish Kumar Verma, Director- IQAC

Mr. Rohit Malik, Deputy Director- IQAC

Dr. Arun Kumar Saini, Director IcfaiTech

Dr. Shweta Jain, Director IBS

Dr. Archana Rathore, Dean IBS

Dr. Santosh K. Singh, Principal, ISPS

Dr. Vidhu K. Mathur

Dr. Shiv Kumar

Dr. Pramod Kumar Arya

Dr. Ruchi Gupta

Ms. Ameesha Singh

Ms. Monika Yadav

Ms. Sugandha Verma

Mr. SD Bhagtani, Accounts

Industry Expert:

Mr. Sandeep Menghani (joined via Zoom)

Alumni (joined via Zoom):

Mr. Abhishek Yadav

Ms. Nivedita Srivastava

Students Nominee:

Mr. Harsh Saini

Ms. Shivangi Pandey

Mr. Narendra Singh

Ms. Shivani Bagwal

Special Invitee:

Dr. Latha Pillai, Senior Advisor, IFHE

Apologies:

Dr. Biplab Halder- VC, The ICFAI University, Tripura

Dr. N.K. Jain-Industry Expert

Dr. Rana Mukerjee-Associate Prof. ICFAI Tech.

<u>**Morning Session**</u>

Time: 10:30 AM-3:45 PM

The morning session of the IQAC meeting started with one-on-one interaction between Dr. Latha Pillai, and each attribute owner. An interactive session of 25 to 30 minutes was scheduled for each attribute. The attribute owner and the Director and Deputy Director, of IQAC participated in the interaction. The detailed schedule of the interaction was as follows:-

Details of the Activity	Time
Attribute-1 Curriculum **Attribute Owner:** Dr. Vidhu Kr. Mathur	10:30 AM to 11:00 AM
Attribute-2 and 5 Faculty Resources and Learning & Teaching: **Attribute Owners:** Ms. Ameesha Singh and Dr. Ruchi Gupta	11:00 AM to 11:40 AM
Attribute-3 & 4 –Infrastructure and Financial Resources & Management **Attribute Owner:** Dr. Harish Kumar Verma	11:45 AM to 12:15 PM
Attribute-6 Extended Curricular Engagements: **Attribute Owner:** Ms. Sugandha Verma	12:25 PM to 12:50 PM
Attribute-7 Governance and Administration	1 :00 PM to 1:20 PM

Attribute Owner: Ms. Monika Yadav	
Attribute-8 Student Outcomes	2:00 PM to 2:25 PM
Attribute Owner: Dr. Promod Kr. Arya	
Attribute-9 Research and Innovation Outcomes	2:30 PM to 2:50 PM
Attribute Owner: Dr. Rana Mukerji	
Attribute-10 Sustainability Outcomes & Green Initiatives	3:00 PM to 3:20 PM
Attribute Owner: Dr. Manindra Trihotri	
Attribute-11 Uniqueness/Situatedness	3:25 PM to 3:40 PM
Attribute Owner: Dr. S.K. Singh	

Attribute-Wise Discussion and Suggestions:

1. Attribute 1-Curriculum

Dr. Vidhu Kumar Mathur initiated the interaction and sought the opinion and suggestions of Dr. Latha Pillai on the areas of concern highlighted. The attribute owner was advised to ensure that the curriculum framework is aligned with Outcome-Based Education (OBE). The attribute owner informed that Programme Outcomes (POs), Course Outcomes (COs), and their mapping have been done. It was also suggested that all POs, and COs need to be approved through resolutions passed in the meetings of the Board of Studies (BOS)/Academic Council. Further, Dr. Pillai emphasized on inclusion of Bharatiya Bhashas in teaching and she suggested that the same is required to be approved by BOS and the Academic Council.

During the discussion, it was also advised that feedback from Alumni and Industry experts needs to be taken by all respective schools. It was also suggested to create a link on the IUJ website to collect the feedback of the stakeholders online and subsequent analysis of the same. Additionally, she suggested including more topics/components of the Indian Knowledge System (IKS) in the core curriculum of all schools of the University and organizing workshops, seminars, and FDPs on IKS under the aegis of IQAC. It was also suggested to increase the percentage of SWAYAM courses in all schools. The documentary proof of all revisions made in curriculum/courses needs to be systematized. The BOS and AC resolutions/extracts containing revisions of the syllabus must be validated by the registrar. Dr. Pillai reinforced that all feedback, analysis reports, action plans, and revised syllabi must be meticulously documented and made accessible on the IU Jaipur website.

Attribute 2-Faculty Resources

Concerning attribute two, the discussion centered on key metrics related to the faculty-student ratio over the last three years. The attribute owner informed that the university has 84 faculty members and

approximately 3,000 students and the faculty-student ratio is **1:35.** However, the Chairman Sir during the IQAC meeting held on 4:00 PM onwards apprised the attribute owner about the exact number of faculty that is 100 as of 06.10.2024 hence the student-faculty ratio is **1:30.**

In addition, Dr. Pillai told the attribute owner to calculate the percentage of teaching experience of each faculty and maintain its record. Further extensive discussion took place with faculty development programs and training programs attended by the faculty of all schools. Dr. Pillai highlighted the need to maintain comprehensive records on faculty development programs, including attendance in AICTE, UGC, and ARPIT training programs, industrial fellowships, and other professional development initiatives and revenue earned from MDPs and FDPs.

Attribute 3-Infrastructure

Attribute owner 3 informed that the University has adequate physical infrastructure as per statutory norms. It was informed that the Institution has facilities for physically disabled persons. Dr. Pillai advised procuring free software like Braille for disabled persons and suggested updating the IU website to reflect information related to facilities for physically challenged persons.

Dr. Pillai raised her concern about the research output of the University at present and it was emphasized to incur more expenditure on research infrastructure in the university to strengthen research.

The attribute owner further informed that a document/information relating to percentage expenditure for the purchase of books, e-books /subscriptions to digital resources year-wise during the last three years) has been requested from the HO and the information is awaited.

Attribute 4-Financial Resources & Management

During the discussion, Dr. Pillai emphasized the importance of procuring accurate data from the head office (HO) to ensure the smooth completion of the attribute evaluation. She advised the Attribute Owner to procure information from the HO. The attribute owner apprised Dr. Latha Pillai that the data template has been prepared and forwarded to HO. The team was urged to expedite the process and ensure that all updates are reflected in a timely manner to meet the projected deadlines.

Attribute 5 Learning & Teaching

Dr. Latha Pillai advised Attribute owners to streamline the documentation related to pedagogical approaches, industry-academia linkage, continuous assessment, catering to diversity, and academic grievance redressal system in place in the University. Dr. Pillai emphasized the importance of aligning these metrics with NAAC accreditation standards and provided specific guidance on the necessary documents to be collected and updated.

It was suggested that the institution should provide sample lesson plans that demonstrate the selected teaching-learning strategies (group learning, individual study, project-based learning, etc.) and effective use of the Learning Management System (LMS), supported by screenshots of modules in use. Proof of

industry collaboration (lectures, workshops, internships) should be documented with clear timelines and evidence of activities conducted.

She further suggested that continuous evaluation components like quizzes, case studies, and projects allotted to students in different schools must be mentioned clearly in lesson plans/course handouts. These methods of continuous evaluation should be approved well in advance and should be included in the minutes of the Board of Examiners (BOE). For catering to diversity, documentation of remedial and bridge courses, including circulars, timetables, and reports, needs to be compiled. Additionally, a policy document for academic grievance redressal must be prepared and the minutes of action taken must be recorded and approved by BOS and AC. She also suggested preparing detailed reports from the Controller of Examinations (COE) office regarding adherence to the academic calendar.

Attribute 6-Extended Curricular Engagements:

Under this attribute, the discussion was centered on the need to accelerate the documentation process, as this attribute is process-based. Dr. Pillai highlighted the importance of gathering all required evidence for domain-related clubs, cultural activities, and festivals, including reports of the events, photos, and certified lists of participants. She underscored the significance of maintaining a comprehensive record of the number of domain clubs, activities, and collaborations with industry and professional bodies, ensuring that these metrics are supported by institutional brochures and reports.

It was advised by Dr. Pillai that visiting faculty teaching psychology in the University can be appointed as psychology counselor who can come twice a week to counsel students on different mental well-being-related issues.

Furthermore, she stressed the need for certified records of value education courses and seminars, with proof of lectures and rewards where applicable. In the sports domain, detailed lists of students participating in events at the state, national, and international levels should be compiled and verified by the institution. The importance of keeping year-wise reports and ensuring that all documents are appropriately dated and captioned was reiterated, as this would provide clarity and validation for external assessors.

Dr. Pillai also directed attention to community-focused activities, such as social awareness programs, village adoptions, and health initiatives, emphasizing the need to demonstrate the institution's impact in areas like improving gender ratios, promoting eco-friendly practices, and enhancing literacy in rural communities. The attribute team was urged to update and submit reports on these activities, including UBA reports, with corresponding evidence of outcomes. Given the criticality of this metric for accreditation, she called for the team's full focus on ensuring that all required documents are in place, accurate, and up to date.

Attribute 7-Governance and Administration

During the one-to-one conversation, Dr. Pillai stressed the significance of clearly communicating the university's vision, mission, and long-term goals through various platforms, including the institutional website, brochures, and prominent locations within the campus. She also emphasized the importance of the inclusion of stakeholders in the formulation and execution of the IDP, ensuring that both operational goals and milestones are well-documented and widely accessible.

Additionally, the team was advised to ensure that the minutes of IDP committee meetings, geotagged photographs, and audit reports are updated and aligned with the strategic plan, emphasizing the need for transparency and thorough documentation of institutional progress.

Furthermore, Dr. Pillai highlighted the necessity of regular Academic and Administrative Audits (AAA) as part of the institution's ongoing commitment to its development plan. She encouraged the team to focus on specific intervention strategies for course correction to ensure continuous alignment with the IDP and strategic plan. The conversation also addressed the need for effective leadership practices, including adequate representation of stakeholders in decision-making, delegation of powers, and maintaining a strong feedback system. Dr. Pillai urged the attribute team to expedite the completion of these updates and ensure all documentation, including audit reports and action plans, are prepared in time for the upcoming evaluations, ensuring the institution demonstrates a clear, strategic path toward its development goals.

Attribute 8-Student Outcomes

During the interaction, it was emphasized to collect alumni data under this attribute. Also, issues such total number of first-year admissions against sanctioned seats, the progression of graduates to higher education or employment, and any external academic awards or recognitions received by students were discussed. Dr. Pillai advised to maintain, update, and organize relevant documents, such as proof of admissions, placement records, and award certificates, on time. She stressed the fact that alumni feedback surveys are an integral part of the new evaluation framework. The team assured to prioritize this initiative to facilitate a thorough and efficient accreditation process.

Attribute 9-Research and Innovation Outcomes

During the discussion on different aspects under this attribute, Dr. Latha Pillai appreciated the research project awarded to one faculty from IBS by ICSSR. However, she also raised concerns about the underperformance in the research area and advised faculty members to write papers for reputed and UGC care-listed journals and apply for consultancy projects where 12(B) permission is not required to get the project. She emphasized that research-based annual appraisal of faculty can create a reasonable impact to improve the research graph of the university. Dr. Pillai emphasized the importance of quantifying the number of externally funded research projects over the past three years, specifically focusing on grants from government and non-government sources, including industries and international bodies. The team was

tasked with compiling data on the total grants received and ensuring the availability of e-copies of sanction letters to substantiate claims. Additionally, Dr. Pillai highlighted the necessity for detailed records on research publications, including metrics such as average h-index and citation index from SCOPUS and Web of Science. The conversation also underscored the need for a structured approach to track Ph.D.s awards, research fellowships, intellectual property registrations, and consultancy projects. Dr. Pillai urged the faculty to foster a research-oriented environment within the university, emphasizing timely updates and collaborative efforts from the attribute team.

Attribute 10-Sustainability Outcomes & Green Initiatives

 The attribute owner stated about the University's initiatives towards sustainability and environment. He informed that the University through UBA is conducting various initiatives in the vicinity to protect the environment. However, Dr. Pillai said that activities organized under UBA should not be counted under this attribute as UBA activities done are already completed under attribute 6. In addition, she stated that under this head other green initiatives can be taken. She advised that initially for binary accreditation purposes, the university need not go for a green audit of the facilities on campus. It is sufficient if the university has a policy for banning plastic and doing energy audits regularly.   She suggested taking geo-tag spics of available and taken green initiatives at the campus and the same can be retained as proof.

Additionally, the conversation addressed the institution's sustainability initiatives, specifically in waste and water management, progress toward achieving net-zero goals, and the importance of conducting Energy Audits, Water Budgeting, Maintaining a Clean and Green Campus, and beyond campus initiatives. Dr. Pillai emphasized that these efforts are crucial for monitoring the environmental quality of the campus and surrounding areas. The attribute team was encouraged to expedite their documentation.

Attribute 11-Uniqueness-Impact/Situatedness

This attribute is recently added as 11 attributes in the binary NAAC Framework. The attribute owner sought the opinion of Dr. Latha Pillai on this attribute. She stated that the University can define either uniqueness or Situatedness. The institutions shall have to define in which term and activity the University is unique. If it chooses to go with situatedness, then the institution shall have to mention the challenges it is facing and what it is doing to overcome the same.

Evening Session

The 32nd Internal Quality Assurance Cell (IQAC) meeting was held on October 10, 2024, in the Board Room under the leadership of Prof (Dr) H P Singh, VSM. The meeting convened with core IQAC members, alumni, industry representatives, and student members. While the alumni and industry members attended the meeting online, the student members were present physically in the Board Room.

Chairman Prof (Dr) H P Singh, VSM welcomed all participants and expressed gratitude to Dr. Latha Pillai, Senior Advisor at IFHE, for her valuable insights during the one-on-one interactions with the attribute owners. Her contributions were instrumental in setting a constructive tone for the meeting.

Following the welcoming remarks, the meeting proceeded with the agenda items. Each participant engaged in discussions aimed at enhancing the quality of education and institutional performance, aligning with the objectives of NAAC accreditation. The collaborative atmosphere fostered meaningful exchanges, ensuring that diverse perspectives were considered in the decision-making process. Each attribute owner presented the status and progress of their respective attributes through PowerPoint presentations. The IQAC team, along with the Chairman, deliberated on the next steps to further strengthen the submission.

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

Agenda Proceedings: -

Review of previous meeting minutes

The minutes of the 31st meeting of the IQAC held on 30 August 2024 were reviewed and confirmed.

Action taken report on decisions taken in 31st meeting

Director IQAC informed that the decisions taken in the 31st IQAC meeting have been implemented.

Review of progress made (Attribute wise)

During the second session of the meeting, members of IQAC were present and the attribute owner presented their respective attributes through PPT. Hon'ble Chairman apprised Dr. Latha Pillai about the University's plan to apply for binary accreditation. The suggestions given during one one-on-one interaction were reiterated in the evening meeting. The following suggestions were made.

Attribute 1:

- Completed COs, and POs, and their mapping by respective schools need to be approved by BOS/AC/BOM.
- It was suggested to take regular feedback from stakeholders like industry, students, and alumni on curriculum/syllabus revision.
- It was emphasized to include Bhartiya Bhasha Learning in teaching and the same was suggested to be introduced in schools through approved BOS resolutions.
- It was suggested to update the IU Jaipur website on a regular basis. The syllabus, feedback links, and other information need to be uploaded on the website.
- Secure necessary documents' signatures from the Registrar's office.
- Organize workshops/seminars on IKS

Attribute 2:

- Initiatives are required to be taken to improve the student-faculty ratio
- Obtain AC/BOM approval for sanctioned seats.

- Calculate the average teaching experience of full-time teachers including previous experience.
- Develop a policy for sponsored faculty training programs in the long run.
- Collect e-certificates of FDPs already attended by faculty and prepare a certified list of faculties attended FDPs and Training programs.

Attribute 3:
- Maintain library minutes.
- Prepare and display boards and signposts   related to Divyangjan facilities available on campus
- It was suggested that some free online software for disabled persons can be procured for the library.
- Promote innovation labs and development ideas.

Attribute 4:
- Audited income and expenditure statements of the institution certified by CA need to be collected from HO before filling SSR.

Attribute 5:
- Modify student lesson plans for courses with specific teaching techniques.
- Prioritize ERP and SI system implementation.
- Take for the record the screenshots of SIMS
- COE will Prepare/Create a policy on the Continuous evaluation system in use/place in the university and prepare minutes of   BOE
- Ensure to declare results within 15 days.

Attribute 6:
- Significant work is required in this attribute as it carries good weightage
- Prepare event reports henceforth with clearly defined outcomes. The standard and common format of the report to collect data can be prepared and circulated to record all future events organized by different schools.
- Visiting faculty teaching psychology can be engaged as a counseling expert in the University to counsel students
- Display the name and designation of the psychology counselor on IU Jaipur websites and in the prospectus as well.
- A list of students participating in different events needs to be collected in the standard format.
- Existing and introduced courses as value education are not appropriate. Check the list and introduce it accordingly
- Prepare a certified list of courses to focus on value education

Attribute 7:

- Collect IDP documents and get them approved by University statutory bodies
- Form an AAA committee with external members.
- Update all website data and secure policies from the headquarters
- More activities need to be taken under IQAC

Attribute 8:

- Collect sanctioned seat information from University authorities that are approved by BOM and AC of the University
- Gather alumni data for the past three years.
- Obtain/procure/maintain necessary certificates, recognitions, and awards received by students

Attribute 9:

- Increase focus on research and grant applications.
- Encourage faculty to write papers for SCOPUS/WOS/UGC care-listed journals
- Organize FDPs/MDPs programs regularly and keep a complete record of revenue generated through FDPs and MDPs.
- Submit details of FDPs and MDPs organized by schools to IQAC along with revenue generated.
- Complete and certify details of Ph.D. guides eligible to supervise students as per norms
- No need for 12(B) permission in all cases to get/secure research projects. Prepare a list of organizations funding universities that do not have 12(B) permission. Faculty can be encouraged to submit research proposals accordingly.

Attribute 10:

- In the initial phase of accreditation, an energy audit would be sufficient to claim weightage. A university can go for a green audit when it applies for maturity-based accreditation. For binary accreditation, an energy audit would be sufficient.
- Focus on energy conservation and sensor-based technologies.
- Organize environmental initiatives, such as more plantation drives, and environmental awareness and parks maintained by the university.
- Activities organized under UBA will not be counted under this attribute.

Attribute 11:

- Choose to focus on "Uniqueness" rather than "Situatedness" as suggested by Dr. Pillai.

Concluding Remarks

Chairman, IQAC, Prof (Dr) HP Singh, VSM extended his heartfelt gratitude to each of the attribute owners and IQAC members for their presence and active participation in the meeting. He highlighted not only the challenges we face but also the incredible potential we have to enhance our academic environment. He

appreciated the thoughtful insights shared by everyone during the meeting. He requested IQAC members and attribute owners to collect the remaining data at the earliest so that the University can apply for binary accreditation when the portal opens.

Chairman Sir also expressed his gratitude to Dr. Latha Pillai for attending the meeting physically and giving her insights on different attributes of the binary NAAC framework. The Chairman offered several suggestions on different aspects of attributes and requested attribute owners to work accordingly on their respective attributes.

The Chairman also requested the Director and Deputy Director, of IQAC to continuously work in tandem with attribute owners to achieve the projected goals, vision, and mission of the University before applying for binary accreditation.

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

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

Deputy Director IQAC   **Director IQAC**