Minutes of the 34th Meeting of the Internal Quality Assurance Cell (IQAC) held on January 24, 2025

The 34th meeting of the Internal Quality Assurance Cell (IQAC), IU Jaipur was held on January 24, 2025, 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 virtually. Respective Directors, Deans, Principals, HODs, Attribute owners, Alumni, Industry Experts, and student members of the IQAC also attended the meeting. The primary goal of the meeting was to review the work accomplished by the Attribute owners as required in binary format, ensuring systematic assessment and documentation.

Chairperson

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 & Prof. IcfaiTech

Dr. Shweta Jain, Director & Associate Prof. IBS

Dr. Archana Rathore, Dean & Associate Prof. IBS

Dr. Ganesh N. Sharma, Principal, ISPS

Dr. Santosh K. Singh

Dr. Rana Mukerjee

Dr. Vidhu K. Mathur

Dr. Pramod Kumar Arya

Dr. Ruchi Gupta

Dr. Ameesha Singh

Ms. Monika Yadav

Ms. Sugandha Verma

Industry Expert

Mr. Sandeep Menghani (via Zoom)

Alumni (via Zoom)

Mr. Abhishek Yadav

Ms. Nivedita Srivastava

Students Nominee

Mr. Harsh Saini

Ms. Shivangi Pandey

Mr. Narendra Singh

Ms. Shivani Bagwal

Apologies

Shri. (Er.) N.K. Jain

Dr. Shiv Kumar

Mr. S. D Bhagtani

Opening Address:

Hon'ble Chairman, Prof (Dr) H P Singh, VSM, commenced the 34th IQAC meeting with a warm welcome to Dr. Latha Pillai, Senior Advisor, IFHE. The chairman expressed gratitude for her valuable guidance provided during the last meeting. The Chairman also extended a warm welcome to all IQAC members and students attending the meeting. He further highlighted the significant role of IQAC in driving quality research for the betterment of students and the university at large. In addition, the Chairman Sir, commended the Director and Deputy Director-IQAC for their persistent hard work and dedication, acknowledging their commendable efforts in achieving progress and maintaining quality standards.

Following the Chairman's Address, the Director-IQAC welcomed Chairman IQAC, Dr. Latha Pillai, Senior Advisor IFHE, and all the members of IQAC. Director-IQAC placed the following agenda items of the meeting for discussion.

Agenda & Proceedings:

- ➢ **Approval of the Minutes of the 33ʳᵈ Meeting of the IQAC**
- • The minutes of the 33ʳᵈ meeting of the IQAC held on 29th November 2024 were reviewed and confirmed.
- ➢ **Action taken report of the 33ʳᵈ IQAC meeting**

- The action taken report of the 33rd IQAC meetings was discussed and confirmed. It was noted that recommendations/suggestions have been complied with.
- ➢ **Review of progress made (Attribute-wise)**

The Chairman-IQAC requested Attribute Owners to present the work accomplished over the past 2-3 months with respect to their respective binary attribute along with their strategies and plans for the upcoming month.

1. Attribute 1-Curriculum

The Attribute owner provided a comprehensive update on recent developments and ongoing initiatives related to COs and POs. It was informed that IBS has completed it and got it approved from Board of Studies (BOS) and the Academic Council (AC). Additionally, a stakeholder feedback survey has been conducted, with the findings shared with all relevant members of the respective schools. A discussion on the need to organize a seminar/conference/lecture on the Indian Knowledge System (IKS) was held. It was informed that a guest lecture on IKS is scheduled for January 31, 2025.

The house was also informed that a preliminary draft policy has been finalized to facilitate the effective implementation and credit transfer scheme for SWAYAM courses in the University. This draft policy has been circulated to the Director/Deans/HODs of the schools to provide names of faculty who can work as Coordinators and Co-ordinators for the smooth implementation of the SWAYAM courses in the schools.

Comments & Suggestions:

- The Chairman, IQAC, suggested modifications in the questionnaire framed to collect feedback from stakeholders, if necessary, to enhance its effectiveness.

- It was informed by attribute owner that a sample of five filled feedback forms of stakeholders on the curriculum required as proof is ready.

- It was emphasized to increase the number of SWAYAM courses in the curriculum. Having this objective in mind, an updated policy on SWAYAM has been shared with all heads of schools. It was brought to the notice of the house that ILSA currently offers six SWAYAM courses and the ICFAI-tech School offers sixteen. The IBS and ILS plan to include such

courses starting next semester. These efforts are projected to increase the university's adoption rate of SWAYAM courses from the current 5% to over 20%.

- The Chairman directed the IQAC to actively oversee and strategize the successful implementation and promotion of SWAYAM courses to ensure their widespread adoption and impact.

Suggestions by Dr. Latha Pillai

Dr. Latha Pillai clarified that as proof, five feedback forms are required to be attached with SSR however she made it clear that during binary accreditation peer team may ask to show feedback of other stakeholder. It was assured by the attribute owner that he would maintain record of all feedback forms filled and collected from stakeholders(Alumni, Teachers/Industry/Students).

Attribute 2-Faculty Resources

The Attribute owner apprised the house that the information regarding faculty experience and qualifications has been successfully compiled till 2024. A discussion on the current faculty and student ratio was held. It was informed that the current faculty-student ratio is 1:30. The Attribute owner mentioned that the data related to faculty members who joined recently will be added this month and presented during the next IQAC meeting.

Comments & Suggestions:

- The Chairman requested the attribute owner that by the next meeting, the data should be updated and the faculty-student ratio be revised accordingly.

Suggestions by Dr. Latha Pillai

Dr. Latha Pillai advised the Attribute Owner to collect and keep ready the data related to the total faculty working in the University as well as the updated data on the faculty who have done doctorates.

Attribute 3-Infrastructure

The Attribute Owner informed the house that statutory norms of PCI and BCI related to basic physical facilities required to run programs in the University are available. Attribute owner brought to the notice of the IQAC members that information related to basic physical facilities

required to start programs in IBS, ICFAI Tech, and ISLA as proof under **metric** 3.1 of **Attribute** 3 is required. The Chairman Sir informed that the said information is available in AC/BOM minutes. Attribute owner assured to collect the same from the office of the concerned.

Comments & Suggestions:

- The Chairman instructed the concerned departments to provide the required data to the Attribute Owner promptly, ensuring that all necessary information is collected and updated before the next meeting.

Suggestions by Dr. Latha Pillai

Dr. Latha Pillai suggested that the washrooms and ramps designated for Divyangjan facilities be clearly marked with appropriate signboards and that the website be updated to include detailed information about these facilities available at the university.

4. Attribute 4- Financial Resources and Management

The attribute owner informed that all relevant data with regard to attribute 4 will be procured from the Head Office (HO) and that the required format had already been shared with them.

Comments & Suggestions

- Chairman IQAC informed that all the data regarding attribute 4 will be provided to the university at the time of submitting SSR.

Suggestions by Dr. Latha Pillai

Dr. Latha Pillai also reaffirmed the comments of the IQAC Chairman on information falling under attribute 4.

5. Attribute 5- Teaching and Learning

It was discussed that pedagogical approaches have been added to the lesson plans. The implementation of the Student Information Management System (SIMS) has been completed. Attribute owners pointed out that the policy regarding academic grievances has been finalized, and remedial class reports have been collected from all schools as per the implementation during

the odd semester. The COE (Controller of Examinations) policy related to continuous evaluation is under process.

- **Comments & Suggestions:**

The Chairman requested all Directors, Deans, Principals, and Heads of Departments (HoDs) to fully implement SIMS across their respective departments. It was emphasized that efforts are required to reduce time from 25 days to 15 days to declare end term results.

Suggestions by Dr. Latha Pillai

Dr. Latha Pillai suggested that additional components be incorporated into the SIMS, such as classroom content, assignment models, and other features that could benefit both students and teachers. She also recommended that the Academic Grievance Policy be published on the website for public disclosure. It was mentioned that end-semester results need to be displayed on the university website within 15 days after the completion of exams.

6. Attribute 6- Extended Curricular Engagements:

The house was informed that all clubs have been included in the prospectus by all the schools. The reports of Cultural clubs and activities have been prepared except few schools. The reports have been assured to be provided within a week. It was informed that the name of the psychology counselor has been finalized. The name of Ms. Chiya Jaiswal has been proposed for the position of psychology counselor. Approval from HO is awaited. The house was also informed that the UBA activities and their report have been collected and updated. Additionally, it was apprised that the VEC and sports data are currently in progress.

Comments & Suggestions:

- The Chairman requested the Directors/Deans/Principal/Heads of Schools to engage with the members involved in this attribute, conduct meetings with them, and arrange the required data for the Attribute Owner. The deadline for data submission is set for February 2025. Furthermore, emphasis was given to increase students' participation in sports events organized by AIU, at state, national & International levels and preserving the proper records of the same.

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Suggestions by Dr. Latha Pillai

It was recommended that efforts need to be intensified to gather and update the relevant information to ensure comprehensive reporting and participation details of students.

Attribute 7-Governance and Administration:

The attribute Owner informed the IQAC team that all the required data is ready, including the IDP documents, minutes of committees, display of the university's mission and vision, IQAC reports, IU statutes, ordinances, documents related to all workshops, ICC and anti-ragging reports, and the successful implementation of ABC IDs. Additionally, the necessary documents and MOUs have been compiled and are ready to submit.

- **Comments & Suggestions:**

It was informed that the AAA (Academic and Administrative Audit) external members have been finalized and the Attribute owner will proceed further to implement the plan. The Chairman requested to prepare all the necessary documents required for the AAA process. The Chairman also instructed that students be made aware of the ABC IDs, and the National Education Policy (NEP), including credit awareness, mobility, and the storage of documents, exam results, and certificates in Digi Locker. It was also emphasized that MOUs be cross-checked, and the number of operational MOUs be updated by the next meeting.

Suggestions by Dr. Latha Pillai

Dr. Latha Pillai suggested that MOUs should be operational in letter and spirit. They should not exist on paper only. She also inquired whether any of the MOUs are related to faculty development, and if so, whether there are any training provisions outlined in those MOUs.

8. Attribute 8- Student Outcomes

The Attribute Owner informed that the data for students enrolled has been collected but the proof for sanctioned seats is still pending. The certification work is ongoing for students enrolled in higher education and placed in industry/Corporations. While the list of awards and recognitions has been prepared, the corresponding proof in the form of certificates is still under process.

Comments & Suggestions:

All members have been requested to complete the remaining data collection within the next 10 days to ensure that all necessary information is gathered and updated on time.

Suggestions by Dr. Latha Pillai

Dr. Latha Pillai suggested that more attention is required in this attribute, particularly for collecting data. She recommended using platforms such as convocation events, alumni meets, or social media channels to gather and track relevant information more efficiently.

9. Attribute 9- Research and Innovation Outcomes:

The Attribute owner highlighted that the research component has been gradually improving year by year. All the relevant data, including papers, book chapters, patents, and other publications, has been successfully collected and updated.

Comments & Suggestions:

- It was unanimously agreed that the aspect of research should be further strengthened. The chairman highlighted the research incentive scheme in place to promote research and innovation in the University. The chairman directed that faculty members be encouraged to publish papers. Also, a notice had been sent via email to all schools, emphasizing that at least one publication per semester is mandatory for appraisal and growth in career.

Suggestions by Dr. Latha Pillai

Dr. Latha Pillai also emphasized that fostering a strong research culture is essential for the university's growth and development.

10. Attribute 10-Sustainability Outcomes Including Green Initiatives

The Attribute Owner updated that all documents related to the attribute are ready and will be submitted after obtaining the necessary signatures from the competent authority. The documentation includes geo-tagged photos of facilities such as the wastewater recycling plant, e-waste policy, and waste segregation initiatives with policy. Additionally, all data related to community activities, including NSS reports and supporting evidence, have been compiled. The

Attribute Owner also highlighted progress on initiatives aimed at moving toward a net-zero campus.

Comments & Suggestions:

- It was emphasized that all data should be thoroughly verified by the competent authority before being submitted to the IQAC to ensure accuracy and completeness.

Suggestions by Dr. Latha Pillai

Dr Latha Pillai suggested that all policies and their operational proofs should be prepared and readily available for display whenever required, ensuring transparency and compliance with institutional standards.

Attribute 11-Uniqueness, Impact, and Situatedness

The Attribute Owner reported that a comprehensive summary highlighting the university's distinctive features has been prepared and submitted to the IQAC for review and documentation.

Concluding Remarks

The Chairman Prof (Dr) H P Singh, VSM, expressed gratitude to Dr. Latha Pillai for her valuable guidance in preparing the University for seeking binary accreditation. The Chairman also acknowledged the positive contributions of the Director and Deputy Director of IQAC, along with the commendable efforts of the entire IQAC team in advancing the university's quality assurance initiatives.

Dr. Latha Pillai congratulated the Chairman IQAC for putting comprehensive efforts to secure NAAC 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