

**INTERNAL QUALITY ASSURANCE CELL, THE ICFAI UNIVERSITY JAIPUR****Minutes of the 35<sup>th</sup> Meeting of the IQAC**

The 35<sup>th</sup> IQAC meeting was held on **28<sup>th</sup> March 2025 (Friday)** at IU Jaipur under the Chairmanship of the Hon'ble President, Prof (Dr) H P Singh, VSM. Dr. Latha Pillai, Senior Advisor, IFHE attended the meeting and offered several valuable inputs related to each attribute of NAAC Binary Accreditation. The following were present:

**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 Icfai Tech.

Dr. Shweta Jain, Director, IBS

Dr. Archana Rathore, Dean, IBS

Dr. Rana Mukerjee, Dean, IcfaiTech

Dr. Santosh K. Singh

Dr. Vidhu K. Mathur

Dr. Shiv Kumar

Dr. Pramod Kumar Arya

Dr. Manindra Trihotri

Dr. Ruchi Gupta

Dr. Ameesha Singh

Ms. Monika Yadav

Ms. Sugandha Verma

Mr. SD Bhagtani- Accounts Officer

**Industry Expert (via Zoom)**

Mr. Sandeep Menghani

**Alumni (via Zoom)**

Mr. Abhishek Yadav

### **Students Nominee**

Mr. Harsh Saini

Ms. Shivangi Pandey

Ms. Shivani Bagwal

### **Apologies**

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

Shri. (Er.) N.K. Jain, Industry Expert

Ms. Nivedita Srivastava-Alumni IBS

Mr. Narendra Singh-Student Nominee, ILS

### **Opening Remarks:**

The Chairman IQAC extended a warm welcome to all participants and expressed his sincere gratitude to Dr. Latha Pillai, Senior Advisor at IFHE, for her invaluable insights given during the one-on-one interactions with the attribute owners. He exhorted all attribute conveners to take full ownership of their work and emphasized the criticality of documentation for the forthcoming accreditation process.

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

#### **Agenda: -**

- **Review of previous meeting minutes**

The minutes of the 34<sup>th</sup> meeting of the IQAC were reviewed and confirmed.

- **Action taken report on decisions taken in 34<sup>th</sup> IQAC meeting**

Director IQAC informed that the decisions taken in the 34<sup>th</sup> IQAC meeting have been implemented.

- **Discussion on the progress made/shortcomings (Attribute-wise) and action to be taken within the next one month**

#### **Attribute 1 – Curriculum (action plan for next one month)**

- a. Data related to Course Outcomes (CO), Program Outcomes (PO), Program Educational Objectives (PEOs), and Program Specific Outcomes (PSOs) must be collected and compiled.

- b. The feedback of the Stakeholder-related curriculum should be incorporated into the Board of Studies (BOS) and it should be approved by BOS.
- c. The MSME policy and similar policies should be consolidated into a single comprehensive framework.
- d. Data pertaining to field projects, research projects, and internships should be collected and compiled by the next month.
- e. Additional workshops focusing on the Indian Knowledge System (IKS) should be organized.
- f. All metric-related data must be collected and shared with the IQAC in the upcoming month.

**Attribute 2 – Faculty Resources (action plan for next one month)**

- a. The cadre-wise faculty strength ratio should be calculated and documented.
- b. The certified list of faculty members holding a Ph.D., along with the number of ad-hoc, contractual, and visiting faculty, should be thoroughly reviewed and updated.
- c. The percentage of teachers holding a doctoral degree should be calculated on a year-wise basis and completed by the upcoming month.
- d. The total number of full-time teachers (excluding repeats) should be finalized in the upcoming month to accurately calculate the faculty retention factor.
- e. The average experience of faculty members should be calculated and duly certified by the competent authority.

**Attribute 3 – Infrastructure (action plan for next one month)**

- a. Percentage expenditure for the purchase of books, and e-books /subscriptions to digital resources year-wise during the last three years (INR in lakhs) should be collected from HO as the proforma is already shared.
- b. Minutes of the library committee need to be made available by the library committee head.
- c. Minutes of the IT committee need to be issued by the committee head (for one academic year)

**Attribute 4 – Financial Resources & Management (action plan for next one month)**

- a. Audited income and expenditure statement of the university certified by CA, needs to be collected from HO before submitting the SSR.

**Attribute 5 – Learning & Teaching (action plan for next one month)**

- a. Data regarding sample lesson plans from all departments need to be revised.
- b. Collection of MoUs from all schools for the latest academic year required.
- c. Proof of lectures delivered by industry experts, field visits, collaborative workshops with industry and stakeholders, internships, industry visits, and seminars/conferences organized under the academia-industry linkage required to be updated and submitted to IQAC.
- d. Pending minutes of the Academic Grievances Redressal Committee meetings (year-wise) are required to be submitted to IQAC.

**Attribute 6 – Extended Curricular Engagements (action plan for next one month)**

- a. Reports of domain-related clubs, activities, and festivals from IBS and IcfaiTech, along with the list of participating students from all schools awaited and have been assured to be submitted to IQAC within one month.
- b. The total number of club activities required to be calculated year-wise and school-wise.
- c. Information related to a number of institutions that participated in domain-related festivals is required.
- d. Details of cultural clubs, activities, and festivals are in process and will be submitted to IQAC within 15 days.
- e. The certified list of courses focused on value education is required to be signed.
- f. The certified list of students who participated in sports activities needs to be signed.
- g. Data related to community-focused activities undertaken will be completed within 20 days.

**Attribute 7 – Governance and Administration (action plan for next one month)**

- a. The AAA report highlighting the achievements of the Institutional Development Plan (IDP) to be submitted to the IQAC.
- b. Feedback from the stakeholders on governance will be taken within a month.
- c. Student and employee welfare policies from the Head Office are required to be collected.
- d. Data on national and international collaborations needs to be updated.
- e. Minutes of grievance handling or any other related case reports are required.
- f. Faculty retention data needs to be rechecked and updated.

**Attribute 8 – Student Outcomes (action plan for next one month)**

- a. The number of sanctioned seats for students at the university, year-wise, needs to be worked out urgently.
- b. The list of students progressing to higher education, including details of programs for passed-out students, is required.
- c. Data regarding self-employed graduates from the university has been assured to be compiled.
- d. E-copies of award letters and certificates pertaining to curricular and extended curricular areas have been assured to submit to IQAC.
- e. Data about the names, phone numbers, and email IDs of alumni, must be verified and corrected.

**Attribute 9 – Research and Innovation Outcomes (action plan for next one month)**

- a. The average h-index of the university has been assured to be calculated.
- b. The registration of faculty members on the VIDWAN portal is in progress and will be completed soon.
- c. Emphasis was given to preparing the list of full-time teachers eligible as research guides within the university.
- d. Suggestions were noted related to the procurement of consultancy projects in the name of the university.
- e. It was stressed to finalize on a priority basis the total number of full-time teachers for the past three years.
- f. The revenue generated through training programs over the last three years needs to be calculated and verified from CA.

**Attribute 10 – Sustainability Outcomes & Green Initiatives (action plan for next one month)**

- a. It was noted that more NSS activities will be conducted and detailed reports and the list of participating students, (year-wise) will be submitted to the IQAC.
- b. The data regarding activities conducted in collaboration with industries, NGOs, and professional bodies for community engagement is required (year-wise).
- c. Task of a compilation of the total number of community engagement activities conducted year-wise will be finished within the next month.



- d. Separate containers/dustbins are required to be placed in prominent places in the university campus/classes/labs to dispose of e-waste produced.
- e. Geo-tagged photos of facilities related to Waste and Water Management need to be recaptured.
- f. It was informed that the green audit within the university will be completed within the next month.
- g. Proof of environmental promotional activities conducted beyond the campus, along with geo-tagged photos with captions and dates required.

#### **Attribute 11-Uniqueness-Impact/Situatedness (action plan for next one month)**

- a. It was advised to decide/determine one particular feature reflecting the university's uniqueness in consultation with higher university authorities.

#### **Concluding Remarks**

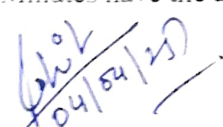
Chairman IQAC, Prof (Dr) H P Singh, VSM, expressed his heartfelt gratitude to Dr. Latha Pillai, Senior Advisor IFHE, for her invaluable guidance and support. The chairman acknowledged her rich experience and insightful suggestions, which have significantly contributed to streamlining the accreditation process. The members expressed their comfort and satisfaction during the discussions, appreciating the clarity and direction provided by Dr. Pillai.


Chairman IQAC, also highlighted the remarkable progress made since the last meeting, including the successful implementation of the Student Information Management System (SIMS) and the conduct of the Academic and Administrative Audit (AAA). The Chairman also requested all Directors, Deans, Principals, and Heads of Departments to extend their full support to the attribute owners, emphasizing the importance of collective effort in achieving accreditation goals.

Chairman Sir also acknowledged the hard work and enthusiasm of the Director and Deputy Director of IQAC, for smoothly coordinating data requisition from different attribute owners.

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