

Report
On the visit of
Prof. Latha Pillai Senior Advisor, IFHE to IUJ
(14th June- 16th June, 2023)

Day 1:- 14th June 2023

IQAC Minutes of 21st Meeting Dated 14/06/2023

1. The IQAC meeting was scheduled on 14th June 2023 at 2:30 PM in the Boardroom under the Chairmanship of Hon'ble President, Prof. (Dr) H P Singh VSM, and Dr. Latha Pillai, Senior Advisor IFHE. Respective Deans, Associate Deans, HOD's, Director IQAC, criteria in-charges, and departmental coordinators joined the same.

Chairman-

Prof. (Dr.) H P Singh VSM

Members Present-

Dr. Pramod Kumar Arya, Registrar (officiating)

Dr. Priyanka Jain, Director IQAC

Dr. A K Saini, Dean, IcfaiTech School

Dr. Shweta Jain, Dean IBS

Dr. Harish Verma, Dean ILS

Dr. Archana Rathore, Associate Dean IBS

Dr. Pratima Soni, Associate Dean ILS

Dr. Minal Sharma, HOD, ISLA

Dr. Rana Mukherjee

Dr. Avinash Gupta

Dr. Vidhu K. Mathur

Dr. Satyavir Singh

Dr. Manindra Trihotri

Dr. Ruchi Gupta

Dr. Shivangani Rathore

Dr. Jyotsana Verma

Ms. Ameesha Singh

Ms. Monika Yadav

Mr. Amit Kumar Sharma

Ms. Yogita Upadhyay

Mr. Hitesh Manglani

Mr. Ashish Sharma

Mr. Gaurav Sharma

Mr. Vijit Singh

2. The meeting commenced with the welcome of Dr. Latha Pillai by Hon'ble President Prof (Dr) H P Singh VSM and Members of IQAC.
3. Hon'ble President started his presentation with the introduction of ICFAI University, Jaipur followed by the details of academic programs, infrastructure, management team, library, canteen, sports, and hostel facilities. He further shared the information on the drafted SSR and the recommendations of the Dean Accreditation with the team members.
4. Hon'ble President discussed the SWOC analysis of the IUJ, mentioning the key indicators of the strengths, weaknesses, opportunities, and challenges based on the internal and external ecosystems.
5. Director IQAC, Dr. Priyanka Jain presented the key quantitative and qualitative aspects of each criterion (quality indicator frameworks) mentioned in the drafted SSR based on the collected data. She further informed the members about the work in progress for each criterion.
6. Dr. Latha Pillai, Senior Advisor, IFHE deliberated upon the work done and has given constructive suggestions on the areas of concern in the drafted SSR.
7. Hon'ble President informed the criterion in-charges and the departmental coordinators about the 15th June 2023 scheduled meeting with Dr. Latha Pillai. He advised the criterion in-charges to thoroughly discuss the areas of challenges, concern, and improvement in quality indicator frameworks vetted by the Dean (Accreditation) of IFHE. He further stated to seek clarification on doubts and queries in the respective criteria and utilize the esteemed presence and take advantage of Dr. Pillai's expertise to prepare for the NAAC Accreditation process.

The meeting ended with a vote of thanks to the Chair and Dr. Latha Pillai.

Day 2:- 15th June 2023

1. To seek the opinion and to improve the grading, and scores on the areas of concern vetted by Dean Accreditation, IFHE, a meeting with Dr. Latha Pillai was scheduled on 15th June 2023. Director IQAC, respective criterion in-charges, and the departmental coordinators attended the same.

2. An interactive session of 30 minutes was scheduled for each quality indicator framework. The criterion in-charges, along with the Director IQAC were advised to have a thorough discussion with Dr. Latha Pillai on the challenging areas in their respective domains. The detailed schedule was as follows:

Day & Date	Details of the Activity	Time	Criterion In charge & Departmental In charge (s)
Thursday, 15th June 2023	Meeting with Director IQAC, Criterion In charge (s) (NAAC) & Team members		
	Criterion-I: Curricular Aspects	10:30 AM-11:00 AM	Dr. Vidhu K. Mathur (IBS) Dr. Pratima Soni (ILS) Mr. Amit Kumar Sharma (ITS)
	Criterion-II: Teaching, Learning, and Evaluation	11:10 AM- 11:40 AM	Dr. Aviansh Gupta (IBS) Ms. Ameesha Singh (ILS) Ms. Yogita Upadhayay (ILS) Dr. Satyavir Singh (ITS)
	Criterion-III: Research, Innovations and Extension	11:50 AM- 12:20 PM	Dr. Rana Mukherjee (ITS) Dr. Priyanka Jain (IBS) Mr. Hitesh Manglani (ILS)
	Criterion- IV: Infrastructure and Learning Resources	12:30 PM- 1:00 PM	Dr. Pramod Arya (ITS) Mr. Ashish Sharma (ILS) Dr. Ruchi Gupta (IBS)
	Criterion-V: Student Support and Progression	2:15 PM- 2:45 PM	Dr. Archana Rathore (IBS) Dr. Pramod Arya (ITS) Mr. Gaurav Sharma (ILS)
	Criterion-VI: Governance, Leadership and Management	3:00 PM- 3:30 PM	Dr. Shweta Jain (IBS) Ms. Monika Yadav (ILS) Dr. Shivangani Rathore (IBS) Dr. Jyotsana Verma (ITS)
	Criterion -VII: Institutional Values and Best Practices	3:45 PM- 4:15 PM	Dr. Arun Kumar Saini (ITS) Dr. Manindra Trihotri (ITS) Dr. Shivangani Rathore (IBS) Mr. Vijit Singh (ILS)

3. The meeting started at 10:30 AM with the discussion on Criterion I: - **Curricular Aspects**. Dr. Vidhu K Mathur (Criterion in charge), initiated the interaction and sought the opinion and suggestions of Dr. Latha Pillai on the areas of concern highlighted by Dean Accreditation. He mainly focused on the sub-criteria 1.2.1 i.e. % of new courses introduced by the University; 1.3.2- value added courses and 1.4.1- Curriculum Feedback from stakeholders. He mentioned that ICFAI Law School adheres to the Bar Council of India norms and guidelines for its curriculum design. Dr. Mathur discussed the value-added courses imparting transferable and life skills offered year-wise during the last five years and the number of programs in which the CBCS/ Elective course system was implemented by the University. He sought advice on the factors that can be considered while introducing new programs relevant to local, national, regional, and global development needs. Dr. Latha Pillai suggested visiting the UGC

framework and guidelines for delineating the University programs and courses. She asked to review the credit system followed for the 3-year UG Pass courses and the programs designated as Hons., specifically for the core and electives offered by the different schools at IUJ. She asked to check the NAAC guidelines and the prerequisites for the value-added courses to enrich the curriculum. She suggested value added courses may be non-credit courses and MOOCs may also be offered as such courses. She further stated that different schools at IUJ may follow different styles of making the program outcomes (POs), program-specific outcomes (PSOs), and course outcomes (COs) but the central theme must be following Bloom's taxonomy. She also stated that as such there is no specific number specified by the NAAC for feedback from the stakeholders. She further said that once the feedback has been taken it must be available on the IUJ website in the specific tab –Public Disclosure.

4. The discussion on Criterion II: - Teaching, Learning, and Evaluation started at 11:30 AM. Dr. Avinash Gupta and Ms. Ameesha Singh (Criterion in charge (s)), initiated the discussion and sought the opinion and suggestions of Dr. Latha Pillai on the areas of concern stated by Dean Accreditation. The major areas of the discussion were the sub-criteria 2.2.2 Students Faculty Ratio and 2.4.2- Recruit faculty with Ph.D. It was discussed that although it is good at present, yet the University is required to recruit qualified Ph.D. faculty with a rich research background to cater to the anticipated enrolments in the coming academic session. The faculty members who are pursuing Ph.D. may be asked to complete the degree within the stipulated timelines. The University may follow a carrot & stick policy for the same. The other area of concern was the sub-criteria 2.5. i.e., the evaluation process and reforms at IUJ. To improve the scores in the 2.5.1 sub-criterion, it has been advised to reduce the no. of days for the declaration of the result. 30 days are taken to declare the result as per the current practices, it is suggested to make it 20 days. To make the examination system more robust and effective, Prof. Pillai suggested the automation of the examination cell at IUJ and asked to discuss the same with the HQs. She appreciated the student-centric teaching-learning practices such as experiential, participative learning, and problem-solving methodologies and case studies followed at IUJ. Yet, she has shown her concern for the acquaintance of faculty members with Outcome Based Education (OBE) and consequently, mapping of Outcomes and measurement of their attainment. She asked to thoroughly consider these points and seeks guidance from competent personnel. She further raised her concern for good LMS or SIMS to strengthen the teaching-learning and evaluation process at IUJ. Criterion in-charges informed that the institution assesses the learning levels of the students and organizes special programs for advanced learners and slow learners and

meticulously follows the Mentor-Mentee System for the same. The other area of discussion was 2.1. 2- No. of seats filled against reserved categories (SC, ST, OBS, Divyangjan, etc.) as per applicable reservation policy. Although the University has enrolled students from the reserved category yet there are no clear guidelines on the applicable reservation policy. Therefore, it is difficult to justify the sub-criteria based on the admitted students' data. It has been suggested to discuss the matters of sanctioned number of seats for students and the number of sanctioned posts for the full-time teachers appointed in IUJ and have a resolution in the Academic Council and Board of Management for the same.

5. The discussion on Criterion III: - **Research, Innovations, and Extension** started at 12:30 PM. Dr. Rana Mukherjee (Criterion in charge), put forward the areas of challenges. From the report of the Dean Accreditation it was reflected that this criterion requires utmost attention. The sub-criteria's 3.1.2, 3.1.3, 3.1.4, 3.2.1, 3.2.2, 3.4.3, 3.4.5, 3.4.6, 3.5.1, 3.6.2, 3.4.8, 3.3.2, 3.4.2, 3.4.4, 3.7.1 were found to be critical and significant to improve the scores. To strengthen the research environment and to build the innovation ecosystem, IUJ has well-defined policies. Committee for Advance Studies and Research (CASR) which is the principal research policy decision making body of the University framed the research policies and research programs. The CASR reviews as well as supervises the formulation and execution of research proposals by teachers and/or scholars associated with the University. He further informed that the Research and Development Cell of the university is responsible for the promotion and development of research activities at IUJ, and is headed by Director (RDC)/Dean (Research)/Research Coordinator. The Cell provides administrative and managerial support for the operation of research programs, sponsored research, consultancy, and related activities of the University. The Cell facilitates interaction with external agencies, both at national and international levels. The Cell acts as a liaison between the University and the funding agency to undertake sponsored projects. Few faculty members have initiated the process and a positive outcome is expected. To promote quality research and high-quality publications from faculty members in reputed national and international journals, the IUJ has a well-defined and structured incentive scheme. Dr. Rana informed about the draft proposal for Seed Money Policy provided by the institution to promote and facilitate the research and stated that currently it is under consideration by the Management. He further shared the difficulty in fetching research grants and funding from both government and non-government agencies. He added that faculty members are trying to receive international fellowship/financial support, and national and international awards yet have not succeeded so far. In the absence of funded projects, University is not able to enroll the JRFs, SRFs, Post-Doctoral Fellows, and Research Associates. Dr. Pillai shared

her concern for consultancy, extension activities, and outreach programs which are weak areas and require due attention and operational measures to start. She emphasized the functional MoUs with institutions/ industries in India and suggested initiating collaborative activities for research, faculty exchange, and student exchange/ internship per year. She asserted that merely the formulation of various incentive schemes and policies won't suffice the purpose. She suggested procuring e-databases such as ProQuest, EBSCO Host, and others to access the national and international journals and it would add value to the structural and intellectual capital of IUJ. To promote and facilitate the research and publication environment, IUJ may look into the possibilities of classifying the faculty members into cadres and discuss the same with the management. She further added that the Registrar of the University is the custodian for every activity and each document submitted to NAAC has to be certified by him or her.

6. The discussion on Criterion IV: - **Infrastructure and Learning Resources** started at 2:15 PM. Dr. Pramod K Arya (Criterion in charge), discussed the challenging areas of the sub-criteria- 4.3.2, 4.3.3, 4.1.2. He informed that the University Campus is 40 acres with a total built-up area of 32,883.66 sq. m. The campus is having 38 Smart/ICT-enabled classrooms, lecture theatres, seminar halls, tutorial rooms, seven workshops, and 46 different types of laboratories. IUJ facilitates a gymnasium, separate boys and girls hostels, and both indoor and outdoor sports infrastructure under the able guidance of the Sports Officer. Yet, there is a requirement for a good cafeteria and auditorium to cater to the student's demands. Another key area of concern is the facilities for e-content and other resource development (Art Gallery, Museum, Theatre, and Central Instrumentation Centre). Dr. Arya raised his concern for the pressing need of expansion of physical facilities and the upgradation of IT infrastructure while looking at the growth rate of the University in terms of enrolled students and newly launched programs. Dr Pillai was informed that the admin blocks and residential buildings on the campus are inadequate to meet the current demand. Dr. Arya stated that the expansion plans have been escalated to the HQ and University management is looking forward to their response. Dr. Pillai found that University is not using Integrated Library Management System (ILMS) & lacks digitization facilities. To strengthen the library as a learning resource she suggested to subscribe e-library resources/e-books/e-journals. Moreover, she was informed that leveraging the digital age tools requires the appropriate budgetary provisions and approvals from the HO. Dr. Arya further informed about the newly procured computers for the students and faculty members. Yet, the University is finding difficulty in maintaining an adequate student-computer ratio as per the NAAC requirement. Dr. Pillai suggested discussing the policy matters with HQ and considering all the corrective

measures to strengthen the infrastructure as this is one of the crucial criteria and has been required to be well taken care of.

7. The discussion on Criterion V: - **Student Support and Progression** started at 3:15 PM. Dr. Archana Rathore (Criterion in charge), initiated the discussion and sought the opinion and suggestions of Dr. Latha Pillai on the areas of concern stated by Dean Accreditation. The key areas of concern were sub-criteria-5.2.3 i.e. Students qualifying in competitive exams: %age of students qualifying in UPSC, NET, and SLET. Dr. Rathore stated that although the team has initiated the process of collecting the data yet was facing difficulties as it is challenging to reach passed-out students of the University and their reluctance to furnish the required information in time. The other key area of concern is 5.2.3 sub-criteria where the University is supposed to provide the details of recently graduated students who have progressed on to pursue higher education. In the absence of a structured format and a well-defined system, it is difficult to collect the data for the same. Another area of concern is Alumni engagement in terms of Alumni Association and Alumni Contribution. It has been suggested that IUJ can motivate the alumni for giving some contributions. For instance, if the alumni donate some books then the library can prepare an inventory and show the value as alumni contributions. Dr. Rathore shared that the alumni activities are restricted to the central IBS association (IBSAF) and IBS Jaipur regularly hosts Alumni meetings twice a year under the banner of the Jaipur chapter of IBSAF. Dr. Pillai emphasized the requirement of a registered Alumni Association of IUJ where the process owners must be the Alumni. She also suggested dedicating a calendar date to an Alumni Day (as decided by the institution) and celebrating the same.
8. The discussion on Criterion VI: - **Governance, Leadership, and Management** started at 4:00 PM. Dr. Shweta Jain (Criterion in charge), shared information about the institution's vision and mission. She stated that the governance, leadership, and management are largely centralized at the HQs. However, the institutional strategic plan is developed, deployed, and executed through organized and structured Apex bodies including the Board of Management (BoM), Academic Council (AC), Board of Studies (BoS), and Finance Committee (FC). At the IUJ level statutory meetings are systematically conducted on the stipulated timelines and minutes are appropriately documented and signed by the competent authority. The key concern areas are financial support to teachers for attending conferences/workshops and membership fees of professional bodies. The faculty empowerment strategies are required to be formulated for the same. Dean Accreditation IFHE suggested exploring the possibility of taking up the suggestion to HQ for the same. Dr. Jain informed that institutional strategies for the mobilization of funds

and the optimal utilization of resources are decided by the HQ. IUJ has to explore ways to receive funds/grants from government/non-government bodies, and individual philanthropists for the development and maintenance of infrastructure. Dr. Pillai suggested that the IQAC is expected to conduct an Academic Audit every year to check and ensure whether the quality assurance strategies and processes are working in the same manner as intended or not. Dr. Jain informed that Dean Accreditation has suggested exploring the possibility of adopting the ISO and other audits with HQ to bridge the gap.

9. The discussion on Criterion VII: - **Institutional Values and Best Practices** started at 4:45 PM. Dr. Arun Saini (Criterion in charge), shared the measures initiated by the IUJ for the promotion of gender equity. He further stated that IUJ has deployed facilities for degradable & non-degradable wastes including liquid waste management and rainwater harvesting techniques. Dr. Saini discussed the plan for the RO Plant installation for the centralized distribution of drinking water, and the construction of rainwater harvesting pits. He sought the opinion on the construction of more tanks and bunds to collect and store the rainwater for reuse on-site, rather than allowing it as runoff in addition to DEWATS (Decentralised Waste Water Treatment System). As an alternate source of energy, he suggested installing Biogas Plant for solid waste management and a Sensor-based energy conservation-Fan, Feeder for time control of light. Regarding Quality audits on the environment and energy, he sought advice on green audit, and environmental audit. Dr. Latha Pillai suggested going with certified agencies in the related fields for audit in consultation with HQ. She further added to highlight the best practices and institutional distinctiveness with firm affirmation in the report supported by valid and reliable data.

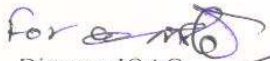
At the end of the day-long interaction, with the IQAC team, Dr. Pillai advised Director IQAC to share the new manual, benchmarks, and Sop of NAAC with criteria in-charges and the departmental coordinators.

Day 3:- 16th June 2023

An interactive session of 45 minutes was scheduled for the final-year students of the MBA program with Dr. Latha Pillai. She apprised the students about the latest development in higher education and the new education policy 2020.

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

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


Director IQAC