

## IQAC MEETING

### Minutes of the 22<sup>nd</sup> meeting of the IQAC held on 12<sup>th</sup> July 2023

The IQAC 22<sup>nd</sup> meeting was held on 12<sup>th</sup> July 2023 at 4:30 PM in the boardroom under the Chairmanship of Hon'ble President. The agenda was to discuss the progress on preparation for NAAC Accreditation with criteria in-charges and departmental coordinators.

#### **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. Archana Rathore, Associate Dean IBS

Dr. Pratima Soni, Associate Dean ILS

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 Upadhayay

Mr. Hitesh Manglani

Mr. Ashish Sharma

Mr. Gaurav Sharma

Mr. Vijit Singh

Discussion in brief:

1. Hon'ble President initiated the proceedings by reaffirming the objective of achieving good NAAC Accreditation and also shared the background of the progress achieved so far.
2. Hon'ble President suggested to include more faculty members to the different criteria for more effective accomplishment of objectives.
3. **Discussion on Criteria 1 – by Dr. Vidhu K Mathur**
  - I. Curriculum shall be prepared for four-year degree UG programs under IBS, ICFAI Tech, and ISLA to be implemented from the Academic session 2024-25 onwards.
  - II. It was advised to categories the courses as per the UGC Curriculum Framework.
  - III. Development of POs and COs by strictly following the UGC format. The Hon'ble President advised that relevant documents can be requested from IFHE and those can serve as template for the development of IUJ documents.
  - IV. POs and COs are to be completed by 31<sup>st</sup> October 2023 for courses being offered in the current semester as per the documents received from IFHE.
  - V. Dr. Amit suggested school wise team for the development of POs and COs.
  - VI. As suggested by Dr. Latha Pillai, Senior Advisor IFHE value added and skill enhancement courses have to be identified and offered with weightage of 2 credits each in the UG programs as per the UGC Curriculum framework. The Hon'ble President directed the criteria in charge to share the list of suggested value added and skill enhancement courses with respective Deans and HOD's for the implementation in the odd semesters beginning from the session 2023-2024.
  - VII. Dr. Priyanka Jain, Director IQAC emphasized on uploading the detailed program structure on University website.
  - VIII. Overall score of the Criteria is 80 out of 150.
4. **Discussion on Criteria 2 – by Dr. Avinash Gupta**
  - I. The UGC mandated faculty – student ratio of 1:25 for UG programs and 1:15 for PG programs was brought to the attention of the meeting. The Hon'ble President informed that it shall be taken care of by the University.
  - II. It is required to recruit more faculty members with PhD and advised those who are pursuing PhD to complete the same sooner.
  - III. The efforts can be made towards reducing the time for declaration of the results for even Semester by 05 days thereby bringing it to 25 days.
  - IV. Effective LMS/SIMS is needed. The proposed ERP implementation shall resolve the issue.
  - V. Regarding seats for reserved category, though the university does not have any policy on reservations so far, the factual matrix can be used to identify data regarding enrolment of students belonging to reserved categories.
  - VI. Overall score of the Criteria is 299 out of 620.
5. **Discussion on Criteria 3 – by Dr. Rana Mukherjee**
  - I. There is a need to include more members in the criteria since it carries the maximum weight in the NAAC process.
  - II. Policy regarding Seed Money grant of Rupees One Lac per faculty per school is to be prepared and sent for approval.
  - III. Suitable and more specific recommendations on E-Databases are to be made.

- IV. Media Lab or Studio is to be established.
  - V. NSS is to be started and can be included in curriculum.
  - VI. Functional MoUs can be aligned with the requirements of this criteria.
  - VII. Recruitment of professors from reputed institutions having relevant networking and experience and reputation shall help attracting more research projects and grants to the University. This shall improve the overall score in this aspect.
  - VIII. Overall score of the Criteria is 185 out of 832.
- 6. Discussion on Criteria 4 – by Dr. Pramod Arya, the Registrar – In charge**
- I. Proposed planning for upgradation of the infrastructure was explained.
  - II. Point on construction of Cafeteria and Auditorium etc. was raised.
  - III. Upgradation of IT infrastructure is required keeping in mind the number of students. In the light of increasing number of students, the proposal for such upgradation can be sent.
  - IV. The requirement for Admin block and residential buildings were raised.
  - V. The identified gaps in digitization of the library, requirement for more number of books, more copies of particular books s pointed out during the visit of Dr. Latha Pillai were raised.
  - VI. Overall score of the Criteria is 75/160.
- 7. Discussion on Criteria 5 – by Dr. Archana Rathore**
- I. Data on student achievements and alumni shall be collected from 2023 onwards.
  - II. Circulars/Brochures/Reports/ Photos etc. is to be made available and to be updated on website.
  - III. The copy of certificates of achievement, of student in events held outside the University is required to be submitted to IQAC within reasonable time. The academic coordinators shall act as nodal agency for this purpose for their respective schools.
  - IV. The events shall be organized in the name of the University to give them separate identity. Reports are to mention the same accordingly. FORZA can be restructured to count different activities separately.
  - V. Alumni day and activities shall be conducted and scheduled on the University calendar.
  - VI. Over score of the Criteria is 160/330.
- 8. Discussion on Criteria 6 – by Dr. Shweta Jain**
- I. An effective ERP shall be able to contribute much in the parameters of this Criteria.
  - II. Policy on extending financial support for faculty members for attending conferences, development programs etc.is to be implemented. Evidence of such grants shall be recorded properly. For this, IFHE policy can be referred and the policy suitable to University's requirement shall be prepared accordingly.
  - III. Evidence of Infrastructure grants from government needs to be recorded. Hon'ble President informed the house that the University has an Endowment Fund of rupees Two Crores with the State Government. The interest earned on this fund is used for infrastructure development and as such qualifies under this parameter.
  - IV. The University is not receiving any grants from any Governmental /Non-Governmental sources as of now.

- V. Academic and Administrative audits are required to be conducted. It was suggested that IQAC is capable of conducting the academic audit. More clarity on audit is required.
  - VI. ISO, NBA, NIRF were recommended by Dr. Pillai, clarifications were sought on this requirement.
  - VII. Quality orientation programs may be organized for scoring more. The events being conducted by University can include quality orientation to generate more points in this regard.
  - VIII. Score under this Criteria was 38/228
- 9. Discussion on Criteria 7 – by Dr. Arun Kumar Saini**
- I. Appointment of qualified psychologist is required
  - II. A centralized student services department is needed. The respective departments are already having the same for their own students.
  - III. Focus on alternate sources of energy can be given. Energy saving sensors can be installed.
  - IV. Policy on Solid Waste Management and E-Waste Management are to be prepared.
  - V. ERP is to be implemented for paperless office.
  - VI. The possibilities of Centralized RO plant with zero wastage of water can be evaluated.
  - VII. Rain water harvesting systems are to be installed on all the campus buildings.
  - VIII. Use of bicycles is required to be encouraged. The facility of bicycle on-borrow basis can be explored by the university.
  - IX. Policy on minimizing the use of plastic can be formulated.
  - X. Annual Green Audit is required.
  - XI. Campus access to persons with disability is to be ensured.
  - XII. Code of conduct for students and faculties is required. However, the same for students has already been published on website.
  - XIII. More lectures on human values and ethics are to be delivered.
  - XIV. The possibility of awards to the University from Government or other recognized bodies is to be taken up
  - XV. Overall score of the Criteria is 40 out of 80.

**10. Concluding remarks by Hon'ble President:**

- I. Representation from the School of Liberal Arts must be included in the IQAC.
- II. Called for team work and spirit
- III. Criteria in-charges are required to be clearer as the responsibility of implementation and rendering information lies on them.
- IV. Meeting shall be conducted at least once in a month to update the progress.

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

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

*For and by*  
Director IQAC