

IQAC MEETING

Minutes of the 23 rd Meeting of the IQAC held on 22nd Aug 23

The 23rd IQAC meeting was held on 22nd Aug 2023 at 4:30 PM in the boardroom under the Chairmanship of Hon'ble President. Dr. Latha Pillai, Senior Advisor, IFHE joined the meeting through google meet. The agenda was to discuss the progress and plans by criteria in-charges with reference to the following:

- a. Status:** The current state of the specific criteria, highlighting any strengths, weaknesses, or areas of concern.
- b. Progress Made:** The initiatives, strategies, and measures that have been undertaken since the last IQAC meeting to address the criteria-related issues.
- c. Way Forward:** Outline the planned actions, projects, and strategies intended to further improve the specific criteria in the upcoming months.

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. H.K. Verma, Dean ILS
Dr. Archana Rathore, Associate Dean IBS
Dr. Rana Mukherjee
Dr. Avinash Gupta
Dr. Vidhu K. Mathur
Ms. Ameesha Singh
All the Departmental Coordinators and Members of IQAC

Members Absent

Prof. Biplab Haldar, Vice Chancellor, ICFAI University, Tripura
Dr. Shweta Jain, Dean IBS

Discussion in brief:

1. The meeting commenced with a welcome and opening remarks by the Hon'ble President, setting the tone for the discussions and highlighting the importance of the IQAC's role in maintaining and enhancing the quality of education and academic practices at the University. He apprised that the IQAC has been reconstituted and more faculty members and academic staff are included to enhance the committee's effectiveness in contributing to quality improvement.

Criterion-wise Discussion:

2. **Presentation on Criteria 1 – by Dr. Vidhu K Mathur**
 - ✦ Proposed converting all UG programs into four-year programs and redesigning the course structure.

- ✦ Addressed a query by Dr. Pillai regarding the adoption of the NEP by Rajasthan State.
- ✦ Emphasized the need to create POs/COs and outcome-based documents, suggesting workshops for faculty members. Appointing school-wise faculty supervisors was recommended.
- ✦ Concerns were raised about cross-discipline CBCS due to limited course offerings.

Roadmap for the next quarter:

- ✦ **Expert Workshops on Framing and Mapping:** Organize expert workshops to frame the mission, vision, POs, and COs. Facilitate cross-mapping discussions to ensure alignment between POs and COs. Document outcomes of these workshops for reference.
- ✦ **Final Document Compilation:** The development of Outcome Based Education documents, including Mission, Vision, POs, COs, cross-mapping, and supporting documents, can be effectively completed by the target dates of 30 November 2023 and 31 January 2024, respectively. Regular communication, coordination, and feedback loops among experts, program coordinators, and faculty members will be crucial to achieving the desired outcomes.

Comments by Dr. Pillai:

- ✦ Expressed contentment with progress.
- ✦ Advocated counseling for third-year students transitioning to the four-year program.
- ✦ Stressed the importance of obtaining necessary approvals, to which the Hon'ble President confirmed that approvals were already in place.

3. Presentation on Criteria 2 – by Ms. Ameesha Singh

- ✦ Stressed the significance of adopting an ERP system, which awaits management's decision.
- ✦ Set a goal for completing essential documentation by the end of December 23.

Roadmap for the next quarter:

- ✦ **Assess Current Status and Needs:** Gather data on faculties who have received awards, recognition, and fellowships at various levels. Analyze the areas of expertise that have gained recognition and identify gaps in other subject areas.
- ✦ **Incentive and Recognition Program Design:** Collaborate with a team to design an incentive scheme for faculties participating in Faculty Development Programs (FDPs) and similar activities. Determine the types of incentives, such as leaves, monetary rewards, and any other relevant benefits.
- ✦ **ERP System Implementation:** Initiate the adoption of an ERP system to streamline the tracking of faculty participation in various development activities.

Comments by Dr. Pillai:

- ✦ Advised aligning initiatives with POs/COs and EOs.
- ✦ Underlined the importance of LMS and ERP.

- ✦ Emphasized incorporating Experiential Learning and Internship Programs.
- 4. **Presentation on Criteria 3 – by Dr. Rana Mukherjee**
 - ✦ Submitted task completion deadlines for the proposals to improve the scores.
 - ✦ Highlighted the need for forming committees at the University level.
 - ✦ Noted the appointment of a Professor for research grant purposes.

Roadmap for the next quarter:

- ✦ **Seed Money Policy Design:** Design of policy in consultation with the Hon'ble President & CASR Committee members and the proposal will be submitted by 20th September 2023.
- ✦ **Purchase of Plagiarism Check Software:** Submit the proposal to purchase Turnitin Simplicity Software by 1st September 2023.
- ✦ **Requirement of Research Databases:** The Librarian will collect quotations for INFLIBNET research database packages. Prepare a comprehensive report for Management's consideration and submit the same by 15th September 2023
- ✦ **Research Projects Webinar:** Will organize a webinar on 13th October 2023 to create awareness about funding agencies for research projects like ACU, DST, etc. Provide faculty with valuable insights into the application process and requirements.
- ✦ **Constitution of University Ethics Committee:** Collaborate with Hon'ble President & CASR Committee members to constitute the Ethics Committee to define the committee's structure, responsibilities, and code of conduct by 09 Sep 23.
- ✦ **Establishment of NSS Wing Proposal:** Prepare a comprehensive proposal for the establishment of the NSS Wing. Collaborate with the Hon'ble President and sports officer to ensure all aspects are considered and will be submitted by 6th October 2023.
- ✦ **Recommendation to Develop Incubation Center:** Invite proposals from IIEC for the development of an incubation center. Evaluate the proposals and prepare a recommendation report for Management by 30th October 2023.
- ✦ **Development of Media Center Proposal:** Prepare a proposal by 25th September 2023 for the establishment of a media center for developing MOOCs. Collaborate with the Hon'ble President to ensure alignment with the institution's goals.

Comments by Dr. Pillai:

- ✦ Acknowledged the need for gradual growth in this criterion.
- ✦ Proposed focusing on NSS and UBA.
- 5. **Presentation on Criteria 4 – by Dr. H.K. Verma**
 - ✦ Mentioned the availability of approval in principle for constructing Admin and Academic Blocks.
 - ✦ Discussed the consideration of a proposal for 218 additional PCs.
 - ✦ Recommended each school to suggest E-resources.

Roadmap for the next quarter:

- ✦ **Infrastructure Budget and Audit Preparation:** Gather all relevant financial data and expenses related to infrastructure projects. Collaborate with the finance department to prepare a detailed budget for upcoming infrastructure projects. Compile data for previous years (2018-2023) to establish a baseline.
- ✦ **Smart Board Facility and Yoga Centre Planning:** Assess the requirements and feasibility of implementing smart board facilities. Plan the establishment of a yoga center, including space allocation and equipment needs.
- ✦ **Common Database Implementation:** Determine the technical requirements for the common database to store event photos, videos, and geo-tagged content. Collaborate with IT and data management teams to set up the database infrastructure.
- ✦ **Proposal for E-Resource Database Expansion:** Prepare a comprehensive proposal for purchasing additional databases containing e-books and e-journals. Highlight the importance of remote access to e-resources for the academic community.
- ✦ **Audited Financial Statements Preparation:** Collaborate with the central finance department to collect audited statements for 2018-19, 2019-20, 2020-21, 2021-22, and 2022-23.
- ✦ **Infrastructure Documentation and Reporting:** Compile detailed documentation of infrastructure projects, including planning, budgeting, and implementation. Prepare reports for management, highlighting progress and financial allocation.
- ✦ **Data Compilation and Management:** Compile the stock register of purchased computers. Create a comprehensive list of computers, including invoice bills and summaries.

Comments by Dr. Pillai:

- ✦ Recognized the ongoing infrastructure development's potential impact on the score.

6. Presentation on Criteria 5 – by Dr. Archana Rathore

- ✦ Expressed the necessity of conducting events under the University's name.
- ✦ Stressed the considerable efforts required in this criterion.

Roadmap for the next quarter:

- ✦ **Student Scholarships and Freeships Data Update:** Collect data from Accounts for the years 2021-22 and 2022-23 to update the existing file by 09 Sep 2023.
- ✦ **Career Counseling and Guidance Efforts:** Compile information on career counseling and guidance efforts over the past five years. Gather details on e-counseling and guidance for competitive examinations. Prepare a comprehensive report on the institution's initiatives by 15 Sep 2023.
- ✦ **Capacity Development and Skills Enhancement Initiatives:** Gather data on capacity development initiatives for soft skills, language and communication skills, life skills, and technology awareness post-2021 by 10 Sep 2023.

- ✦ **Placement Percentage Data Update:** Update data on the percentage of placement of outgoing student's post-2021. Analyze the improved placement rates and prepare a report by 10 Sep 2023.
- ✦ **Institutional Events and Activities:** Collect information on sports competitions, cultural events, technical/academic fests, and other activities organized by active clubs and forums post-2021. Plan to capture data from AC minutes of the last five years by 20 Sep 2023.
- ✦ **Alumni Contribution and Book Inventory:** Gather information on alumni contributions to the University through the registered Alumni Association. Prepare a book inventory as a suggestion for their contribution by 20 Sep 2023.
- ✦ **Examination Qualification Rates Data Collection:** Gather data on the percentage of students qualifying in state/national/international level examinations post-2021. Create a Google link to collect data from passed-out batches and have the Alumni Coordinator follow up by 20 Sep 2023.

Comments by Dr. Pillai:

- ✦ Advised establishing relevant best practices for the University.

7. Presentation on Criteria 6 – by Dr. Devika Agarwal & Ms. Monika Yadav

- ✦ Proposed that each school events carry the University's symbol.
- ✦ The President suggested urgent internal data collection without waiting.
- ✦ Encouraged prior discussions with internal authorities before review meetings.
- ✦ Emphasized the need for realizing intended work.

Roadmap for the next quarter:

- ✦ **Institutional Vision and Mission Compilation:** Schedule a discussion with President - IUJ to finalize the institution's vision and mission. Draft and compile the finalized vision and mission statements by September mid.
- ✦ **Active Committees and Allied Bodies Documentation:** Gather details of all active committees and allied bodies in consultation with President - IUJ. Compile the information into a comprehensive document by October end.
- ✦ **Implementation of Strategic Plan Activities:** Gather data on implemented activities based on the institutional strategic plan from the Registrar Office and respective schools. Develop and expand the preliminary document in consultation with the President – IUJ by October end.
- ✦ **Performance Appraisal and Promotional Avenues:** Collect information on the performance appraisal system, promotional avenues, and welfare measures by November mid.
- ✦ **Financial Support for Professional Development:** Coordinate with CHRD, HO, Registrar Office, and respective schools to formalize the policy for financial support. Submit the suggestive policy draft for further process and formalization by October end.

- ✦ **Professional Development Training Programs:** Plan a schedule of professional development and administrative training programs in consultation with President - IUJ and other Department Heads. Develop a central database for tracking the programs.
- ✦ **Institutional Strategies for Fund Mobilization:** Schedule discussions with President - IUJ, Registrar - IUJ, CF&AO, and Department Heads to strategize fund mobilization and resource utilization in December mid.
- ✦ **Funds and Grants for Infrastructure Development:** Discuss and gather information on funds/grants received from government and non-government bodies, individuals, and philanthropists for infrastructure development. Collaborate with relevant stakeholders to compile the data.
- ✦ **Internal and External Financial Audits:** Collaborate with President - IUJ, Registrar - IUJ, and CF&AO to ensure internal and external financial audits are planned and executed.
- ✦ **IQAC Interventions for Quality Assurance:** Collaborate with Director-IQAC to plan interventions for institutionalizing quality assurance strategies and processes. Develop the first plan for submission by mid-January.
- ✦ **Quality Assurance Initiatives:** Collaborate with Director-IQAC and President - IUJ to plan interventions related to academic administrative audit, quality conferences, collaborative initiatives, orientation programs, participation in NIRF, and other recognized quality audits in September mid.

Comments by Dr. Pillai:

- ✦ Highlighted that certain matters are decided by the Management.
- ✦ Suggested reviewing the definitions of FDPs before counting them.
- ✦ Stressed staying updated on accreditation process developments.

8. Presentation on Criteria 7 – by Dr. Arun Kumar Saini

- ✦ Noted satisfactory performance in this criterion.
- ✦ Emphasized the submission of policy documents.

Roadmap for the next quarter:

- ✦ **NSS Unit Setup:** Initiate the process to set up a National Service Scheme (NSS) unit on campus. Coordinate with relevant authorities and organizations to formalize the setup.
- ✦ **Green Audit and Environmental Audit Planning:** Collaborate with the maintenance engineer, Mr. Vishal Singh, to plan and budget for a comprehensive Green Audit and Environmental Audit of the campus. Allocate resources and set timelines for the audits.
- ✦ **Centralized RO Plant and Water Supply Lines:** Plan and budget for the installation of a centralized RO plant for clean water supply.

- ✦ **Prefabricated Biogas Plant:** Collaborate with Bijson Innovations Pvt. Ltd. for the acquisition and setup of a prefabricated biogas plant. Allocate resources and arrange for the installation of the biogas plant on campus.
- ✦ **Rainwater Harvesting and Borewell Recharge:** Collaborate with Mr. Vishal Singh to initiate the construction of a rainwater harvesting pit behind the hostel area. Budget and arrange for the implementation of two borewell recharge systems on campus.
- ✦ **Pedestrian-Friendly Pathways and Hoardings:** Based on calculations provided by Mr. Vishal Singh, plan and budget for the creation of pedestrian-friendly pathways. Arrange for the installation of Plastic Ban, Green Campus, and No Vehicle Zone hoardings across the campus.

Comments by Dr. Pillai:

- ✦ Expressed satisfaction with progress.
- ✦ Called for action reports alongside Green Audit reports.
- ✦ Suggested exploring additional points for Best Practices and Institutional Distinctiveness.

9. Concluding remarks

By Dr. Pillai


- ✦ Congratulated the Hon'ble President and team for their diligent efforts.
- ✦ Urged to sustain team's proactiveness.
- ✦ Recommended empowering IQAC with software for task records.
- ✦ Stressed staying updated on NAAC guidelines and recent developments like IKS inclusion.

By Hon'ble President:

- ✦ Encouraged more active participation from criterion members.
- ✦ Stressed the importance of implementation focus.
- ✦ Provided an update on Academic Bank of Credits.
- ✦ Concluded by expressing gratitude to Dr. Pillai.

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

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

For


Director IQAC