

IQAC Meeting Minutes
Minutes of the 33rd Meeting of the IQAC
held on 29th November, 2024

The 33rd meeting of the IQAC was held on 29th November, 2024 at the IU Jaipur in the boardroom at 04:00 PM, under the Chairmanship of the Hon'ble President, Prof (Dr) H P Singh, VSM. The primary agenda of the meeting was to review the progress on data updates and finalize the proposed tasks to be undertaken in the upcoming month by each attribute owner to strengthen the university's preparedness for binary NAAC accreditation.

Chairman

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. Archana Rathore, Dean & Associate Prof. IBS

Dr. Santosh K. Singh, Principal, ISPS

Dr. Vidhu K. Mathur

Dr. Shiv Kumar

Dr. Pramod Kumar Arya

Dr. Rana Mukerjee

Dr. Manindra Trihotri

Ms. Ameesha Singh

Ms. Monika Yadav

Ms. Sugandha Verma

Leave of Absence

Dr. Arun Kumar Saini, Dean & Prof. IcfaiTech

Dr. Shweta Jain, Director & Associate Prof. IBS

Mr. S.D Bhagtani, Accounts Department.

Opening Address: -

The meeting commenced with a warm welcome of members of IQAC by the Chairman, Hon'ble President Prof (Dr) HP Singh, VSM. After the welcome address, the Chairman emphasized the importance of timely and accurate data updating across all parameters and advised all attribute owners to ensure completeness and consistency in their respective areas. Each attribute owner presented their progress and identified gaps, if any, along with strategies for addressing them. The Chairman stressed aligning the data with NAAC requirements and highlighted the necessity for evidence-based documentation. In addition, Chairman Sir also gave direction for enhancing innovation initiatives & Research publications and integrating best practices in academic and administrative processes.

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

Agenda: -

1. Review of previous Minutes of the 32nd Meeting of the IQAC
2. Action taken report on 32nd IQAC meeting.
3. Review of progress made (Attribute-wise) specific achievements and action plan for the next month
4. Any other item with the permission of the Chair

Proceedings: -**1. Review of previous meeting minutes**

The minutes of the 32nd meeting of the IQAC held on 10 October 2024 were reviewed and confirmed.

2. Action taken report on decisions taken in 32nd IQAC meeting

Director IQAC informed that the decisions taken in the 32nd IQAC meeting have been implemented. It was informed that all attribute owners are actively working on the suggestion given by Dr. Latha Pillai, Senior Advisor, IFHE during the last IQAC meeting.

Review of progress made by Attribute Owner: -

Attribute-wise discussion

Attribute 1-Curriculum

The Attribute owner assured to plan a workshop/seminar on the Indian Knowledge System (IKS) in the upcoming month. Further, the Attribute 1 owner was instructed to complete CO & PO mapping in IBS. The Chairman advised faculty members to take more positive steps for handling MOOCs, along with updating them on feedback received. Concluding the discussion, the Chairman highlighted the need for greater efforts in this attribute to meet the requirements for the upcoming binary accreditation and encouraged the Attribute 1 owner to take necessary steps to strengthen the area.

Attribute 2-Faculty Resources

The Attribute 2 owner presented a detailed strategy to collect e-certificates and other supporting documents from the teaching faculty. The primary focus was on compiling and updating records related to faculty qualifications, teaching experience, and professional development activities to strengthen the documentation for the binary accreditation process. The owner highlighted that efforts are underway to streamline the process and ensure the accuracy of data.

During the discussion, Chairman Sir emphasized the importance of efficient documentation and proposed that here-forth, all relevant certificates and e-certificates should be collected from faculty members at the end of each semester. This approach aims to maintain a comprehensive and up-to-date repository of faculty credentials, aligning with accreditation requirements. The Attribute 2 owner assured that measures would be implemented to facilitate systematic and timely collection of documents.

Attribute 3-Infrastructure

The attribute owner conveyed that all required software has been successfully downloaded and is accessible in the university's computer lab, ensuring readiness for usage. Additionally, the signboards have been received, and arrangements are being made to display them across the university premises in the upcoming days. The attribute owner confirmed that most of the required

data for this attribute is already available. However, a small portion of the data needs to be collected from the Head Office (HO), which will be addressed as the university prepares for binary accreditation.

Attribute 4- Financial Resources and Management

It was noted that all relevant data had been collected from the Head Office (HO) and that the required format had already been shared with them. A follow-up on the previous meeting's deliberations highlighted that Dr. Latha Pillai had informed the attribute owner that all necessary data from the HO had been provided in the required format at the time of submission. The team acknowledged the progress made and emphasized ensuring that the shared data aligns with the set requirements for further processing and submission.

Attribute 5- Teaching and Learning

Attribute 5 owner informed to the chairman sir that in the upcoming month the team will actively work on the minutes of the COE meeting, particularly concerning the approval of marking schemes across different schools and the implementation of the continuous evaluation system. Additionally, they highlighted the requirement for a formal policy addressing academic grievances, which is essential for binary accreditation purposes. These matters were identified as critical for aligning with accreditation standards and ensuring consistency in academic assessment practices.

The SIMS (Student Information Management System) is in the process of implementation and will be implemented in all schools to make learning and teaching more effective, transparent, and pro-student and pro-faculty.

Attribute 6- Extended Curricular Engagements

The attribute owner outlined a one-month plan to address all necessary tasks related to the attribute, collaborating with representatives from each school. The name of a Psychology Counselor was provided to the IQAC team, and the Chairman recommended that the Director of IQAC arrange a meeting with the counselor to finalize the terms and conditions. Additionally, the IQAC team shared the Value Added Courses (VAC) format and its outcomes, including credit hours, with the attribute owner for future implementation at the university. The team was instructed to expedite the collection of names and certificates related to sports activities from the last three academic years. The Sports Officer submitted the details of tournaments (National/State), including dates

and the number of participants. The Chairman emphasized the need for the attribute owner to accelerate progress and complete all necessary preparations for the upcoming NAAC accreditation.

Attribute 7-Governance and Administration

Attribute owner 7 was instructed to make further progress on the external Academic and Administrative Audit (AAA) as the Audit Specialists were already identified. It was informed that the implementation of the Student Information Management System (SIMS) is currently underway. All remaining activities related to this attribute will be handled by the designated attribute owner and ready to provide the details as required.

Attribute 8- Student Outcomes

Attribute 8 owner, assured to collect data from students and alumni regarding their job placements and higher education enrollments. It was emphasized that students and alumni should provide evidence such as offer letters for job placements and ID cards or admission letters for higher education enrollments. Chairman Sir addressed all members, reiterating the importance of completing this task promptly within the upcoming month. He urged the team to coordinate efficiently to ensure that all necessary data is gathered and recorded in a timely manner to support institutional reporting and analysis.

Attribute 9- Research and Innovation Outcomes

During the meeting, the Attribute 9 owner informed that a Google sheet had been circulated among the faculty members to update their research publications and patent details. The most recent data included in the file is from June 2024. Additionally, the creation of an IPR cell should be prioritized for university research and future innovation. Following this, the Chairman informed the attendees that a notice had been sent via email from his office to all schools, emphasizing that at least one publication per semester is mandatory for appraisal and growth. Additionally, it was mentioned that after a publication is made, the record would be maintained by the President's office.

Attribute 10-Sustainability Outcomes Including Green Initiatives

The Attribute 10 Owner updated about the green audit and shared information regarding companies that could assist in issuing or preparing green audits for the university buildings and

campus. After deliberation, it was decided that the university would prioritize conducting an energy audit, implementing e-waste management practices, and enhancing rainwater collection systems instead of pursuing a green audit. The Chairman also instructed the Attribute 10 Owner to collect and maintain all related policies for future reference.

Attribute 11-Uniqueness, Impact, and Situatedness (A Distinctive Feature of University)

During the meeting, the discussion emphasized that this attribute should showcase the university's distinctive features, including community outreach programs, curricular flexibility, NSS initiatives, skills-based education, value-added courses, the implementation of the National Education Policy (NEP), and other defining characteristics. The Chairman suggested that the attribute owner prepare a comprehensive list of additional key features that best represent the university's distinctiveness.


Concluding Remarks

The IQAC Chairman, Prof (Dr) H P Singh, VSM, expressed his appreciation for the commendable efforts made by the IQAC team in advancing the University's quality assurance initiatives. He emphasized the importance of preparing all attributes in a manner that aligns with the requirements of binary accreditation and ensures comprehensive and cohesive data collection. The Chairman also reiterated the significance of the University's incentive policy and appraisal system, particularly for faculty publications, emphasizing that the relevant data must be meticulously maintained by his office.

The Chairman also highlighted the significant role of the Director and Deputy Director of IQAC in driving the IQAC's initiatives forward. He acknowledged their dedication and emphasized the importance of their commitment to ensuring the quality and effectiveness of IQAC-related work. Their leadership and collaboration with attribute owners were noted as vital to achieving the University's quality benchmarks and accreditation goals.

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