

## IQAC MEETING

### Minutes of the 25<sup>th</sup> Meeting of the IQAC held on 24<sup>th</sup> November 23

The 25<sup>th</sup> IQAC meeting was held on 24<sup>th</sup> November 2023 at 4:30 PM in the boardroom under the Chairmanship of Hon'ble President.

#### **Chairman-**

Prof. (Dr) H P Singh VSM

#### **Members Present-**

Dr. R. Nesamoorthy, Registrar  
Dr. Priyanka Jain, Director IQAC  
CMA S.D.Bhagtani (CF&AO)  
Dr. A K Saini, Dean, IcfaiTech School  
Dr. Shweta Jain, Dean IBS  
Dr. H.K. Verma, Dean ILS  
Dr. Archana Rathore, Associate Dean IBS  
Dr. Rana Mukherjee  
Dr. Avinash Gupta  
Dr. Pramod Kumar Arya  
Dr. Devika Agarwal  
Dr. Manindra Trihotri  
Dr. Surbhi Jain  
Dr. Vijay Kumar Vyas  
Ms. Ameesha Singh  
Dr. Vishnu Choudhary

#### **Members Absent**

Dr. Vidhu K. Mathur

#### **Opening Address:**

The meeting commenced with the Honorable President providing an overview of the progress and achievements of the Internal Quality Assurance Cell (IQAC) since its inception. The President highlighted that, based on recommendations from Dean Accreditation, IFHE, the criterion in-charges are actively working to overcome weaknesses and shortages in their respective criteria.

#### **Drafted Policies Update:**

The Hon'ble President shared information on drafted policies as per NAAC requirements.

#### **Notable updates include:**

- ✦ **Approval for Research Incentive Scheme:** A scheme to promote quality research and high-quality publication of faculty members in reputed national and international journals.
- ✦ **Seed Money Scheme (SMS) Proposal:** Submitted on September 4, 2023, under consideration at Head Office
- ✦ **Approval for Renewal of Subscription of Journals and Magazine:** Renewal approved for one year.

- ✦ **Approval for Renewal of E-Journals (DELNET) Membership:** Membership renewal approved for August 1, 2023, to July 31, 2024.
- ✦ **Constitution of Ethics Committee:** Approved on October 6, 2023.
- ✦ **Financial Assistance for Faculty to Attend Conferences:** Approved on October 11, 2023. The proposals are to be taken up on a case to case basis
- ✦ **Committee for Academic & Administrative Audit:** Constituted on November 23, 2023.
- ✦ **NIRF Ranking for MBA Program:** The IBS has registered for the same and will be participating in the NIRF 2024
- ✦ **Drafted Student's Handbook:** Emphasized the importance of sharing the soft copy with students. The President instructed the Registrar to constitute a committee under his Chairmanship and including Academic Coordinators from the four schools. The committee is to refer to the existing handbooks of three schools and recommend additional information that needs to be added to make the Handbook comprehensive with information on administrative and miscellaneous issues included as well. The committee is to submit the report to Hon'ble President by 10<sup>th</sup> December 2023.

✦ **Criterion-wise Discussion:**

**1. Criteria 1 – Dr. Surbhi Jain and Dr. Vijay Kumar Vyas**

- ✦ Vision, Mission and Program Outcomes for all programs have been developed. It was decided that Course Outcomes of all courses in MBA under IBS, B.Tech (CS) under IcfaiTech shall be taken up and completed by Dec 20, 2023.
- ✦ A workshop to check and validate the framed COs and map them to respective POs shall be conducted during the third week of December, 2023.
- ✦ Subsequently, the exercise will be undertaken for balance programs.
- ✦ The Hon'ble President recommended that the ILS too can take up this exercise as it leads to substantial gains in the academic development and quality of teaching in the department.

**2. Criteria 2 –Dr. Avinash Gupta & Ms. Ameesha Singh**

- ✦ Data collection on faculty awards and recognition completed.
- ✦ The members of the criterion have devised an incentive scheme and are slated to discuss the same with the Honorable President.
- ✦ Criterion 2 plans to submit all the data templates for the last academic year by the end of February 2024.

**Criteria 3 –Dr. Rana Mukherjee**

- ✦ The faculty members now have access to the Plagiarism Check Software, DrillBit. The registration process was complete and the necessary login details are received by the faculty members.
- ✦ Ongoing efforts are being made for the approval of proposals related to Red Cross and NSS memberships.
- ✦ The Seed Money Policy has been formulated and submitted for approval.
- ✦ A webinar, organized by ACU, aimed at raising awareness among faculty members about funding agencies for research projects.
- ✦ The future roadmap includes the timely update of all templates for the last academic year, with completion targeted by January 31, 2024.

**Criteria 4 –Dr. H.K. Verma**

- ✦ Proposals for the approval of E-Books, E-Journals, and Databases have been successfully submitted and granted approval.
- ✦ Procurement of audit statements for the last five years.
- ✦ Continuous collection of geo-tagged event photographs is being conducted in alignment with various events organized by respective departments.

**Criteria 5 –Dr. Archana Rathore & Dr. Pramod Arya**

- ✦ Data updation for scholarships and freeships completed.
- ✦ The percentage of placement for outgoing student's post-2021 has been recently updated.
- ✦ Furthermore, the updating of information regarding sports competitions, cultural events, technical/academic fests, and other activities organized by active clubs and forums post-2021 is currently in progress.

**Criteria 6 –Dr. Shweta Jain & Dr. Devika Agarwal**

- ✦ The Registrar's Office and respective schools are in the process of developing and expanding the preliminary document for the institutional strategic plan. This collaborative effort involves consultation with the President and is targeted to be completed by January 15, 2024.
- ✦ A proposal for financial support aimed at facilitating the professional development of faculty members has been submitted and successfully approved.
- ✦ Schedule of development programs for professional development and administrative training programs. This collaborative initiative involves consultation with the President of IUJ and other Department Heads.
- ✦ The future roadmap indicates that by the end of February 2024, all relevant documents and data will be systematically furnished in the database.

**Criteria 7 –Dr. Arun Kumar Saini**

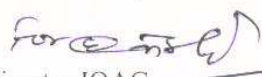
- ✦ Proposals for E-waste and Wastage Management policies.
- ✦ A proposal for a Green Audit has been officially submitted.
- ✦ The potential construction of a Rainwater Harvesting Pit is currently under consideration.
- ✦ The future roadmap, discussions have been initiated to outline strategies for minimizing plastic usage.

**By Hon'ble President:**

The meeting concluded with appreciation for interschool collaboration during data collection for NAAC template updates.

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

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

  
Director IQAC