



Minutes of the 16th Meeting of the Internal Quality Assurance Cell (IQAC)

Minutes of the 16th Meeting of the Internal Quality Assurance Cell (IQAC) of the ICFAI University, Dehradun held on February 12, 2023 at 14:00 hrs. in Board room, IUD

Members present:

Prof. (Dr.) Ram Karan Singh (Vice-Chancellor)	Chairman
Prof. (Dr.) Arun Kumar Singh (Director, IQAC)	Member
Mr. Amit Kumar Bera (Deputy Director, IQAC)	Member
Prof. Latha Pillai (Senior Advisor, ICFAI Group) (through video conferencing)	Member
Prof. T.S Rama Krishna Rao (Dean, Accreditation IBS) (through video conferencing)	Member
Mr. Manohar Sisodiya (Deputy Librarian)	Member
Mr. Mohit Kumar Arya (IT Coordinator)	Member
Prof. Tapan Kumar Chandola (Dean, ILS)	Member
Prof. Santanu Roy (Director, IBS)	Member
Dr. Sanjeev Kumar (Dean/In-charge, ITS)	Member
Dr. Meena Bhandari, (Dean/In-charge, IEd.S)	Member
Dr. Monica Kharola (Associate Dean, ILS) (through video conferencing)	Member
Mr. G. F. Chakravarthi (Controller of Examinations)	Member
Mr. Abhinav Joshi (Student Nominee)	Member
Ms. Neetu Jaitely (Stakeholders Nominee) (through video conferencing)	Member

Special Invitees:

Dr. Alka N. Choudhary (Principal, ICFAI School of Pharmaceutical Sciences)

The 16th meeting of the Internal Quality Assurance Cell (IQAC) commenced with a warm welcome from the Chairman, extending greetings to all the esteemed members in attendance. Furthermore, Dr. Alka N. Choudhary, the Principal of ICFAI School of Pharmaceutical Sciences, was introduced to the members of the cell. The meeting was graced by the presence of the Members and invitee, contributing to a diverse and knowledgeable assembly. Various items were deliberated upon, duly notified, and subsequently approved during the course of the meeting.

16.01 Grant of Leave of absence, if any

Regrettably, Dr. Ramesh Chand Ramola (Registrar), Dr. Puneet Kumar Gupta (Research Coordinator), Ms. Pratima Menon (Nominee from local Society), Ms. Megna Sharma (Nominee from Alumni), Adv. Meenakshi Yadav (Nominee from Employers), and Mr. Ritesh Dhiman (Nominee from Industry) were unable to attend the meeting. In acknowledgment of their unavoidable absence, leave of absence was granted.

16.02 Confirmation of the Minutes of the 15th Meeting of the IQAC

The minutes of the 15th Meeting of the Internal Quality Assurance Cell (IQAC) of The ICFAI University, Dehradun, held on September 20, 2023, were confirmed during the 16th IQAC meeting. The members emphasized the importance of timely implementation of all the points discussed in the previous meeting. It was further suggested that the university consistently represents the IQAC as a dedicated cell, underscoring the


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significance of its role in maintaining and enhancing the quality of academic and administrative processes.

16.03 Follow up Action on the Minutes of the 15th Meeting of the IQAC

The IQAC members expressed appreciation for the proactive efforts undertaken by the IQAC in response to the valuable inputs provided by esteemed members. These commendable initiatives included:

- a) Establishing a stakeholder feedback link on the university's website.
- b) Implementing Standard Operating Procedures (SOP) for both slow performers and fast learners.
- c) Ensuring the confidentiality of question papers, addressing student grievances related to examinations, developing question banks to facilitate mapping of questions with Program Outcomes (PO) and Course Outcomes (CO).
- d) Implementing Standard Operating Procedures (SOP) for academic and administrative audits.
- e) Organizing a lecture on Sustainable Development Goals (SDGs).

The IQAC members acknowledged the significance of these measures in enhancing the overall quality and effectiveness of academic and administrative processes.

The IQAC made several recommendations for the University's continuous improvement. Firstly, it was suggested that the University conducts semester-wise feedback analysis of all stakeholders in accordance with NAAC guidelines. Additionally, it was also recommended that the university takes steps to register an Alumni Association. Furthermore, the IQAC members proposed the adoption of the National Credit Framework (NCF) in lieu of the existing Choice Based Credit System (CBCS). The members also stressed the importance of selecting specific Sustainable Development Goals (SDGs) and executing them effectively, with the goal of deriving tangible benefits for the NAAC accreditation process.

16.04 Metric Wise Progress Report

The IQAC presented a Metric Wise Progress Report, conducting a thorough analysis of the institution's current status across the seven metrics outlined by NAAC in preparation for the upcoming accreditation. The discussion delved into criterion-wise insights for each metric, offering a comprehensive overview and seeking valuable inputs for strategic enhancement. This detailed progress report serves as a foundational document for informed decision-making and proactive measures aimed at elevating the institution's standing in alignment with NAAC standards. The members of the IQAC expressed appreciation for the detailed presentation of progress metric-wise. Furthermore, they recommended that the university prepares for NAAC accreditation as per the Binary accreditation system, with tentative implementing in May 2024, and take necessary steps accordingly.

16.05 IQAC Progress Report

The IQAC informed the members about the successful implementation of the IQAC's Vision and Mission, including the establishment of Standards of Procedure (SOP) for Slow & Advanced Learners, Guidelines for Value Added Courses, Restructuring of Stakeholders Feedback Form, and Academic & Administrative Audit. Furthermore, the institution has demonstrated its commitment to fostering a diverse and inclusive


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environment through the establishment of the Women's Cell, Students Grievance Cell, and Anti-Discrimination Cell.

In an effort to promote a culture of research and innovation, the IQAC introduced a Policy & Standard Operating Procedure for Seed Money Funding for Research Projects. Streamlining documentation processes, Guidelines for Preparing Course Files were also established. All these initiatives underwent meticulous scrutiny and received approval from the Academic Council, Board of Management, and Board of Governors. The members expressed their appreciation to the IQAC for its dedicated efforts and successful initiatives.

16.06 Other Information Items

The members recommended following points:

- a) The IQAC should focus on having more than 50 (Nos.) certificate courses/SWAYAM/NPTEL to secure full marks, as per NAAC benchmarks.
- b) The university should increase its focus on research-related activities under the 3rd criterion.
- c) All the SOPs developed by the IQAC should be implemented at the ground level.
- d) The university should establish smart classrooms equipped with Lecture Capturing System (LCS), Audio-Visual Center, Mixing Equipment, Editing Facilities Center, and Media Studio to fulfil the requirements as per metric 4.3.3.
- e) The IQAC should ensure the implementation of value-added courses, including:
 - i) Providing a timetable for when these subjects are running, ii) Specifying the number of subjects floated, iii) Indicating the number of students and faculty involved. Additionally, ensure that teaching hours are more than 30.
- f) The course files, both theory and practical, were well-prepared and comprehensive, as approved by the members. Following the members' recommendations, the IQAC should share the templates of both theory and practical course files with all other ICFAI Universities and IFHE. This sharing is suggested because of their well-prepared and comprehensive nature, which can be very useful and time-saving for others.

16.07 Any Other Items


The members extend their congratulations to the IQAC for its commendable efforts in the right direction. Regarding the submission of the Annual Quality Assurance Report (AQAR), the IQAC confirms that the University submitted the report within the stipulated time frame in the Academic Years 2019-20, 2020-21, and 2021-22. The report for the Academic Year 2022-23 is currently in the process and will be submitted on time.

Additionally, it is informed to the members that the NAAC Certificate is valid until January 07, 2025.

16.08 Date for the Next meeting

It was agreed that the date of the next meeting will be fixed in consultation with the Chairman and will be intimated later.

The meeting concluded with a vote of thanks to the chair.


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Prof. (Dr.) Ram Karan Singh
Chairman