



**Minutes of the 3rd Meeting of the
Internal Quality Assurance Cell (IQAC)**

Date: December 21, 2018

Venue: Board Room

Minutes of the third meeting of the IQAC held on December 21, 2018

The third meeting of the Internal Quality Assurance Cell (IQAC) was held in the board room of IIHMRU on 21st December 2018 under the Chairmanship of Prof. P.R. Sodani. The following members were present:-

- i. Dr. Ashok Kaushik (Member)
- ii. Mr. Rahul Ghai (Member)
- iii. Dr. Tanjul Saxena (Member)
- iv. Dr. Sandeep Narula (Member)
- v. Mr. Neeraj Srivastava (Member)
- vi. Mr. Hem Bhargava (Member)
- vii. Mr. Jeetender Singh (Member)
- viii. Mr. Rohit Jain (Special Invitee)
- ix. Ms. Shraddha Kalla (Special Invitee)
- x. Dr. Gautam Mukherjee (Coordinator)

Dr. Anoop Khanna and Dr. Goutam Sadhu were not present in the meeting and were given leave of absence. At the onset Dr. Sodani welcomed all the members and informed them that the University has decided to apply for NAAC accreditation and the President has approved the IQAC committee on October 24th 2018 to facilitate the accreditation. As this the third meeting the Chairman asked the Registrar to update the members about progress made so far. Dr. Mukherjee appraised the committee that the University has applied online in the December window on 14th December 2018 and uploaded the basic institutional information for quality assessment on the NAAC portal and also submitted the application fee of Rs. 29,500/-. He also informed that the NAAC has raised two questions for clarification which needs to be cleared.

1. After having examined the basic eligibility NAAC has raised two issues. It has been displayed on our website that the certificate programme on Livelihood is one of the academic programs of IIHMRU which was not informed in the IIQA. Secondly as IIHMRU is an unitary State University, it can't have off campus facility. However Delhi and Bangalore campuses are being run outside the State. After discussion It was decided that CPRL program is not an academic program and is a kind of training being imparted for social empowerment of the tribals in collaboration with BRLF, similar to the various MDPs being conducted by the University. As per as IIHMR Delhi and Bangalore are concerned they are individual autonomous institutions having permission to conduct Postgraduate Diploma Programs in Hospital and Health Management from AICTE and have no legal relationship with the University except being sister organizations being sponsored by IIHMR society. It was decided that this clarification may be submitted on the NAAC portal before 27th December 2018.
2. The Registrar informed the committee that NAAC would either accept or reject the University application and if our application is accepted, we have to submit the detailed self-study report within the given specific time limit. The contents of the SSR is very detailed and involves a lot of documentation on the following points:-

- Executive Summary
 - Institutional Information for Quality Assessment
 - Profile of the University
 - Extended Profile of the University
 - Quality Indicator Framework (QIF)
 - Evaluative Reports of the Department
 - Data Templates/ Documents (Quantitative Metrics)
3. After discussion It was decided that the responsibility of documentation may be divided amongst the committee in the following manner:-

- **Criteria 1: Curricular aspects: Key indicator**

1.1. Curriculum design and development

- 1.1.1. Curricula developed / adopted have relevance to the local / National / Regional / Global development needs with learning objective including program outcomes (PO), programs specific outcomes (PSO) and course outcomes (CO) of all the programs offered by the University. (Written description of maximum 500 words)
- 1.1.2. Percentage of programs where syllabus revision was carried out during last five years. (Minutes of relevant Academies Council and BoS to be attached)
- 1.1.3. Average percentage of the courses having focus on employability, entrepreneurship/ skills development during last five years. (Information regarding Name of Course and Code with activities having direct bearing on focus/ Minutes of BoS / AC and MoU with relevant organization for the course).

1.2. Academic Flexibility

- 1.2.1. Percentage of new courses introduced in the last five years. (Minutes of relevant AC and BoS).
- 1.2.2. Percentage of programs in which choice-based credit system (CBCS)/ elective course system has been implemented. (Minutes of relevant AC and BoS).

1.3. Curriculum Enrichment

- 1.3.1. University integrates cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics into the curriculum. (Written description up maximum 500 words).
- 1.3.2. Number of value added courses added within last five years. (Names of value added courses with 30 or more contact hours, number of times offered during same year and total number of students completing the course in a year).
- 1.3.3. Average percentage of the students enrolled in value added courses imparting transferable and life skills in last five years.
- 1.3.4. Percentage of students undertaking field projects/ Internships in current year.

1.4. Feed-back System

- 1.4.1. Structured feedback received from students, teachers, employers, alumni parents. (URL for stakeholder feedback report and action taken report of the University uploaded on BoM minutes)

- 1.4.2. Feedback process of the University. (Upload feedback report and ATR in the MoM of BoM)

It is proposed that Dr. Ashok Kaushik and Dr. Tanjul Saxena may be entrusted with documentation of criteria 1 within a time period of 15th January 2019. The members are free to associate other faculty and staff to facilitate the documentation.

▪ **Criteria 2: Teaching Learning and Evaluation**

2.1. Student Enrolment and Profile

- 2.1.1. Average percentage of students from other states and countries in last five years. (Year-wise data of number of students from other states and countries and total number of students enrolled in a particular year)
- 2.1.2. Demand ratio (Average of last five years. Information of total number of seats available in all programs and total number of eligible application received may be furnished).
- 2.1.3. Average percentage of seats filled from reserved category during last years. (Information on total number of seats earmarked for reserved category and actual students in reserved category may be given).

2.2. Catering to Student Diversity

- 2.2.1. Assessment of learning level of students after admission and organizing special programs for advance learners and slow learners. (Written description of 500 words).
- 2.2.2. Student-full time teacher ratio (current data). (Comparison of total students enrolled and total number of full time faculty).
- 2.2.3. Percentage of differently abled students (Divyangjan). (Current year data). (Comparison of total number of differently abled students with total number of students)

2.3. Teaching Learning Process

- 2.3.1. Students centric methods such as experiential learning, participative learning and problem-solving methodology learning, use for enhancing learning experiences. (Written description of 500 words).
- 2.3.2. Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), e-learning resources. (Current year data). Number of teachers using ICT, LMS, e-resources and total number of teachers on-roll with ICT resources available.
- 2.3.3. Ratio of students to mentor for academic and stress related issues (Current year data). Number of mentors and students assigned to each mentor.

2.4. Teacher Profile and Quality

- 2.4.1. Average percentage of full time teachers against sanctioned post during last five years. (Comparison of full time teachers with total number of sanctioned post).
- 2.4.2. Average percentage of full time teachers with PhD. during the last five years. (Number of full time teachers with PhD. With number of total teachers).

- 2.4.3. Teaching experience of full time teachers in number of years. (Current year data). (List of teachers with PAN, description, department and experience details).
- 2.4.4. Percentage of full time teachers who received awards, recognition, fellowship from state, national and international levels from Government bodies in last five years. (Comparison of full time teachers receiving awards with total number of teachers on-roll).
- 2.4.5. Average percentage of full time teachers from other states against sanctioned post during last five years. (Comparison of full time teachers from other states with total number of teachers on-roll).

2.5. Evaluation Process and Reforms

- 2.5.1. Average number of days from the date of year end examination till the declaration of result during the last five years. (Semester-wise information of number of days taken for declaration of result during last five years).
- 2.5.2. Average percentage of student's complaints / grievances about evaluation against total students appeared in last five years.
- 2.5.3. Average percentage of application for revaluation leading to changes in marks. (Semester-wise total number of revaluation applications received, where marks changed and total number of students appearing in final).
- 2.5.4. Positive impact of reforms of the examination procedures including IT integration and continues assessment on the examination management systems. (Written description of examination reforms within 1000 words).
- 2.5.5. Status of automation of examination with approved examination manual. (Current manual, annual report of examination with present status of automation).

2.6. Students Performance and Learning Outcomes

- 2.6.1. Program outcomes, program specific outcomes and course outcomes for all programs displayed on website and communicated to teachers and students. (Written description of course outcomes for all courses and mechanism of communication in 500 words).
- 2.6.2. Attainment of program outcomes, program specific outcomes and course outcomes evaluated. (Written description of measuring POs, PSOs and Cos in 500 words).
- 2.6.3. Average pass percentage of students (Current year data). (Comparison of students, who passed final year exam with total number of students who appeared in final year).

2.7. Students Satisfaction Survey

- 2.7.1. Online students satisfaction survey regarding teaching learning process. (Database of all currently enrolled students need to be prepared with online submission of QIF details of name of student, class, gender, students ID number, Aadhar ID number, mobile number email ID and details of program enrolled is to be shared with NAAC).

It is proposed that Dr. Ashok Kaushik and Mr. Hem Bhargava may be entrusted with documentation of criteria 2 within a time period of 15th January 2019. The members are free to associate other faculty and staff to facilitate the documentation.

▪ Criteria 3: Research Innovation and Extension

3.1. Promotion of Research and Facilities

- 3.1.1. Policy for promotion research may be documented and uploaded on University's website. (Policy for adoption of research promotion should be resolved in Board meeting).
- 3.1.2. Seed money for research to full time teachers during last five years. (Name of teacher getting seed money, total amount given amount and year of receiving grant). (CF&AO should furnish signed statement of budget and expenditure, indicating seed money provided and utilized).
- 3.1.3. Number of teachers awarded international fellowship for advance studies/ research in last five years. (details of teacher getting international fellowship, name & year of award and awarding agency).
- 3.1.4. Number of JRFs, SRFs, Post-Doctoral Fellows, Research Associates during the last five years. (Name of research fellow, year of enrollment and duration, and granting agency).
- 3.1.5. Facilities at the University to promote research like central instrumentation centre, media laboratory, research statistical data basis. (Describe the facilities with videos, pictures).
- 3.1.6. Percentage of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR or other recognition by Government agency. (Current year data). (Details of funds, year and duration of award and funding agency).

3.2. Research Mobilization for Research

- 3.2.1. Grants for research projects sponsored by the non-government sources like Industry, Corporate Houses, International Bodies, Endowments and Chairs in the Institutions in the last five years. (Details of projects, endowments and chairs, year and fund and duration of projects and name of Principal Investigator to be given).
- 3.2.2. Grants for research projects sponsored by the government in last five years. (Details of projects, endowments and chairs, year and fund and duration of projects and name of Principal Investigator to be given).
- 3.2.3. Number of research projects per teacher funded by government and non-government agencies. (Details of projects, endowments and chairs, year and fund and duration of projects and name of Principal Investigator to be given).

3.3. Innovation Echo Systems

- 3.3.1. Institution has created an Echo system for innovations and other initiatives for creation of transfer of knowledge. (Written description of incubation centre and evidence of its usage in 500 words).
- 3.3.2. Number of workshops/ seminars conducted on intellectual property rights (IPR) and industry academia innovative practices during last five years. (Details of total numbers of workshops/ seminars held, number of participants, date of workshop and activity report.). Information to be uploaded on the website.
- 3.3.3. Number of awards for the innovation won by the institute, teachers, research scholars, students during last five years. (year and name of awardee and details of awarding agency with phone number and email).

- 3.3.4. Number of startups incubated on campus during last five years. (Name and nature of startup, year of commencement and contact information of the promoters).

3.4. Research Publication and Awards

- 3.4.1. Code of ethics to check malpractices and plagiarism in research. (Details of institutional data).
- 3.4.2. Incentives to teachers who receive state, national and international awards. (Name of awardee with contact details, awarding agency, year and incentive details).
- 3.4.3. Number of patents published/ awarded during last five years. (Details of patents/ published, patent number and year of award).
- 3.4.4. Number of PhD. Awarded per teacher during the last five years. (Details of PhD. Scholars, name of guide, year of registration and year of award). (URL to be uploaded on University's website).
- 3.4.5. Number of research papers per teacher in the indexed journals in the last five years. (Details of publication, name of Journal, year of publication and ISBN and ISSN number to be uploaded on University's website).
- 3.4.6. Number of books and chapters and research papers in national and international conferences per teacher in last five years. (Uploaded on website)
- 3.4.7. Bibliometrics of the publications during last five years on average citation index. (Uploaded on website).
- 3.4.8. Bibliometrics of the publications during last five years on Scopus, web of science index of the Univesity. (Uploaded on website).

3.5. Consultancy

- 3.5.1. Policy on the consultancy including revenue sharing between the University and the faculty. (Consultancy policy approved by the BoM and uploaded on the website).
- 3.5.2. Revenue generated from the consultancy during the last five years. (Details of consultant, name of project, sponsoring agency, revenue generated should be uploaded on website through audited statements of the accounts).
- 3.5.3. Revenue generated from corporate training during last five years. (Details of agency, seeking training, number of trainees and total revenue generated should be uploaded on website through audited statements of the accounts).

3.6. Extension Activities

- 3.6.1. Extension activities in the neighbourhood community in terms of impact and sensitizing students to social issues and holistic development during in the last five years. (Written description of extension activities on social issues and holistic development in 500 words).
- 3.6.2. Number of awards and recognition received for extension activities in last five years. (Details of activity, award and year of award and awarding agency).
- 3.6.3. Number of extension and outreach programs, conducted in collaboration with industry, community and NGO. (Details of collaboration and report of the event organized).
- 3.6.4. Average percentage of student participating in extension activities and programs like Swachh Bharat, AIDS awareness, gender issue in last five years. (Details of activity, year and number of students and teachers in participating).

3.7. Collaboration

- 3.7.1. Number of collaborative activities for research, faculty exchange, student exchange per year during last five years. (Details of collaborative activity, duration and nature of activity year-wise with source of financial support).
- 3.7.2. Number of linkages with institutions/ industries for internship, on the job training, project work, sharing of research facilities during last five years. (Details of linkages, partnering agency, year and duration of linkage).
- 3.7.3. Number of functional MoU with universities, industries and corporate houses in last five years. (Details of organizations with whom MoU signed, year and duration, list of activities and with number of beneficiaries amongst students and teachers).

It is proposed that Dr. Sandeep Narula and Dr. Anoop Khanna may be entrusted with documentation of criteria 3 within a time period of 15th January 2019. The members are free to associate other faculty and staff to facilitate the documentation.

▪ Criteria 4: Infrastructure and Learning Resources

4.1. Physical Facilities

- 4.1.1. The institution has adequate facilities for teaching, learning like class rooms, laboratories, computing equipment etc. (Written description of facilities as specified by statutory bodies in 500 words).
- 4.1.2. The institution has adequate facilities for sports, games, indoor, outdoor, gymnasium, yoga centre etc. and cultural activities. (Written description of facilities as specified by statutory bodies in 500 words).
- 4.1.3. Percentage of class rooms and seminar halls with ICT enabled facilities such as smart class, LMS in current year. (Details of number of class rooms with LCD facilities, Wi Fi, LAN facilities and seminar hall with ICT facilities).
- 4.1.4. Average percentage of budget allocation excluding salary for infrastructure augmentation during last five years. (Details of budget allocation for infrastructure augmentation and total expenditure excluding salary, audited utilization statement and details of budget allocation have to be uploaded).

4.2. Library as a Learning Resource

- 4.2.1. Library is automated using Integrated Library Management System (ILMS) during last five years. (Details of ILMS software, nature of automation fully or partially, version and year of automation).
- 4.2.2. Collection of rare books, manuscripts, special reports as knowledge resource for library enrichment in last five years. (Details of library in 500 words).
- 4.2.3. Details of e-journals, e-shodhsindhu, e-shodhganga, e-books and databases in last five years. (Details of memberships and subscriptions).
- 4.2.4. Average annual expenditure for purchase of books and journals in last five years. (Year-wise expenditure of purchase of books and journals).
- 4.2.5. Availability of remote access to e-resources to library. (Details of contact person and connectivity bandwidth).

- 4.2.6. Percentage of per day usages of library by teachers and students. (Current year data). (Details of methods of computing per days usages, physical users, accessing library and number of users through e-access). Last page of accession register details to be uploaded.
- 4.2.7. E-contents developed by the teachers for PG pathshala, Swyam and other MOOCS platform, NPTEL/NMEICT initiatives and institutional LMS. (Details of teacher, module, platform and date of launching e-content have to be documented).

4.3. IT Infrastructure

- 4.3.1. Institutional frequently updates its IT facilities including Wi Fi. (Written description of IT facilities including Wi Fi with date and nature of updating in 500 words).
- 4.3.2. Student computer ratio. (Current year data). (Total number of students and computers in working condition).
- 4.3.3. Available bandwidth of internet connection (Lease line).
- 4.3.4. Facilities for e-content development such as media centre, recording facility, Lecture Capturing Systems (LCS).

4.4. Maintenance of Campus Infrastructure

- 4.4.1. Average expenditure incurred on maintenance of physical facilities during last five years. (Audited statements of accounts and details of assigned budget on expenditure of maintenance of physical facilities).
- 4.4.2. Procedures for maintenance of physical facilities like class rooms, library, sports complex etc. (Written report of facilities in 1000 words along with year-wise expenditures).

It is proposed that Mr. Rahul Ghai and Mr. Neeraj Srivastava may be entrusted with documentation of criteria 4 within a time period of 15th January 2019. The members are free to associate other faculty and staff to facilitate the documentation.

▪ Criteria 5: Student Support and Progression

5.1. Student Support

- 5.1.1. Average percentage of students benefited by scholarship and free ships by the Government in the last five years. (Details of scheme and students beneficiaries year-wise).
- 5.1.2. Average percentage of students by scholarship and free ships by the University in the last five years. (Details of scheme and students beneficiaries year-wise).
- 5.1.3. Number of capability enhancement and development schemes. (Details of guidance for competitive exams, career counselling, soft skill development, remedial coaching, language lab, bridge courses, yoga and meditation, personal counselling year-wise and number of students beneficiaries).
- 5.1.4. Average percentage of students benefited by career counselling and competitive exams. (Details of students qualifying competitions and placements).
- 5.1.5. Active International student cell to assist foreign students. (Written description of international student cell in 500 words).

- 5.1.6. Transparent mechanism for timely redressal of grievances including sexual harassment and ragging cases. (Minutes of internal complaint committee and anti-ragging committee have to be uploaded).

5.2. Student Progression

- 5.2.1. Average percentage of outgoing students during last five years. (Details of employer with contact and number of students placed).
- 5.2.2. Percentage of students progression to higher education. (Previous graduating batch current year data). (Comparison of students opting for higher education with total number of students).
- 5.2.3. Average percentage of students qualifying for NET, SLET, GATE, GMAT, GRE, TOEFL and IAS and state level civil service in last five years.

5.3. Student Participation and Activities

- 5.3.1. Number of awards for outstanding performance in sports, cultural activities at national and international level.
- 5.3.2. Presence of student council and representation in academic and administration bodies. (Written description of student council and representation in academic and administration in 500 words).
- 5.3.3. Average number of sports and cultural activities organized by the university in last five years.

5.4. Alumni Engagement

- 5.4.1. Contribution of alumni association/ chapters in the development of the University in financial and non-financial means during last five years. (Quantum of contribution and name of alumni/ association).
- 5.4.2. Number of alumni association/ chapters meeting during the last five years. (Date and details of meetings held).

It is proposed that Dr. Goutam Sadhu and Mr. Aakash Sharma may be entrusted with documentation of criteria 5 within a time period of 15th January 2019. The members are free to associate other faculty and staff to facilitate the documentation.

▪ Criteria 6: Governance Leadership and Management

6.1. Institutional Vision and Leadership

- 6.1.1. The governance of the institutions is reflective of an effective leadership in tune with vision and mission of the University. (Written description of vision and mission statement of the institutions, perspective plan and participation of teachers in decision making in 500 words).
- 6.1.2. The institution practices decentralization and participative management. (Case study showing decentralization and participative management in practice in the University in 500 words).

6.2. Strategy Development and Deployment

- 6.2.1. Written description of one activity successfully implemented based on strategic plan. (500 words).
- 6.2.2. Organizational structure of the University including authorities and administrative set up, service rules, promotional policies and grievances handling. (Organogram of University in 500 words).
- 6.2.3. Implementation of e-governance in planning, development and administration, finance and accounts, admission and examination. (ERP documents, screen shots of user interfaces to be uploaded).

6.3. Faculty Empowerment Strategies

- 6.3.1. Effective welfare measures for teaching and non-teaching staffs. (Written description in 500 words).
- 6.3.2. Average percentage of teachers provided with financial support for attending conference/ workshops and membership of professional bodies in last five years. (Details of financial support provided to individual teacher).
- 6.3.3. Average number of professional development/ administrative training given to teaching and non-teaching staff in last five years. (Details of professional development/ administrative training given to teaching and non-teaching staff year-wise).
- 6.3.4. Average percentage of teachers attending orientation program/ refresher course/ short-term course/ FDPs during last five years and their duration. (Details of such programs).
- 6.3.5. Institution has performance appraisal system for teaching and non-teaching staff. (Functional status of performance appraisal system).

6.4. Financial Management and Resource Mobilization

- 6.4.1. Institution conduct internal and external financial audit regularly. (Written description of mechanism for settling audit objection in the last five years in 500 words)
- 6.4.2. Funds/ Grants from non-government bodies individuals, philanthropes during the last five years. (Year-wise details total grants received). (Annual statements of accounts)
- 6.4.3. Institutional strategies for mobilization of funds and optimal utilization of resources. (Written description of Resource mobilization policy in 500 words).

6.5. Internal Quality Assurance System

- 6.5.1. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies. (Written description of two practices, institutionalized as a result of IQAC initiatives in 500 words).
- 6.5.2. The institutions review its teaching learning process, structures and methodologies of operations and learning outcomes through IQAC setup. (Written description of two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC in 500 words).
- 6.5.3. Average number of quality initiatives by IQAC for promoting quality culture during last five years. (Details of quality initiative, duration and number of participation).

- 6.5.4. Quality Assurance Initiatives of the institution include i) Regular meeting of IQAC, ii) Annual quality assurance report (AQAR) to NAAC, iii) academic administrative audit (AAA), iv) participation in NIRF, v) ISO certification, vi) NBA for last five years. (Details of quality initiatives).
- 6.5.5. Incremental improvement made during the preceding five years. (First cycle). (Written description of quality enhancement initiatives in academic and administrative domain during last five years).

It is proposed that Dr. P.R. Sodani and Dr. Tanjul Saxena may be entrusted with documentation of criteria 6 within a time period of 15th January 2019. The members are free to associate other faculty and staff to facilitate the documentation.

▪ **Criteria 7: Institutional Values and Best Practices**

7.1. Institutional Values and Social Responsibilities

- 7.1.1. Number of Gender Equity Promotion Program organized in last five years. (Written description of promotional programs, duration and number of participants).
- 7.1.2. Institution shows gender sensitivity in providing facilities like safety and security, counselling, common room. (Written description of gender equity initiatives in last five years in 500 words).

7.2. Environment Consciousness and Sustainability

- 7.2.1. Alternative Energy Initiatives. Percentage of annual power requirement met by renewable energy sources. (Current data). (Comparison of total power requirement and available alternative renewable energy).
- 7.2.2. Percentage of annual lighting power requirement through LED bulbs. (Current data). (Comparison of total power requirement and available lighting power through LED bulbs).
- 7.2.3. Waste Management Steps including solid waste management, liquid waste management and e-waste management. (Written description of waste management practices on campus in 500 words).
- 7.2.4. Rain water harvesting structure and utilization in campus. (Written description of rain water harvesting on campus in 500 words).
- 7.2.5. Green Practices Students, staff using bicycles, public transport and pedestrian roads, plastic free campus, paperless office, green landscaping. (Written description of green practices in 500 words).
- 7.2.6. Average percentage expenditure on green initiatives and waste management excluding salary component in last five years. (Green audit report and expenditure statement audited).
- 7.2.7. Differently abled friendliness resources available in campus. (provision of lift, ramp, washrooms, braille software, scribes for examination and special skill development for such students. (Written description of facility).
- 7.2.8. Number of specific initiative to address locational advantage and disadvantage during last five years. (Written description).
- 7.2.9. Number of initiatives to engage and contribute to local community during last five years. (Written description).

7.3. Human Values and Professional Ethics

- 7.3.1. Code of conduct handbook exist for students, faculty and officers of the University. (Attached).
- 7.3.2. Display of core values in institution on website. (Provide URL).
- 7.3.3. The institutions plan to increase consciousness about fundamental duties, rights of citizens and other constitutional obligations.
- 7.3.4. Institution offers course on human values and professional ethics. (Link of course).
- 7.3.5. Institutional function as per professional code as suggested by statutory bodies. (Provide URL).
- 7.3.6. Activities for promotion of universal values truth, righteous conduct, love, non-violence and peace, national values, human values, national integration, communal harmony and social cohesion in last five years. (Written description).
- 7.3.7. Institution organizes national festivals and anniversaries of great Indian personalities. (Written description in 500 words).
- 7.3.8. Institution maintains, complete transparency in financial academic, administrative functions. (Written description in 500 words).

7.4. Best Practices

- 7.4.1. Describe at least two best practices as per NAAC format. (Written description in 1000 words).

7.5. Institutional Distinctiveness

- 7.5.1. Describe performance of the institution in one area distinctive to its vision priority and thrust. (written description in 500 words).

It is proposed that Dr. P.R. Sodani and Dr. Gautam Mukherjee may be entrusted with documentation of criteria 7 within a time period of 31st January 2019. We have to prepare and executive summary comprising of introductory note, criteria-wise summary, brief note on SWOC any additional information and overall conclusive explanation about the institution functioning. The executive summary shall not be more than 5000 words. The Chairperson and President may be consulted while developing this criteria.

As is evident from the above description there is massive documentation involved in preparing the self study report. We require collective contribution and cooperation to successfully develop same. It is also proposed that we meet every fortnight to discuss and evaluate the progress of the report. The meeting ended with thanks to the chair.



**Action Taken Report of the 03rd Meeting of the
Internal Quality Assurance Cell (IQAC)**

**Action Taken Report of the 03rd Meeting of the Internal
Quality Assurance Cell (IQAC) held on December 21, 2018**

| S. No. | Particulars | Person responsible | Timeline |
|---------------|--|--|-------------------|
| 1 | Inform to NAAC about autonomous Status of IIHMR Delhi and IIHMR Bangalore | Registrar | December 27, 2018 |
| 2 | Inform to NAAC about Certificate Program on Livelihood is training program not an academic program offered by the University | Registrar | December 27, 2018 |
| 3 | Delegation of work done for submission of Self Study Report for NAAC. | Criteria 1: Dr. Ashok Kaushik and Dr. Tanjul Saxena Criteria 2: Dr. Ashok Kaushik and Mr. Hem Bhargava Criteria 3: Dr. Sandip Narula and Dr. Anoop Khanna Criteria 4: Prof. Rahul Ghai and Mr. Neeraj Srivastava Criteria 5: Dr. Goutam sadhu and Mr. Akash Sharma Criteria 6: Dr. P. R. Sodani and Dr. Tanjul Saxena Criteria 7: Dr. P.R. Sodani and Dr. Gautam Mukherjee | January 31, 2019. |



**Minutes of the 04th Meeting of the
Internal Quality Assurance Cell (IQAC)**

Date: January 11, 2019

Venue: Board Room

Minutes of the fourth meeting of the IQAC held on January 11, 2019

The fourth meeting of the Internal Quality Assurance Cell (IQAC) held in the Board room of the IIHMRU on 11th January 2019 under the Chairmanship of Prof. Pankaj Gupta. The following members were present:-

1. Dr. Ashok Kaushik
2. Dr. Pramod Kumar
3. Dr. Anoop Khanna
4. Dr. Jagjeet Singh
5. Dr. Sandeep Narula
6. Dr. Tanjul Saxena
7. Mr. Rahul Ghai
8. Mr. Neeraj Srivastava
9. Mr. Hem Bhargava
10. Mr. Rohit Jain
11. Dr. Gautam Mukherjee

At the onset the Registrar informed that NAAC has accepted our Institutional Information for Quality Assessment (IIQA) on Jan 08, 2019 and now we have to submit the Self Study Report (SSR) online within the next 45 days. As the SSR involves massive documentation cooperation of all faculty is required and it will be better if responsibilities are clearly identified amongst faculty members.

1. There are seven criterion of Self Study Report and it was decided that one faculty member would be in-charge of each category and will be assisted by officials and other faculty. Though the SSR is online we have to develop files and documents for support because if the SSR is approved and we get a peer visit, there will be no time to develop the supporting documents. After detailed discussion with the committee the President finalized the responsibilities of respective faculty and officers as per requirement.
2. The first criteria is the curriculum design and develop which has four sub parts of curriculum design, academic flexibility, curriculum enrichment and feedback system. Dr. Ashok Kaushik was made overall in-charge for this criteria and Dr. Tanjul was decided to assist him. It was also decided that the feedback system would be developed by Dr. Anoop Khanna, Dr. J.P. Singh and Dr. Nutan Jain.
3. The second criteria is the teaching, learning and evaluation which was entrusted to Dr. Pramod Kumar this section has seven sub parts. Mr. Hem Bhargava would make available data regarding, student enrollment, student diversity and teaching learning process. Mr. Neeraj Srivastava would make available data regarding, teacher profile and quality. The evaluation process and reforms will be dealt by Dr. Seema Mehta and Dr. Alok Mathur. The student performance and learning outcomes will be handled by Dr. Kaushik and all School Deans. This section also involves students satisfaction survey Mr. Hem Bhargava and Mr. Rohit Jain will share database of all currently students including their personal details like name, class, gender, student ID, Aadhar

ID, Email ID, Mobile no. etc. to NAAC and NAAC would conduct the survey directly with the students.

4. The third criteria of research innovation and extension will be developed under supervision of Dr. Anoop Khanna. The first sub part of promotion of research and facilities will be documented by Dr. Sazzad Parvez. The second sub part research mobilization will be handled by Dr. Anoop Khanna himself. The third sub part of innovation echo system will be developed by Dr. J.P. Singh and Dr. Tanjul Saxena. The fourth sub part of research publication and awards will be again done by Dr. Sazzad Parvez. The fifth sub part consultancy will be done by Dr. P.R. Sodani. The sixth sub part extension activities will be done by Dr. Nutan Jain. The last part collaboration will be developed by Dr. Sandeep Narula and Dr. Ruchi Garg.
5. The fourth criteria of infrastructure and learning resources will be under the supervision of Mr. Rahul Ghai wherein physical facilities dealt by Mr. Neeraj Srivastava, Library by Ms. Shraddha Kalla, IT infrastructure by Mr. Rohit Jain and maintenance of campus infrastructure by Mr. Jitendra Singh.
6. The fifth criteria of student support and progression will be handled by Dr. Goutam Sadhu The sub part of student support and student progression will be done by Mr. Hem Bhargava and Mr. Akash Sharma. The next part student participation will be developed by Dr. Ashok Peepliwal and Alumni engagement by Ms. Veena Nair Sarkar.
7. The sixth criteria of governance leadership and management will be under the supervision of Dr. Sodani and he would be assisted by Dr. Tanjul Saxena. Mr. Prasoon Jain will provide data for financial management and resource mobilization part.
8. The seventh criteria of institutional values and best practices will also be supervised by Dr. Sodani and Dr. Gautam Mukherjee would assist him in the various sub parts.

Apart from the online submission and executive summary, introductory note, criteria wise summary, SWOC analysis, any additional information and overall conclusive explication will have to be submitted. The quantitative metrics (QnM) will be subjected to validation exercise with the help of data validation and verification (DVV) process by NAAC. The responses of the qualitative metrics (QIM) will be reviewed by the peer team on sight only after the institution clears pre-qualifier stage. NAAC will generate a deviation report. If deviation is less than 10%, we qualify for peer visit. We have to score 30% in quantitative metrics for qualification.

The supporting documents for quantitative metrics will have to be uploaded on our website. The CGPA will comprise of system generated score of quantitative metrics, critical appraisal of peer team on sight visit and scores obtained in student survey and will be assessed on five-point scale. The Registrar informed that the total fees is Rs. 3 lac 75 thousand plus GST 18%, 50% of which will be paid along with SSR and balance 50% before the peer visit. We could appeal against lower grade or try for reassessment in subsequent cycles.

The President directed that the total documentation process may be completed by 31st Jan 2019 and final submission to be ensure before 10th Feb 2019. It was decided that every Friday the progress would be reviewed in the meeting headed by Dr. Sodani and President may also join time to time.

The meeting ended with thanks to the chair.



**Action Taken Report of the 04th Meeting of the
Internal Quality Assurance Cell (IQAC)**

Action Taken Report of the 04th Meeting of the Internal Quality Assurance Cell (IQAC) held on January 11, 2019

| S. No. | Particulars | Person responsible | Timeline |
|--------|--|---|---|
| 1 | Criteria wise Committee formation by President | <p>Criteria 1: Dr. Ashok Kaushik Dr. J.P. Singh Dr. Nutan P. Jain</p> <p>Criteria 2: Dr. Pramod Kumar Mr. Hem Bhargava Mr. Neeraj Srivastava Dr. Seema Mehta Dr. Alok Mathur Dr. Kaushik Dr. Piyush Kant Pandey Dr. Anuradha S. Palachani Dr. Ruchi Sogarwal Mr. Rohit Jain</p> <p>Criteria 3: Dr. Anoop Khanna Dr. P.R. Sodani Dr. Sazzad Parvez Dr. J. P. Singh Dr. Tanjul Saxena Dr. Nutan Jain</p> <p>Criteria 4: Prof. Rahul Ghai Mr. Neeraj Jain Ms. Shraddha Kalla Mr. Rohit Jain</p> <p>Criteria 5: Dr. Goutam Sadhu Mr. Hem Bhargava Mr. Akash Sharma</p> <p>Criteria 6: Dr. P.R. Sodani Dr. Tanjul Saxena Mr. Prasoon Jain</p> <p>Criteria 7: Dr. P.R. Sodani Dr. Gautam Mukherjee</p> | Deadline was set to complete the documentation by January 31, 2019 and final submission by February 10, 2019. The deadline was completed. |



**Minutes of the 5th Meeting of the
Internal Quality Assurance Cell (IQAC)**

Date: January 23, 2019

Venue: Board Room

Minutes of the Fifth Meeting of IQAC held on 23rd January 2019

The fifth meeting of Internal Quality Assurance Cell (IQAC) was held in the Board Room of IIHMR U on 23rd January 2019 under the Chairmanship of Professor P R Sodani the following members were present.

1. Dr. Ashok Kaushik
2. Dr. J P Singh
3. Dr. Tanjul Saxena
4. Dr. Saurabh Kumar
5. Dr. Sandeep Narula
6. Dr. Alok Mathur
7. Dr. Ruchi Garg
8. Dr. Sazzad Parwez
9. Dr. Seema Mehta
10. Mr. Rahul Ghai
11. Dr. Ashok Peepliwal
12. Mr. Neeraj Srivastava
13. Mr. Rohit Jain
14. Mrs. Shraddha Kalla
15. Dr. Gautam Mukherjee

Dr. Pramod Kumar., Dr. Anoop Khanna and Mr. Hem Bhargava were not present in the meeting and were given leave of absence. The Chairman opined that criteria wise work distribution has been done in the last meeting and we should discuss point wise difficulties in documentation

1. Curriculum Design and Development – Dr. Kaushik and Dr. Tanjul Saxena said that they have no problem of documentation. Dr. Kaushik asked about programme code and it was decided that clarification would be sought from helpline of NAAC. Mr. Neeraj Srivastava inquired that what should be criterion for compiling of documents academic year or Financial year as NAAC requires corroboratory evidence and finance can give data only as per financial year. It was decided that we would get clarification. Dr. J P Singh assured that he would develop the feedback system along with URL for different stakeholders.
2. Teaching Learning and Evaluation – Both Dr. Pramod and Mr. Hem Bhargava were not available and Dr. Ruchi Garg who was representing this criterion said that she would discuss with Dr. Pramod and give proper update. In 2.5 evaluation process and reforms Dr. Alok Mathur inquired that it has been asked that average number of days from the date of year and examination till the declaration of result have to be compiled for 5 years but the examination section is not able to give this data as we follow a trimester system it was decided that this data may be created. The point regarding student performance and learning outcomes have to be developed by three school deans with guidance from Dr.

Kaushik and the data of all enrolled students have to be shared with NAAC for their student satisfaction survey. It was decided that the second year students who would be leaving the campus soon should be apprised to participate in the survey as and when NAAC approaches them.

3. Promotion or Research and Facilities – Dr. Sazzad Parwez informed that presently we do not have a policy for promotion of research and same has to be developed. It was decided that research policy, consultancy policy etc may be developed and got approved from the BoM through circulation as we have to upload same. Dr. Parwez also raised the issue of seed money for research to fulltime teachers, teachers getting international fellowship awards etc should be asked directly from the faculty. Regarding documentation if the faculty have received participation certificate or any award photocopy of same may be shared with NAAC cell. In 3.5 revenue generation from consultancy and corporate training has to be compiled with Prasoon Jain, CFAO as we require signed account statement from him. Extension activity could not be discussed as Dr. Nutan Jain was not available. She would be requested to attend next meeting.
4. Infrastructure and Learning Sources – Physical facilities are to be given by Mr. Srivastava however it will only be possible after we get clarification regarding average percentage of budget allocation excluding salary once the issue of academic and financial year is settled. Mrs. Shradha Kalla said that she would be able to give information of 4.2 except 4.2.7. This issue would be addressed by Mr. Rohit Jain, Dr. Seema Mehta in consultation with Dr. S D Gupta.
5. Student Support and Progression – This issue could not be discussed due to absence of Mr. Hem Bhargava. Dr. Ashok Peepliwal agreed to develop information on student participation on activities like sports and cultural performances except student council as same is not in existence. Alumni engagement also could not be discussed as Ms. Veena Nair was not available but Dr. Saurabh Kumar who was representing her assured to give details.
6. Governance Leadership and Management – Professor Sodani and Dr. Tanjul were comfortable with this criterion however information is required about financial support to the teacher for attending conference, workshop and membership of professional bodies. This will require signed account statement from finance. Also fund grants from non-government bodies individuals philanthropes need annual statements of accounts.
7. Institutional values and best practices – Institutional values and social responsibilities involved gender equity promotion programme and gender sensitivity. Dr. Nutan Jain who is incharge of gender championship may help to describe gender equity initiatives. This should also include initiatives to contribute toward local community. Also, administration

is requested to give data on alternative energy initiative and a comparative figure of total power requirement and available alternative energy similarly annual lighting requirement through led bulb. Waste management steps, Rain water, harvesting green practices, plastic free campus, paperless office data is required which should be supported by audited expenditure statement. Administration unit may take help of finance for furnishing this information. Academic section handbook should provide, Code of Conduct for student, faculty and officers. The curriculum may be augmented by course on human values and professional ethics, activities of promotion of universal values, truth, righteous conduct, love, non-violence, peace, national integration, communal harmony and social cohesion. We would be requiring help from Prof Nutan Jain, Prof Kaushik, Neeraj Srivastava to develop data on these issues.

It was decided by Professor Sodani that we shall hold to review the progress of documentation for developing the SSR. Due of paucity of time the next two meetings would be held on 2nd and 8th February. Meeting ended with thanks to the Chairman.



**Action Taken Report of the 05th Meeting of the
Internal Quality Assurance Cell (IQAC)**

Action Taken Report of the 05th Meeting of the Internal Quality Assurance Cell (IQAC) held on January 23, 2019

| S. No. | Particulars | Person responsible | Timeline |
|--------|---|--|----------------------|
| 1 | Data for academic year to be prepare then financial data should be prepared based on financial year or the prescribed period of academic year | Dr. J.P. Singh | Clarification sought |
| 2 | Student performance and learning outcome to be developed | Respective dean of the school | Completed |
| 3 | Research Policy and Consultancy Policy to be documented from the issued circular and approval of BOM should be obtained | Dr. Sazzad Parvez | Completed |
| 4 | Details of awards received by faculty | Individually, faculty should submit the details. | Completed |
| 5 | Details related to revenue generated through Consultancy and Training | Mr. Prasoon Jain | Completed |
| 6 | Details of physical facilities including expenditure on infrastructure maintenance cost | Mr. Neeraj Srivastava | Completed |
| 7 | Library Details | Ms. Shraddha Kalla | Completed |
| 8 | Details under 4.2 | Mr. Rohit Jain and Dr. Seema Mehta | Pending |
| 9 | Information required about financial support to teachers for attending conference, seminar, faculty development program | Dr. P.R. Sodani and Dr. Tanjul Saxena | Completed |
| 10 | Funds / Grants from Non-Governmental body and Philanthropic organization | Dr. P.R. Sodani and Dr. Tanjul Saxena | Completed |
| 11 | Gender Equality related information | Dr. Nutan P. Jain | Details submitted |
| 12 | Renewable energy, rainwater harvesting, plastic free campus, green initiative related data | Mr. Neeraj Srivastava | Details Submitted |
| 13 | Student Handbook | Col. Ashok Kaushik | Details Submitted |



**Minutes of the 6th Meeting of the
Internal Quality Assurance Cell (IQAC)**

Date: February 06, 2019

Venue: Board Room

Minutes of the Sixth Meeting of the IQAC held on 6th February 2019

The Sixth meeting of the IQAC was held in the Board Room of IIHMRU on 6th February 2019 under the Chairmanship of Prof. P R Sodani and the following members were present:

- 1) Prof. Ashok Kaushik
- 2) Prof. Pramod Kumar
- 3) Dr. J P Singh
- 4) Dr. Sandeep Narula
- 5) Mr. Rahul Ghai
- 6) Dr. Sazzad Parwez
- 7) Mr. Hem K Bhargava
- 8) Mr. Neeraj Srivastava
- 9) Mr. Rohit Jain
- 10) Mr. Prasoon Jain
- 11) Mr. Punyavardhan Singh
- 12) Dr. Gautam Mukherjee

Dr. Pankaj Gupta joined the meeting at the onset and expressed his anguish that he had expected that School Deans should have shared the academic calendar, session plan and curriculum with the BoS members in order to ensure academic excellence. However, in the absence of adequate preparation the BoS meetings was a sheer wastage of money and time. He expected the faculty and Deans to be more proactive towards their commitments and hoped for improvement. The Registrar briefed the committee about progress made so far. He informed that Dr. Nutan, Dr. Ruchi Garg and Ms. Sharadha Kalla librarian have only submitted their documentation. Dr. Kaushik informed that Dr. Tanjul Saxena has submitted her writeup, but he would like to make certain corrections in the writeup. Dr. Sodani asked the Registrar to analyze the criteria wise selection.

- 1) The first criteria is the curriculum design and development which was entrusted to Dr. Kaushik. The templates of academic section have been prepared by Punyavardhan and same has been approved by Dr. Kaushik. The Registrar requested Dr. Kaushik to share the information at the earliest. Dr. J P Singh informed that he was entrusted with the task of feedback system and same has been done.
- 2) The second criteria of teaching learning and evaluation was entrusted to Dr. Pramod Kumar. Mr. Hem Bhargava informed that student enrollment, Student diversity and teaching learning process templates have been completed by Punyavardhan. Mr. Neeraj Srivastava was suppose to share data regarding teacher profile and quality he was requested to share same early. The evaluation process and reforms were to be done by Dr. Seema Mehta and Dr. Alok Mathur. Mr. L P Sharma had asked for additional work force to prepare the data but HR section is yet to make available manpower. The information for student satisfaction survey is yet to be developed to be made available to Mr. Rohit Jain.

- 3) The third criteria of research innovation and extension was to be done by Dr. Sazzad Parwez, Dr. Nutan Jain and Dr. Ruchi Garg and Dr. Sandeep Narula. Registrar informed that Dr. Nutan Jain and Dr. Ruchi Garg have already submitted their part and Dr. Sazzad assured to share his portion at the earliest and same was shared on 7th Feb, 2019.
- 4) The fourth criteria of Infrastructure and Learning Resources was to be done by Mr. Rahul Ghai and Mr. Neeraj Srivastava. The information is yet to be shared and Mr. Neeraj Srivastava is requested to share at the earliest. Ms. Shraddha Kala had already shared the input on library and we have to obtain information from Mr. Rohit Jain and Mr. Jitendra Singh.
- 5) The fifth criteria of student support and progression was to be handled by Dr. Goutam Sadhu and needed contribution from Mr. Hem Bhargava, Mr. Akash Sharma, Dr. Peepliwal and Ms. Veena Nair Sarkar.
- 6) The sixth and seventh criteria of governance leadership and management and Institutional values and best practices was to be handled by Dr. Sodani. He has asked for information from Dr. Tanjul Saxena, Mr. Prasoon Jain etc and same will be compiled shortly.

At the end the Registrar requested all the committee member to share whatever documentation they have done so far immediately so that the gaps will be identified and necessary action would be initiated to complete the Self Study Report by 16th Feb, 2019. The last meeting of IQAC will be held on 16th itself and submitted for uploading. The meeting ended with thanks to the Chair.

Registrar



**Action Taken Report of the 06th Meeting of the
Internal Quality Assurance Cell (IQAC)**

Action Taken Report of the 06th meeting of the Internal Quality Assurance Cell (IQAC) held on February 06, 2019

| S. No. | Particulars | Person responsible | Timeline |
|---------------|---|---|-----------------|
| 1 | Criteria 1: Curricular Aspect | Dr. Ashok Kaushik | Completed |
| 2 | Criteria 2: Student enrollment, Diversity | Dr. Pramod Kumar and Mr. Hem K. Bhargava | Completed |
| 3 | Criteria 2: Teacher's Profile and Quality | Mr. Neeraj Srivastava | Pending |
| 4 | Criteria 2: Evaluation Process and Reforms | Dr. Seema Mehta and Dr. Alok Mathur | Pending |
| 5 | Criteria 2: Student Satisfaction Survey | Mr. Rohit Jain | Pending |
| 6 | Criteria 3: Research, Innovation and Extension | Dr. Sazzad Parvez, Dr. Nutan Jain, Dr. Ruchi Sogarwal and Dr. Sandeep Narula | Completed |
| 7 | Criteria 4: Information related to Library | Ms. Shraddha Kalla | Completed |
| 8 | Criteria 4: Information related to Infrastructure | Mr. Neeraj Srivastava | Pending |
| 9 | Criteria 4: Information related to IT | Mr. Rohit Jain | Pending |
| 10 | Criteria 5: Student Support and Progression | Dr. Goutam Sadhu, Mr. Hem K. Bhargava, Mr. Akash Sharma, Dr. Ashok Peepliwal and Ms. Veena Nair | Completed |
| 11 | Criteria 6: Governance, Leadership and Management | Dr. P.R. Sodani and Dr. Tanjul Saxena | Pending |
| 12 | Institutional Values and best practices | Dr. P.R. Sodani and Dr. Tanjul Saxena | Pending |